



University of New Hampshire

College of Health and Human Services



Department of Health Management and Policy

Public Health Graduate Student Handbook

**Policies and Procedures
2018 - 2019**

Master of Public Health (MPH)

Public Health Certificate (PHC)

TABLE OF CONTENTS

Table of Contents	1
Letter from the MPH Program Director	4
Part One	
Expectations and Academic Regulations	5
Content and Competencies	5
MPH and PHC Student Code of Professional Conduct	6
UNH Department of Health Management and Policy	8
UNH Manchester	9
UNH Graduate School	9
UNH Manchester Registrar’s Office	9
UNH Financial Aid Office	9
Part Two	
Academic Regulations	10
Advising	10
Academic Honesty	10
Academic Standards	10
Grading	11
Letter Grades	11
C+ Grades	11
Repeated Courses	11
AF Grades	11
Credit/Fail and Pass/Fail	11
Audit	12
Incomplete	12
IA/W	12
Appeals	12
Accessing Course Materials	13
Transferring Graduate Courses	13
Enrolling in Graduate Courses Outside MPH at Within UNH	14
Enrolling in Graduate Courses Outside MPH and Outside UNH	15
Independent Study	16
Citations	17
The Graduate School	17
Graduation	17
Non-Discrimination	17
Progress Toward MPH Degree	18
Ineligibility of Students to be Course Instructors or Guest	
Lecturers	18
Grievance Procedures	19

MPH/PHC Program Appeals Procedure	19
Computers and Online Access	21
Computer Literacy	21
Internet Skills	21
Searching Resources	21
MS Office	21
Computer Security and Training	22
Username and Single Sign-On	22
MyUNH	23
UNH Email	23
UNH Student Identification Number	23
Webcat	23
MyCourses	23
Student Academic Skills	24
Quantitative Skills	24
Writing Skills	24
Student Accessibility Services	25
Career Counseling and Handshake	25
Part Three	
UNH Graduate School at Manchester Campus	26
Course Registration	26
Billing, Tuition and Financial Assistance	29
Bookstore	29
Textbook Refunds	30
Used Book Buy Back	30
Emergency Alerts and Class Cancellations	30
General Information	31
Library	31
Parking	32
Student Identification Cards	32
Part Four	
Master of Public Health (MPH) Program	33
Overview	33
Accreditation	33
Programmatic Mission, Values, and Goals	34
Mission of Public Health	34
MPH Programmatic Principles	36
MPH Graduate Student Competencies, Outcomes, and Domains	38
MPH Program Admissions	42
MPH Curriculum	44
Academic Schedules	45
Two-year Track 2018 - 2020	45
Three-year Track 2018 - 2021	47
For students who start in January	49

MPH and PHC Course Descriptions (by Course Number)	52
Teaching Faculty	59
Part Five	
Certificate in Decision Sciences	60
Who Should Enroll?	60
Admissions Information	60
Courses and Descriptions	61
Part Six	
Continuing Education	62
MPH Continuing Education Program: Public Health Certificate	62
PHC Program Goals	62
PHC Program Requirements	62
Ten Essential Services of Public Health	63
Elective Course	63
Public Health Certificate Schedule	63
PHP 996 Course Prerequisite	64
Workshop Prerequisites	64
Locating Eligible Workshops	66
Workshop Approval Process	66
Applied Topics in Essential of Public Health Course	
Deliverables	65
PHC Program Admissions	65
Prerequisites	65
Transitioning from the PHC Program to the MPH Program	66
Expectations and Resources	69
Academic Regulations	69
Part Seven	
Appendix A	
MPH Student Checklist for Program Completion	70

**Welcome to the UNH Public Health Programs
Master of Public Health MPH,
Public Health Certificate, PHC**

January 2019

Greetings:

Welcome to the University of New Hampshire (UNH) Master of Public Health (MPH) and Public Health Certificate (PHC) programs. We are delighted you have chosen to join us for the next phase of your academic journey. We hope your studies are interesting and challenging and we look forward to working with you.

The *Student Handbook* provides you with the information needed to guide you through your public health program. Should you have questions about the program or a policy please refer to the Handbook, where you are likely to find the answer. Remember that the MPH faculty and staff are also available to assist in answering your questions.

The MPH and PHC are administered by the Department of Health Management & Policy in the College of Health and Human Services, located on the University's Durham campus. All coursework, however, is completed at the UNH campus in Manchester (UNHM), or in some cases, online. The UNH Graduate School Manchester Campus, housed at 88 Commercial Street in Manchester, acts as the liaison between graduate students on the UNHM campus and the Graduate School, located in Durham. The Graduate School staff are located on the first floor, and they, as well as the program faculty are ready to assist you.

We encourage you to embrace the challenge of graduate work and to take advantage of being part of a fine academic program. We also urge you to get to know your fellow classmates. Each person brings their unique experience and expertise to the program – which increases your personal and professional growth as you get to know and work with them.

We wish you great success in your academic endeavors, and again, welcome to the University of New Hampshire's Public Health program.

Best Wishes,

Ann-Marie Matteucci, Ph.D.
Director, MPH Program
Department of Health Management & Policy

Pam Thomas, Ed.D.
Academic Department Coordinator
Department of Health Management and Policy

PART ONE

Expectations of MPH and PHC Students

The mission of the MPH Program at the University of New Hampshire: Through instruction, research and service, the mission of the Master of Public Health (MPH) Program at the University of New Hampshire (UNH) provides a pathway to develop public health leaders and collaborate with stakeholders to promote an integrated public health workforce, while focusing on societal health needs to foster health equity.

Content and Competencies

Upon completion of the MPH, graduates should be able to identify the following information, which is derived from the content of the competencies outlined by Council on Education in Public Health (CEPH). The competencies are explained in detail on page 38 of the handbook.

Content

1. Explain public health history, philosophy and values
2. Identify the core functions of public health and the 10 Essential Services*
3. Explain the role of quantitative and qualitative methods and sciences in describing and assessing a population's health
4. List major causes and trends of morbidity and mortality in the US or other community relevant to the school or program
5. Discuss the science of primary, secondary and tertiary prevention in population health, including health promotion, screening, etc.
6. Explain the critical importance of evidence in advancing public health knowledge
7. Explain effects of environmental factors on a population's health
8. Explain biological and genetic factors that affect a population's health
9. Explain behavioral and psychological factors that affect a population's health
10. Explain the social, political and economic determinants of health and how they contribute to population health and health inequities
11. Explain how globalization affects global burdens of disease
12. Explain an ecological perspective on the connections among human health, animal health and ecosystem health (e.g., One Health)

MPH and PHC Student Code of Professional Conduct

The UNH MPH Program and the Public Health Certificate (PHC) Program are committed to ensuring a professional and collegial environment for student education. Public health is the science and art of protecting and improving the health of local, national, and international human populations in communities through education, health promotion, and disease and injury prevention. Just as the focus of public health is on populations in communities, it is important to realize that each member of the faculty and staff, and each MPH and PHC student comprises the community known as the UNH MPH and PHC Programs. As a result, at all times our community must cultivate professional and personal behaviors that are based on mutual respect, honesty, and responsibility to be successful in achieving our public health mission.

Each member of our community is expected to be civil and respectful in all relationships and value the dignity, diversity, and worth of all persons. It is not acceptable to verbally, physically, mentally, psychologically, or sexually abuse any member of the UNH community, or participate in or condone any form of prejudice, bigotry, harassment, intimidation or threat, whether verbal or written¹. Furthermore, student acts which interfere with the routine operation of teaching, administration, research, or professional practice are strictly prohibited².

In all activities, each MPH and PHC student is expected to behave with integrity and in a manner that is courteous, responsible, considerate of the rights and interests of others, and to be personally honest³. Students enrolled in the MPH or PHC Program are expected to conduct themselves as public health professionals and to demonstrate respect and cooperation toward faculty and their fellow students.

This Student Code of Professional Conduct begins when the student accepts admission to the MPH or PHC Program and is enforceable until the MPH degree or Public Health Certificate has been awarded. This Code governs behavior by MPH and PHC students which occurs on or off UNH property (e.g., during the Field Study experience or Integrating Seminar, or workshops) and is enforceable throughout the entire matriculation period, regardless of whether classes are in session or students are enrolled in classes. The Code applies to UNH MPH and PHC students even while participating in educational and research activities, and workshops or conferences in other schools or colleges of UNH, or in other academic institutions².

Thus, all MPH and PHC students in our community will be presumed to have knowledge of the provisions of this Code, as a function of enrollment in the UNH MPH or PHC Program. Lack of familiarity with its provisions will not serve as a defense to any actions violating student conduct as defined herein². Failure to comply with any of its provisions will serve as grounds for course failure (by the Instructor, as appropriate) or recommendation to The Graduate School for dismissal from the MPH Program Director or PHC Program Administrator. Student appeals to a violation of this student code of conduct are governed by the process outlined in the Grievance Section of the MPH and PHC Student Handbook.

The UNH MPH and PHC Programs are successful in providing an excellent, positive learning environment when each member of our community works in harmony to create an atmosphere in which the ability of students to function professionally is optimized and our unique public health responsibility is recognized

References

1. University of New Hampshire. "Students' Rights, Rules, and Responsibilities Handbook" (2006-2007). <http://www.unh.edu/student/rights/srrr0607.pdf> (Date last accessed: January 31, 2007).
2. The Johns Hopkins Bloomberg School of Public Health, Office of the Dean. "Policy and Procedure Memorandum: Student Conduct Code" (1998). http://www.jhsph.edu/schoolpolicies/policy_student_conduct.html (Date last accessed: January 31, 2007).
3. Center for the Evaluative Clinical Sciences at Dartmouth. "Master of Public Health Degree Program and Master of Science Degree Program Student Handbook" (2005-2006). http://ecs.dartmouth.edu/graphics/pdfs/MS_MPH_Handbook_2005_2006.pdf (Date last accessed: January 31, 2007).

I acknowledge that I have read, understand, and will abide by the Master of Public Health and Public Health Certificate Programs' Student Code of Professional Conduct and agree to abide by it.

Print Full Name

Signature

Form 6/18/07_RC

Date

UNH Department of Health Management and Policy

The Department of Health Management and Policy in the College of Health and Human Services on the Durham campus administers the MPH and PHC Programs. The web page and contact information are as follows: <https://chhs.unh.edu/health-management-policy/program/mph/public-health>

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UNH Manchester

For information about services at UNH Manchester, including the UNH Graduate School Manchester Campus, courses registration, tuition and financial assistance, bookstore, class cancellations, general information, library, parking, and student identification cards; see the MPH Handbook section entitled “UNH Manchester.”

UNH Graduate School Manchester Campus

UNHM is the location for the Graduate School Manchester Campus, which is an administrative branch of the UNH Graduate School. It is the location of classes taught in the MPH Program and it is where students register for classes.

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UNH Manchester’s Registrar’s Office

Student Services Suite
Hours: 8:30am - 5:00pm
603.641.4136 [phone]
603.641.4125 [fax]
unhm.registration@unh.edu

UNH Financial Aid Office

11 Garrison Avenue
Stoke Hall
Durham NH 03824
Hours: 8:00 am – 4:30 pm
603. 862.3600 [phone]
603. 862.1947 [fax]
<http://financialaid.unh.edu/contact-info>

PART TWO

Academic Regulations

Advising

It is the student's responsibility to be aware of track academic requirements and progress. Advisors are available to answer questions and students are encouraged to meet with their advisor if they have any questions about courses or sequencing.

Academic Honesty

Academic honesty is the keystone to any academic pursuit and is expected and required at UNH. The Program will enforce all University regulations with violations ranging from assignment failure, course failure and/or termination from the Program. Academic honesty policy and due process procedures can be found in the *Student Rights, Rules, and Responsibilities Handbook*. Make sure that you understand what constitutes plagiarism. When in doubt, please ask. The Instructor of a course is responsible for initiating any case where there is plagiarism. The Instructor has multiple options for resolving the issue.

Academic Standards

Please note that MPH and PHC students are held to the following academic standards:

- ✓ MPH and PHC students **MUST** have a **cumulative grade point average (GPA) of 3.0, (B), or higher**, to graduate.
- ✓ MPH and PHC students receiving grades below "B-" in a graded course are considered failing grades for the purposes of determining academic standing. The course will need to be repeated to count for the MPH or PHC. (Please see the section below, "Repeated Courses," for additional information.)
- ✓ Though an MPH or a PHC student can pass a course with a **B- (2.67) grade**, a **student still MUST still maintain an overall GPA of 3.0 (B) to graduate**.
- ✓ MPH and PHC students receiving failing grades (grades below a B-) in **six (6) or more credits** either in two courses or in one course taken twice will be recommended by the MPH Program Director to The Graduate School for dismissal from the UNH MPH or PHC Program.
- ✓ MPH students admitted on a conditional or provisional basis must meet the conditions or provisions as stated in the letter of admission, to remain in The Graduate School.

**Each individual program may set and announce standards for coursework, examinations and/or research achievement that are more rigorous than the Graduate School standard.*

Grading

Letter grades: The following grades are used at UNH:

A (4.0), A- (3.67), B+ (3.33), B (3.0), B- (2.67), C+ (2.33), C (2.0), C- (1.67), D+ (1.33), D (1.0), D- (.67) F (0). Graduate credit is normally only granted for courses completed with a grade of B- or higher. Individual programs may have stricter requirements and are published with their degree program requirements.

C+ Grades: The Dean of the Graduate School may, under limited conditions, approve two courses, up to 8 credits of C+ grades for graduate credit. When a student's advisory committee or a student's advisor, in conjunction with the appropriate departmental committee, wishes to recommend that credit be given for work completed with a "C+", the advisory committee shall forward its recommendation, with appropriate justification, to the Dean of the Graduate School within one month of the completion of the course. Normally these courses will be elective courses outside the student's major area.

Repeated Courses

Repeating a course does not remove the original course or grade from the record. Only the most recent grade is included in the cumulative grade point average; only the most recent credit, if any, is included in the cumulative credits earned. A course may only be repeated once.

- ✓ If a UNH MPH or PHC student needs to repeat a course for their MPH degree or Public Health Certificate, it is important to note the following:
- ✓ Repeating a course does not remove the original course or grade from the record.
- ✓ Repeating a course does not remove the original failing grade from the record.
- ✓ Only the most recent grade is included in the cumulative grade point average (GPA).
- ✓ Only the most recent credit, if any, is included in the cumulative credits earned.
- ✓ Any course taken at a different institution must meet the same academic standards as outlined for UNH courses.
- ✓ **A course taken at UNH may only be repeated once.**
- ✓ **A course taken at UNH may not be repeated at another academic institution**

AF Grades: An "AF" grade, Administrative F, is assigned for failure to either drop or complete a course. An "AF" is considered the same as an "F".

Credit/Fail Grades: A "CR" grade is assigned for complete, approved theses and dissertations, as well as other approved courses and seminars.

Pass/Fail Grades: A graduate student may petition to take undergraduate courses on a pass/fail basis. Such a petition must be approved by the end of the add period for the term the course is taken. A grade of "C" is the minimum grade to receive a "P". Courses at the 700-level approved for graduate credit cannot be taken for pass/fail.

Audit Grades: An “AU” grade is assigned for completion of courses for which an audit was granted. No credit is earned.

Incomplete Grades: An “IC” grade is assigned with the approval of the Instructor for excused unfinished work only. The work must be completed and submitted to the Instructor by the date agreed to with the Instructor, but no later than the last day of the classes of the semester immediately following the one in which the incomplete was granted (800- and 900-level course only; mid-semester for 400-, 500-, 600, and 700-level courses). A petition requesting additional time within which to resolve the incomplete, approved by the Instructor, the student’s Advisor and Graduate Program Coordinator may be submitted to the Graduate School by the appropriate deadline. An extension will be granted by the Dean only under unusual circumstances. An incomplete grade becomes an “F” if not resolved or if a petition for an extension is not approved within the allowed time-period. This policy also applies to students who withdraw from UNH or who are on an approved leave of absence.

IA Grades: An “IA” grade is assigned for approved continuing courses, such as thesis or doctoral research, and remains on the record until the course requirements are completed. In the case of doctoral research, the “IA” grades remain on the official transcript for all semesters prior to the completion of the degree. The “IA” grade for the final term of enrollment will be changed to “CR” to signify successful completion of the dissertation.

W Grades: If a student withdraws from school or drops a course prior to the fifth Friday of the semester, the course(s) will not appear on the student’s permanent record. If a student withdraws from school or, for compelling non-academic reasons, submits an approved petition to drop a course after the fifth Friday of the semester, a notation of “W” will be shown on the student’s academic record. If the withdrawal or drop is after the midpoint in the class, a grade of “WP” or “WF” is shown on the record. A “WF” is considered a failing grade and will calculate into the GPA as such. Deadlines for courses scheduled for any time-period other than a full semester are apportioned at the same rate as semester courses. The actual dates are determined on a term-by-term basis.

Appeals: Every Instructor must be prepared to discuss and explain the basis for her or his evaluation of students. If, after consulting the Instructor, a student still believes that he or she was treated unfairly, he or she has the right to seek redress using the MPH Program Appeals Process outlined in the Grievance Section of the MPH and PHC Student Handbook.

Accessing Course Materials Prior to Taking a Course

Students may request to review a course syllabus prior to taking a course. Access to any other course materials (for example, guest access to a course *myCourses* site, handouts, etc.) may preclude a student from enrolling in the course in the future.

Transferring Graduate Courses Completed Prior to MPH Admission (MPH students only)

MPH students are allowed up to 8 graduate level credits to transfer in towards their MPH degree. These credits *MUST*:

- Have been taken in the past five years
- Come from an accredited educational institution
- Be approved by the MPH Program Director.
- A grade of “B” or better must have been received.

Please note:

- Graduate courses cannot be transferred for graduate credit if used in completing another graduate degree.
- Credits transfer into UNH on an equivocal basis, hence if a student took a two-credit graduate level course, it would transfer in as two credits.

Further, students must provide the following information to transfer the credits and have them count toward the MPH degree:

- ✓ An official academic transcript showing the course and grade received.
- ✓ A copy of the course syllabus.
- ✓ A copy of the course description.
- ✓ Students must submit a petition to transfer credits (external transfer). Find the petitions at: <https://www.gradschool.unh.edu/fp.php> and
- ✓ **All courses for the Public Health Certificate must be completed at UNH.**

Enrolling in UNH Graduate Courses offered outside of the UNH MPH Program (MPH Students Only)

Effective Fall 2008, a student may take a course offered by another UNH Department under the following circumstances:

- ✓ The course must be graduate level.
- ✓ The course may only be used to meet an elective requirement. All required courses must be taken through the MPH Program.
- ✓ **No more than two graduate-level public health courses, in total, (either taken through another UNH Department or from a CEPH-accredited academic institution) and up to six (6) credits, in total, can be transferred for graduate credit.**
- ✓ The MPH student should submit, to the MPH Program Director, the graduate course's syllabus for review.
- ✓ The course must be approved by the MPH Program Director.
- ✓ The MPH student must complete and submit a Petition for Exception to Academic Policy at: <https://www.gradschool.unh.edu/fp.php> to the MPH Program Director or Coordinator prior to enrolling in the course.
- ✓ The MPH student must receive a grade of "B-" or better from a course taken in another UNH Department to transfer the course credit into the MPH Program.
- ✓ Students must submit a petition to transfer credits. Find the petitions at: <https://www.gradschool.unh.edu/fp.php> , and
- ✓ Graduate courses cannot be transferred for graduate credit if used in earning another degree.
- ✓ **PHC students are *not eligible* to take courses offered through other UNH departments.**

Enrolling in Non-UNH Graduate Courses After Admission to MPH Program (MPH Students Only)

Effective fall 2007, if a UNH MPH student is interested in enrolling in a non-UNH graduate public health course, the following conditions apply:

- ✓ Approval for taking a non-UNH graduate public health course must be obtained from the MPH Program Director prior to enrolling in the graduate course. In general, these types of requests are only approved for taking electives not offered through the UNH MPH Program.
- ✓ A non-UNH graduate public health course designated to serve as an elective course toward the UNH MPH degree must be taken from a Council on Education for Public Health (CEPH)-accredited School or Program of Public Health.
- ✓ A listing of CEPH-accredited Schools and Programs of Public Health are available at the following link: www.ceph.org/accredited/search.
- ✓ The course must offer graduate credit.
- ✓ The MPH student should submit, to the MPH Program Coordinator, the graduate course's syllabus for review.
- ✓ The MPH student must complete and submit a Petition for Exception to Academic Policy (available at: <https://www.gradschool.unh.edu/fp.php>) to the MPH Program Coordinator **prior to enrolling in the course**.
- ✓ **No more than two graduate-level public health courses, in total, (either taken through another UNH Department or from a CEPH-accredited academic institution) and up to six (6) credits total can be transferred for graduate credit.**
- ✓ The MPH student **must receive a grade of "B" or better to transfer the graduate grade and credit into the MPH Program.**
- ✓ **PHC students are not eligible to take courses at other institutions.**
- ✓ Graduate courses cannot be transferred for graduate credit if used in earning another degree.
- ✓ An MPH student must be registered at UNH every semester. While a student is taking a non-UNH graduate course elective, the student must also register at UNH for Grad 800, to maintain an "active" student status, unless it is during the summer.

Independent Study (MPH Students Only)

Process for Applying for an Independent Study

The student and faculty member will complete an Independent Study Form and forward it to the MPH Program Director for approval. Students will be notified about the procedure for registering for the course.

PHP 995 Independent Study is available, under conditions outlined below, to students enrolled in the UNH MPH degree program:

- ✓ Enrollment in an Independent Study course is *not guaranteed* and is not considered a normal part of a student's academic program.
- ✓ Faculty members are not obligated to sponsor Independent Studies but may elect to do so as they feel it is appropriate.
- ✓ In general, an Independent Study course is appropriate for students to fulfill a special academic need that is not a part of the UNH /UNHM curricular offerings, or to pursue an academic interest not available through regularly scheduled courses.
- ✓ In some cases, students needing one or two credits to fulfill program or graduation requirements may be eligible to take an Independent Study course.
- ✓ An Independent Study course will require content and skills comparable to the levels required in standard course work of the same credit assignment.
- ✓ Given the student's career objectives, the appropriateness of the student's Independent Study should be discussed with the student's advisor.
- ✓ PHP 995 Independent Study is currently set up for 1-3 credits and cannot be repeated.
- ✓ A UNH MPH student would need to petition to take a second Independent Study.
- ✓ Public Health Certificate students are not eligible to complete an Independent Study.

Citations

Since students come from a variety of disciplines with different traditions of citations, the Program has not adopted a single notation style. However, students should make sure that their citations conform to a recognized style and that the documentation facilitates clear and easy access to the originals. There are multiple manuals of style books available at any bookstore; buy one and adopt it.

The American Psychological Association (APA) Style is available at:

<http://www.apastyle.org/>

Dartmouth College has an open web site that facilitates documentation available at:

<http://www.dartmouth.edu/~sources/>

The Columbia Guide to Online Style: Second Edition: <http://cup.columbia.edu/book/978-0-231-13210-7/the-columbia-guide-to-online-style>.

The Graduate School

All students are subject to the academic regulations of the Graduate School and UNH.

To review these, please visit the Graduate School Web page:

<http://www.gradschool.unh.edu/fp.php>

Students are also subject to the *Student Rights, Rules, and Responsibilities*. This document is available on the web at <https://www.unh.edu/student-life/2018-2019-student-rights-rules-and-responsibilities>

PDFs of Graduate School forms for registered students are online at

<http://www.gradschool.unh.edu/fp.php>.

Graduation

Graduate students must have a cumulative GPA of 3.0 (B) or higher to graduate.

Students must file an *Intent to Graduate* form prior to mid-semester of the term in which they intend to graduate. This form can be completed on line at:

<https://www.unh.edu/registrar/graduation>

The MPH Program will have its own Hooding Ceremony in May. MPH graduates can also participate in the UNH graduation ceremonies at both the UNH Manchester and Durham campuses. Information pertaining to the MPH Hooding Ceremony and Graduation will be communicated via email.

Non-Discrimination

"The University of New Hampshire is a public institution with a long-standing commitment to equal opportunity for all. It does not discriminate on the basis of race, color, religion, sex, national origin, age, veteran status, sexual orientation, or disability in admission or access to, or treatment or employment in, its programs or activities." (UNH Catalog).

Progress Toward MPH Degree

Students can complete the MPH degree in two years while still being employed full-time, which includes completing courses during the summer semester.

Students can also go through the MPH Program on a part-time basis. The University allows for six (6) years to complete a graduate degree. Please note however, students must be continually enrolled each fall and spring semester.

If you do not plan to take a course for an entire Fall or Spring semester, make sure you register for **GRAD 800**, which keeps your enrollment in the program current rather than having your **degree status discontinued (DSD)**.

Please note, if you choose to take longer than two years, it is highly encouraged that you follow the three-year curriculum outlined on page 46 and take courses in sequence. Not doing so could result in additional semesters in the program to complete required courses.

Please note the following students may have their degree status discontinued if any of the following apply:

- ✓ The MPH Student does not formally withdraw from the program.
- ✓ The MPH Student does not register and pay for course credits, research, or continuing enrollment by the appropriate registration deadline,
- ✓ The MPH Student does not return from an approved leave of absence.

Students will be notified by the Graduate School when this administrative action is taken and are required to apply for readmission or reinstatement if they subsequently desire to resume their academic program.

The fee for **Grad 800** will be applied during the semester in which the student is not enrolled. There is a reinstatement fee for students who have been designated as Degree Status Discontinued. Please contact the Graduate School for specific fees.

Ineligibility of Current Students to be Course Instructors or Guest Lecturers

Current students are ineligible to serve as course instructors or guest lecturers in MPH Program courses.

Grievance Procedures

The MPH Program Appeals Process is designed to field student challenges to a faculty evaluation, decision, or action. This appeal process applies to both academic and non-academic issues. MPH and PHC students, as well as other members of the academic community, are encouraged to resolve conflicts concerning academic issues; faculty, staff, or peer conduct; or student development informally before initiating the MPH Program Appeals Process.¹

MPH/PHC Program Appeals Procedure²

1. An Appeals Board shall be formed. Its membership shall consist of the faculty who serve on the MPH Program Committee (excluding the faculty member involved in the Grievance) and one faculty from the Department of Health Management and Policy.
2. The initial step in the appeals process will be a meeting for the purpose of discussion and resolution between the faculty person and graduate student.
3. If the concerns raised are not resolved by the discussions between the faculty person and the graduate student, either party has ten (10) working days to request that a mediator from the Appeals Board be present for one additional meeting to resolve the dispute.
4. If no satisfactory resolution is reached, the student must submit a written statement to the Appeals Board within seven (7) working days following that meeting. The faculty person will respond to the statement in writing to the Appeals Board within seven working days of receiving the statement.
5. The Appeals Board will review these documents and may seek any further information from the specific people involved and/or from outside people. The Appeals Board must reach its decision from the submitted and additional data. The Board's decision must be presented in writing to the parties involved within thirty (30) days of receiving the faculty person's response statement.
6. If either the student or faculty member is not satisfied with the Appeals Board decision, the Dean of Health and Human Services should be notified and the appropriate University of New Hampshire (student or faculty) grievance procedure can be initiated (see UNH Student Rights, Rules, and Responsibilities Handbook and Faculty Handbook).

As outlined in the UNH *Student Rights, Rules and Responsibilities Handbook*, a student should implement the following process for submitting a grievance concerning a faculty member:

*“Students should discuss their concerns directly with the faculty member and seek a resolution. However, if the student feels that direct discussion would be counterproductive or if, after consulting with the faculty member, a student still has a complaint, she or he should talk with the chairperson of the faculty member’s department. If no satisfactory resolution results, the student may talk with the dean of the college or school. If the matter is not resolved by the dean, final appeal may be made to the Provost and Executive Vice President for Academic Affairs.”*³

The one amendment to the above process is that a student should consult with the MPH Program Director prior to approaching the chairperson of the faculty member’s department to try to reach a resolve to the situation. All other process steps remain the same. Complaints/grievances with a staff person should be resolved using the detailed process described in the <https://www.unh.edu/student-life/2018-2019-student-rights-rules-and-responsibilities>

References

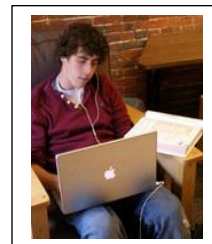
1. UNH Department of Social Work. MSW Student Handbook, 2009-2010. Durham: UNH Department of Social Work, 2009. Print.
2. UNH Department of Marriage and Family Therapy. MFT Graduate Handbook, 2008-2009. Durham: UNH Department of Marriage and Family Therapy, 2008. Print.
3. University of New Hampshire. Students’ Rights, Rules, and Responsibilities Handbook, 2018-2019. Durham: University of New Hampshire, 2008. Print.
4. <https://www.unh.edu/student-life/2018-2019-student-rights-rules-and-responsibilities>

Computers and Online Access

Student Computer Literacy

Students must have access to a computer with Internet capabilities.

It is preferable to have access to high speed Internet service.



UNHM has wireless capability throughout the building, so students with a wireless laptop computer will be able to use it in the classroom. There are classrooms with computers that may be used for courses such as Biostatistics.

Internet Skills

A student should have excellent Internet searching skills since s/he will be constantly using them to complete assignments throughout the MPH Program. Thus, before entering the MPH Program, students should know what major Internet search engines exist and how to use them to find public health data and information. Below are resources students can access to enhance their Internet searching skills:

UNH Internet Searching Resources:

UNH Manchester Library: The library provides guidance on topics, such as how to evaluate websites and the staff are available on-site as well as remotely.

<http://manchester.unh.edu/library/> and <http://manchester.unh.edu/support-services#services> are helpful.

MS Office (MS Word, Excel, and PowerPoint) Skills

A student should be quite comfortable using Microsoft Word, Excel, and PowerPoint to complete course assignments including papers, presentations, and exercises. If you are not comfortable with using these software packages, then it **is strongly suggested** that you take workshops and/or tutorials to become adept at using these software packages. Students can download a free version of Microsoft Office at:

<https://www.unh.edu/it/kb/article/microsoft-office-365-professional-plus-for-students-faculty-and-staff-faq.html>

On particular note, **students enrolled in PHP 903 (Biostatistics), should be able to perform the following Excel functionalities prior to starting the class:**

1. Create and set up worksheets and workbooks
2. Create and format tables, charts, and graphs
3. Create formulas using basic mathematical equations (add, subtract, divide, multiply)

UNH Computer Security and Training Resources

UNH Computer and Information System (CIS) Training Center: Provides workshops on a variety of software packages, including MS Office. UNH students are eligible to participate in their trainings. Fees are charged for the workshops.

<https://www.unh.edu/it/information-security-services/information-security-resources-for-students>

Students can obtain free versions of Microsoft Office. Please use this link to get started: <https://www.unh.edu/it/kb/article/installing-microsoft-office-students.html>. For more instructions on how to install Office 365 ProPlus, please visit the official instructions at <https://support.office.com/en-us/article/download-and-install-or-reinstall-office-365-or-office-2016-on-a-pc-or-mac-4414eaaf-0478-48be-9c42-23adc4716658>

Resources

For online resources, please go to this link: <https://www.unh.edu/it/strategic-technology/resources-and-links-for-students-and-researchers>.

Computer and Platform Assistance

Should you need technical assistance with your computer or any UNH account, please call the **Computer Help Desk at 603-862-4242**.

Please do not hesitate to contact the UNH Computer Information System Help Desk at (603) 862-4242 should you have any questions regarding your UNH email account.

Web-based Tools to Enhance Internet Search Skills:

1. "Learning about Searching" Website (basic overview of searching techniques):
<http://www.notess.com/search/strat/>
2. Noodle Tools' "Choose the Best Search for your Information Need" Website (tool to determine which Internet search tool is best for a given task):
<http://www.noodletools.com/debbie/literacies/information/5locate/adviceengine.html>
3. "Finding Information on the Internet" Website (tutorial from UC Berkley Library):
<http://www.lib.berkeley.edu/TeachingLib/Guides/Internet/Strategies.html>

Username and Single Sign-On

Your Single Sign-on (MyUNH) <https://my.unh.edu/> username (also known as your UNH USERNAME [IT ID] was created for you when you first applied to UNH.

For further information on acquiring your username and setting your password, please visit the following page: <http://www.gradschool.unh.edu/myunh.php>

MyUNH

To access *MyUNH* please go to <https://my.unh.edu/> and use your user name and password. Once in *MyCourses* you can access your UNH email as well as the platforms for your courses and student services each semester.

Official Communication Via UNH Email Accounts

All correspondence with MPH and PHC students is conducted via the student's UNH email account. Students are strongly recommended to have access to a computer with Internet capabilities to be kept informed about updates, policies, and procedures affecting the MPH and PHC Programs. **Students should check their UNH account regularly or forward their UNH email to another account they check on a regular basis.**

You are responsible for checking your email regularly and updating your personal email address when necessary.

Email

- Your UNH email address is used for all official communication with UNH and much more. For any exchanges with faculty or staff at UNH you must only use your UNH email address, as that is the only way we can identify you are who you say you are.

UNH Student Identification Number

All students are assigned a randomly generated nine-digit number that begins with a "9". Students receive their UNH Student ID Number via email after your admissions application is processed.

Webcat

Webcat can also be found in MyUNH for all administrative tasks such as course registration, billing and financial aid, and for grades/transcripts, etc. To access MyUNH please go to <https://my.unh.edu/> and enter the same user name and password. All functions are found under Webcat.

- Please note all UNH billing is electronic only and will be accessed via Webcat. UNH billing notifications are sent to your UNH email address that was assigned to you when you applied to the MPH Program.

MyCourses

- Each Instructor in the MPH program will use MyCourses in different ways, given the nature of the course. You will find it to be an invaluable tool in communicating with the Instructor and fellow students, as well as accessing course materials. MyCourses also contains personal student tools (e.g., Calendar, Tasks). Please communicate with your professors about how they expect you to use MyCourses for their class and how they will communicate with you, and vice versa

STUDENT ACADEMIC SKILLS



Quantitative Skills

For students to feel confident in the quantitative courses, the following recommendations should be

- A student should possess an understanding of basic algebra in preparation for PHP 901 Epidemiology and PHP 903 Biostatistics.
- Additionally, students may also find the websites listed below helpful for developing math skills:
 - www.Free-ed.net: Website indexes free tutorials and online courses, including math focused ones.
 - www.sosmath.com: The website offers numerous free math review materials.

Writing Skills

- Since a student will be required to complete many written assignments throughout the MPH Program, strong writing skills are essential. A student should know how to:
 - Develop an outline for a report
 - Write cohesive paragraphs
 - Formulate bibliographies
- Students are highly encouraged to make an appointment with UNHM's Center for Academic Enrichment to participate in an English writing assessment session. The Center is located in 88 Commercial Street. The Center's telephone number is: 603-641-4113. The Center's website is <http://manchester.unh.edu/current-students/cae-more-powerful-learning>
 - During the session, a student will complete a writing assessment. After completing the assessment, Center staff will explain assessment findings and identify options to help the student enhance his/her writing skills.

Expectations for Time Spent on Coursework

Students should expect to spend, on average, two hours outside of class for each hour in class completing course readings and assignments. Another way to think of workload is 3 hours of work for each credit hour.

Hence, if a student is taking a four-hour, three-credit class, then s/he would expect to spend approximately 8 - 9 hours a week outside of class completing required coursework.

Examples of types of course assignments used by MPH Program instructors include tests, papers, projects, presentations, posters, group work, case studies, and essays.

- Additionally, students may also find the following websites helpful for developing their writing skills:
 - UNH Manchester Library: <http://manchester.unh.edu/library/>
 - UNH's Robert J. Connors Writing Center: Based at UNH Durham campus, students can make appointments with Center staff to review their writing: <http://www.unh.edu/writing/cwc/>

Web-based Writing Tools:

1. UNH Online Writing Laboratory (OWL): provides writing assistance to UNH students unable to visit the Connors Writing Center in Durham. To learn more, go to: <http://owl.unh.edu/> .
2. UNH Manchester Library provides a variety of on-line and on-site tools to help students research and develop research papers: <http://manchester.unh.edu/library/>
3. The Owl at Purdue: This Purdue University website offers a wide range of on-line writing resources to help build your writing skills: <http://owl.english.purdue.edu/owl>.

Student Accessibility Services

Students who have a documented disability and need support services should consult with UNH Student Accessibility Services. A description of and contact information for Disability Services is available at <https://www.unh.edu/studentaccessibility>

Career Planning

Students seeking career counseling are invited to contact the public health Program Director or Coordinator to set up an appointment. Additionally, the UNHM Director of internships and career planning can assist you, **Melissa Lyon**. You can contact her at Melissa.Lyon@unh.edu for access to career development services (such as resume writing and developing a job search strategy). You can also visit the Career Planning website at <https://manchester.unh.edu/career-planning>. Walk-in hours are Monday through Friday from 10:00am – 3:00 pm in room 430 of the Pandora Building.

To review open job postings you can use Handshake, a job search engine available to UNH students at <https://www.unh.edu/career/handshake>. Additionally, job postings and other career opportunities are shared via email and announcements on the Public Health page in Canvas.

Part Three

UNH Graduate School at Manchester

Courses are held at UNH Graduate School at Manchester, located at 88 Commercial Street, UNHM (directions may be found at the following link:

<http://www.gradschool.unh.edu/manchester/>.

The UNH Graduate School Manchester Campus is staffed during the day and prior to the beginning of classes until 6:00pm in the evening. Contact information for staff of the CGPS is listed in the back of this Student Handbook. The members of the staff of the Center are there to assist you in terms of:

- Information
- Course registration
- Any other aspects of attending the MPH Program

For more information about the UNH Graduate School Manchester campus, please see:

<http://www.gradschool.unh.edu/manchester/>

Course Registration

Students should register for ALL of their courses for Fall Sessions I and II, or for Spring Sessions I and II by the posted deadline. (See <http://manchester.unh.edu/course-schedule> for deadlines and how to register.

This means typically an MPH student will be registering for four eight-week courses.

Additions or deletions for the second eight-week period will be done on an exception basis.

Registrar's Contact Information

Registration Office
Student Services Suite
Hours: 8:30 – 5:00 PM
Phone: (603) 641-4136
Fax: (603) 641-4125
unhm.registration@unh.edu

Graduate Degree Students Detailed Registration Instructions:

1. Before you Register

Login to [MyUNH/Webcat](#) before your registration window opens. Check to make sure your account is active and you have no holds on your account. Some holds will prevent you from completing the registration process. Holds can be placed for a variety of reasons, the staff at the Graduate School Manchester can help students determine why there is a hold.

To check for holds:

- Select Webcat/Services tab
- Select Student Services and Financial Aid
- Select Student Records
- Select View Holds

2. Graduate Student RAC (Registration Access Code): No RAC required.

- **UNH Manchester Registration:** Students who are registering for courses at both the Durham and Manchester locations may complete their registration and payment at both sites or at a single site. Students may register online.

Online Course Registration (available to enrolled students only)

- Go to <https://my.unh.edu/>
- Click on Webcat/Student Services tab
- Continue
- Registration
- Add/Drop Classes
- Choose Term (Fall/Spring/Summer)
- Enter in CRN (Course Registration Number) number(s)
- Submit changes

3. Scheduling Assistance: Parent's needing assistance scheduling classes around your children's school/daycare hours, or a non-traditional student needing assistance scheduling classes around a full time (35+ hours), (M-F) job, contact the Office of the Registrar, **BEFORE** registration begins.

- Register in person by going to the Student Services Suite at University Center, UNH Manchester, 88 Commercial Street, Second Floor.
- Register via phone by calling 603-641-4136.
- Print your schedule by returning to the Registration menu and selecting Printable Schedule or Student Detail Schedule.
<http://manchester.unh.edu/course-schedule>
- For information regarding available courses and registration dates please see the following website: <http://manchester.unh.edu/course-schedule>

4. **Continuing Graduate Students:** Are expected to register by the first day of classes.
5. **Late Registration:** Students who register after the published deadline will incur a late fee
6. **Maximum Load:** The maximum graduate load of 16 credits (12 credits for a student on a full assistantship). Only under unusual circumstances will a student be allowed to exceed these limits, and then only with the recommendation of the student's adviser and graduate program coordinator and the approval of the dean of the Graduate School.

7. **Graduate Continuing Enrollment GRAD 800:**

Students must remain registered each semester while in a graduate program. If circumstances occur when you cannot take a course during a semester you can register for GRAD 800. Webcat registration remains open for GRAD 800 through the 3rd Friday of the Fall and Spring semester. The fee for **Grad 800** will be applied during the semester in which the student is not enrolled. Please contact the Graduate School for the specifics about the fees.

8. **Degree Status Discontinued**

Students who do not register and pay by the published deadlines in the UNHM Academic Calendar <https://www.gradschool.unh.edu/dates.php> have their degree status discontinued. Students who wish to resume their academic program will need to petition for reinstatement and pay a reinstatement fee and any other applicable late fees.

Students that have been DSD'd will have to file either a reinstatement (semester they were DSD'd) or readmission form (any time thereafter) and pay the appropriate fee.

9. **Non-matriculated Students**

Non-matriculated students do not have to obtain the MPH Program Director's permission to enroll in an MPH Program course. Students are allowed to take up to two (2) courses prior to matriculation. To enroll, s/he would follow the below directions to register either in-person or via phone.

Financial Obligations and Billing: Students registering on or after the first day of classes are expected to pay tuition and fees at the time of registration. Students with unpaid bills may be dropped from their courses if payment is not received by the published deadlines. Bills are published to each student's [MyUNH/Webcat](#) account and not sent by postal mail. Notifications are sent to a student's UNH assigned email account. More information can be obtained at <https://manchester.unh.edu/current-students/student-accounts>

**Students planning to use payroll deduction should make arrangements with the Billing Office no later than the first week of the semester.*

Tuition and Financial Assistance

Tuition for each academic year is announced in July. To view current in and out-of-state tuition rates for the MPH Program, go to: (Look for the : <https://www.unh.edu/business-services/tuitunhmgrad> MPH row). MPH and PHC students pay on a per course basis, with each course being three credits. Hence, to calculate the cost for one course, multiply the current year's in or out-of-state per credit tuition rate by three.

Students interested in seeking financial aid should contact the UNH Financial Aid Office at 862-3600. The Graduate Student Aid and Verification Form, used to determine financial aid need, is available at <https://manchester.unh.edu/financial-aid>

Some limited scholarships are available. Prospective students are highly encouraged to check with their employer about available tuition assistance programs. Many students use this benefit to help finance their tuition. For information about financial aid, go to <https://manchester.unh.edu/financial-aid>

Bookstore

The official UNH bookstore is located on the Durham campus, in the Memorial Union Building. The bookstore carries textbooks, supplies, greeting cards, academically priced computer software, candy, UNH clothing and giftware, and gift certificates.

The bookstore accepts Visa, MasterCard, Discover, American Express and personal checks made payable to the UNH Bookstore. There will be a \$20 additional fee charged on all returned checks to the bookstore. Books can be shipped directly to students when ordered with a credit card over the phone.

A virtual bookstore is available to UNH students if you would prefer not to drive to Durham. The website is: <https://manchester.unh.edu/current-students/bookstore>. Textbooks will be shipped for free when you use your UNH ID. You can search for textbooks needed by class going to the textbook tab on the website.

Textbook Refunds

In order to receive a refund, you must present the original cash register receipt. Books purchased must be returned in the same condition as they were purchased, in order to receive a full refund. Refunds on textbooks purchased for the current term are given if they are returned to the bookstore within the time-period to drop a class without academic penalty. Note: You must present the drop slip from the University and the register receipt to receive your refund. Credit card purchases will be credited to your credit card.

Used Book Buy-Back

As one of the many services to students, the bookstore buys back textbooks every day the store is open for business.

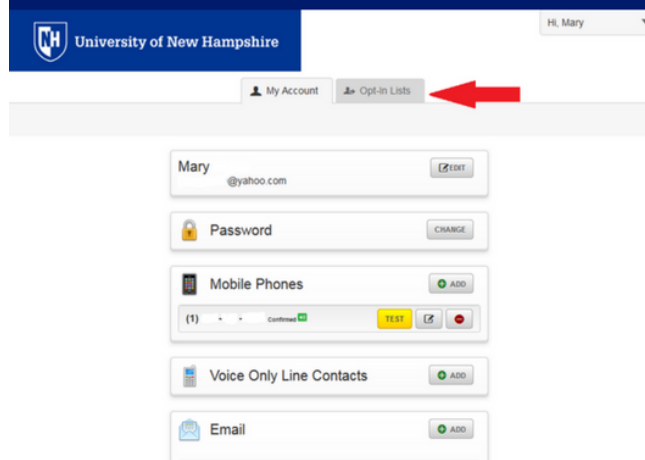
Emergency Alerts and Class Cancellations

You can learn about safety and storm closings at <https://manchester.unh.edu/current-students/emergency-protocols-storm-closings>. To be alerted about course cancellations and other important campus information register for UNH Emergency Alerts at <https://www.getrave.com/login/unh>.

UNH EMERGENCY ALERTS

POWERED BY RAVE MOBILE SAFETY

Get alerts about emergencies and other important community news by signing up for our Emergency Alerts for University of New Hampshire Durham and Manchester campuses, UNH School of Law and Granite State College. This system enables us to provide you with critical information quickly in a variety of situations, such as crimes on or near campus, severe weather, missing persons, school closures and evacuations of buildings or neighborhoods.



Once you have signed up, please be sure to choose which list(s) you would like to be on so that you receive the messages most important to you!

The local radio stations listed below will announce cancellations, due to inclement weather, or you can call the UNH Manchester Snow Line at **603-641-4100**.

Radio

WGIR, Manchester 61.0 AM 101.1 FM

WZID, Manchester 95.7 FM

WFEA, Manchester 1370.0 AM

WQLL, Manchester 96.5 FM

WOKQ, Dover 97.5 FM

WHEB, Portsmouth 75.0 AM 100.3 FM

WJYY, Concord 105.5 FM

Television

WMUR, Manchester Channel 9

General Information

For specific information on UNHM or UNH Durham, regarding library, bookstore, weather closings, etc., visit the following sites:

- ✓ UNH Manchester: <http://manchester.unh.edu>
- ✓ UNH-Durham: <http://www.unh.edu/>

Library



“Promoting academic success through personal attention and expert assistance.”

UNH Library Statement

Contact Information

(Phone) 603-641-4173

Email: unhm.library@unh.edu

The library houses a collection of more than 30,000 volumes of print and non-print materials, integrated into an open-stack arrangement. In addition, the library subscribes to over 550 periodical titles and has an extensive back file of these on microfilm. A network of workstations provides access to many citation and full-text indexes for general and subject-specific searching. A UNH Manchester I.D. card is required for library services.

The UNHM Library is located in 88 Commercial Street Building, on the second floor. The library's on-line catalog is fully integrated with Dimond Library and other University branch libraries located in Durham. The Dimond Library has a collection in excess of one million books. The library can also provide database searches to students and faculty to assist them in their research.

Boston Library Consortium (BLC)

The UNH Library is the only library north of Boston that is a member of the **Boston Library Consortium (BLC)**. The BLC is an association of 18 academic and research libraries located in Massachusetts, Connecticut, Rhode Island, and New Hampshire, and is dedicated to sharing human and information resources to advance the research and learning of its constituency. Founded in 1970, the Consortium supports resource sharing and enhancement of services to users through programs in cooperative collecting, access to electronic resources and physical collections, and enhanced interlibrary loan and document delivery.

The BLC has a “Virtual Catalog” which allows students and faculty to access the libraries at Boston College, Boston University, Brandeis University, Marine Bio Lab – Woods Hole, Massachusetts Institute of Technology, State Library of Massachusetts, Tufts University, Northeastern University, U-Mass Amherst, U-Mass Boston, U-Mass Dartmouth, U-Mass Lowell, U-Mass Medical (Worcester), University of Connecticut, Wellesley College, and Williams College.

BLC provides students and faculty with access to Boston area libraries as well as 24/7 research assistance. Students and Faculty can borrow circulating items from these institutions for a period of up to 28 days. The items will be delivered to the UNHM or UNH Dimond Library in about 4-5 days and may be picked up and returned at the Loan Desk at those two places. If you need assistance, speak with the librarians at UNHM. There will be a general introduction to the library at the Student Orientation.

Parking

UNH Manchester offers a variety of parking options. As of 8/29/16 students who have parking permits will be allowed to park both, in front and behind 88 Commercial St. The cost of parking permits is included in your tuition and fees, and can be picked up by contacting Security Services on the 2nd floor of the Pandora Building.

Parking is also available at the covered Center of NH Garage just a six-minute walk from campus, free of cost for students with a validated ticket. The garage entrance is on Granite Street, just beyond the Canal Street intersection. Be sure to bring your parking ticket with you to campus, and stop by the security desk on the main floor to have your ticket validated. Otherwise, you will be responsible for paying to park. Please do not park in the local lots around Pandora before the noted times. You will be towed.

<http://manchester.unh.edu/directions-parking>.

[Contact Campus Security](#) for questions regarding parking, 603-641-4101. The office is located in the reception area on the second floor of the Pandora Building at 88 Commercial Street.

Student Identification Cards

Student ID cards will be processed at Student Orientation and during the first week of classes for all students. The ID cards are obtained at the security desk 88 Commercial Street Building. An ID card is required for library service and enables students to take advantage of student discounts offered by area merchants.

PART FOUR...

Master of Public Health (MPH) Program

OVERVIEW

The Master of Public Health (MPH) Program at the University of New Hampshire (UNH) was approved by the UNH Board of Trustees in 2001 and is designed to provide quality graduate education in public health. The MPH Program is geographically accessible and economically feasible for citizens of New Hampshire and neighboring New England States. The MPH Program provides human resources to improve the health of the citizens of New Hampshire and the northern New England region.

During the academic year, courses are taught Tuesday and Thursday evenings at the Graduate School at the University of New Hampshire's Manchester campus (UNHM). Members of the faculty come from the UNH and the field of public health practice.

The MPH Program is designed for individuals from a wide variety of professional identities. The field of public health is uniquely identified by its focus on health (as opposed to the more narrowly defined concept of medicine) and its focus on population groups rather than the individual.

- The MPH degree requires 48 credits.
- Consisting of eleven (11) required courses and five (5) elective courses.
- Electives courses offer the flexibility to tailor coursework according to graduate students' particular professional goals within public health.
- The MPH Program is designed to be completed on a part-time basis in two years, and most students complete the Program within three years. Per UNH Graduate School policy, a student has up to six years to complete the degree requirements.

Program Highlights

- All courses are offered at UNH Manchester
- During the academic year, courses meet on Tuesday and Thursday evenings.
- In the summer, courses follow a variety of formats to allow for maximum flexibility.
- While the Program is considered part-time, students may complete it in two years, taking classes during the summer between Year One and Year Two.
- The Program is designed for working Public Health professionals, though it can be appropriate for someone new in the field.

Accreditation

The MPH Program is accredited by the *Council on Education for Public Health (CEPH)*, the national organization for accreditation of programs in public health (probationary until 12/31/2019).

Programmatic Mission, Values, and Goals

Mission Statement:

Through instruction, research and service, the mission of the Master of Public Health (MPH) Program at the University of New Hampshire (UNH) provides a pathway to develop public health leaders and collaborate with stakeholders to promote an integrated public health workforce, while focusing on societal health needs to foster health equity.

Values Statement:

The values of the MPH Program at UNH are guided by the overall values of the College of Health and Human Services:

Cooperation in the planning, management, and work of the College.

Curiosity as a core strategic concept.

Excellence both in our individual and collective actions.

Integrity to have ethical behavior in our working relationships, practices and decisions.

Leadership for improving the health of individuals, families, and communities.

Openness in communications and decision-making.

Respect for individuals' roles, diversity, contributions, and viewpoints.

Service to UNH, the public, and others to improve health and health care.

Sustainability of our College as an educational leader.

In addition, the MPH program promotes the development of our students into forward-thinking public health professionals by including curriculum and experience in:

Advocacy: Promoting the health of populations

Evidence based practices: Valuing best practices and maximizing faculty expertise through research, shared learning, and practical learning experiences.

Integration: Encouraging collaborative and critical thinking of strategies to better incorporate Public Health with health and health care systems.

Social Justice: Health equity, and integrity

Goals of the MPH Program

The MPH Program has the following goals:

1. **Instruction:** To prepare public health professionals with the knowledge, skills, and values to understand of social determinants of health and population health for multiple roles in public health organizations and policy development.
2. **Research:** To contribute to the field of public health through the development of new knowledge through applied research to practically address relevant urban and rural health and health care issues.
3. **Service:** To participate in community partnerships by providing technical assistance and professional service to public health settings in both the private and public sectors

Mission of Public Health

According to the Institute of Medicine (IOM), the mission of public health is to “fulfill society’s interest in assuring conditions in which people can be healthy.” Unlike the clinical disciplines, public health focuses on population groups rather than the health of a single individual. The public health workforce is composed of people from diverse disciplines, including public health, medicine, nursing, sociology, statistics, environmental sciences, law, economics and others. Public health is multi-disciplinary by its very nature.

The IOM has indicated that there are **Ten Essential Services** for Public Health:

1. Monitor health status to identify community health problems
2. Diagnose and investigate health problems and health hazards in the community
3. Inform, educate, and empower people about health issues
4. Mobilize community partnerships to identify and solve health problems
5. Develop policies and plans that support individual and community health efforts
6. Enforce laws and regulations that protect health and ensure safety
7. Link people to needed personal health services and assure the provision of health care when otherwise unavailable
8. Assure a competent public health and personal health care workforce
9. Evaluate effectiveness, accessibility, and quality of personal and population-based health services
10. Research for new insights and innovative solutions to health problems

The 1988 IOM report entitled *The Future of Public Health* was the seminal document defining the role of public health (IOM Committee on the Future of Public Health, *The Future of Public Health*, Washington, DC, 1988). It set forth to provide public health professionals with competencies in these three core functions:

- (1) **Assessment** (e.g., community needs assessment, identification of risk factors, environmental monitoring, determination of need, laboratory analysis);
- (2) **Policy Development** (e.g., community development, social marketing of health promotion and disease prevention strategies, policy approval, community planning); and
- (3) **Assurance** (e.g., enforcing laws and regulations, linking personal health needs to public and private providers, protection of drinking water, assessing program effectiveness, linkage between health services research and practice).

MPH Programmatic Principles

The MPH Program is *population-based*; maintaining a *community orientation*, emphasize *leadership*, rely on the concept of *social justice*, be based on a *multi-cultural* perspective, provide *multi-disciplinary* courses, recognize *public-private linkages*, and be based upon the attainment of defined *student competencies*. In addition, we believe that evidenced-based practice and the importance of public health policy cuts across these principles. Explanations of these principles follow:

Population-based: The focus of public health is population-based; it seeks to address issues of health promotion and disease prevention among population groups. Population-based strategies take into account a wide range of factors including ecological, social (cultural, political, and economic), behavioral, and scientific/technologic, in order to improve the health and well-being of populations. Individual courses within the program take a population approach from the very beginning in PHP 900 Public Health Care Systems to the capstone experience, PHP 998 Integrating Seminar.

Community Orientation: Community is a key guiding principle of this MPH program. It provides the conceptual framework for two features of the curriculum. The broadly defined community becomes the primary lens by which students learn about the concepts of public health. This is accomplished through the addition of community-based faculty, community members, the students' own prior community involvement, and program-directed community projects. The curriculum is community-centered, i.e., the philosophical commitment is to preserve and enhance community self-determination. Students will learn about the complex nature of communities, how communities are defined, and the importance of community leadership and collaboration in solving public health problems. The two specific-community-oriented courses in the curriculum are PHP 990 Field Study and PHP 998 Integrating Seminar. PHP 990, Field Study, looks at the community through the individual student's particular perspective while PHP 998, Integrating Seminar, looks at a community problem from multiple perspectives.

Leadership: Public health professionals must be leaders at multiple levels in organizations and agencies at the local, state, and national arenas. We borrow a definition from Gary A. Yulk (*Leadership in Organizations*, 4th ed., Prentice Hall, 1998). Leadership is, "the process wherein an individual member of a group or organization influences the interpretation of events, the choice of objectives and strategies, the organization of work activities, the motivation of people to achieve the objectives, the maintenance of cooperative relationships, the development of skills and confidence by members, and the enlistment of support and cooperation from people outside the group or organization. The concept of leadership is examined most fully in PHP 905, Public Health Administration, but it is also built into PHP 990, Field Study, and PHP 998, Integrating Seminar, for students to take a leadership role in solving particular public health problems.

Social Justice: A fundamental precept of public health is to address health and disease in the context of communities, acknowledging that social determinants have a powerful impact on health status. The MPH Program affirms a commitment to the values of human dignity, collective self-determination, and social justice as major attributes of public health. While this value is most clearly articulated in PHP 908 Public Health Ethics, it is present throughout the MPH curriculum.

Multi-cultural: Public health professionals work in an environment of diverse populations in terms of race, religion, gender, ethnicity, sexual orientation, and other characteristics. The MPH Program promotes the understanding of cultural and individual differences that result in differing value systems which are necessary to understand and respect in order for public health strategies to be effective. New Hampshire is not a highly diverse state. However, it does have pockets of minorities which have serious implications for the health of the public. For example, in 2003, the capstone project for the first cohort of MPH graduates was on immigrant health care for the city of Manchester, New Hampshire. Manchester does have a cluster of many different minorities; small sized multiple minorities make it necessary for public health professionals to be aware of more than the large sized minorities generally assumed to be part of multi-culturalism. We encourage representation of minorities in the MPH Program.

Multi-disciplinary: Public health problems are complex; the development of public health strategies benefits from multiple analytical frameworks. The education of public health professionals requires a multi-disciplinary learning environment and an integrated educational approach. Members of the faculty and the student body reflect a wide variety of disciplines impacting the health of the public.

Public-Private Linkages: Within Northern New England, public health practice has historically relied upon an extensive network of private organizations to support the delivery of public health initiatives. The MPH Program draws upon both the public and private sectors as sources of students, adjunct faculty, sites for active learning, and funding, thus continuing the tradition of a partnership between private and public sectors.

Competency-based: The MPH Program recognizes that the focus of graduate education in public health has moved from the traditional acquisition of knowledge to the demonstration of competency. Therefore, the MPH Program has structured the curriculum to meet the defined set of knowledge, skills, and values required to fulfill the responsibilities of a public health practitioner. Each course has a set of knowledge, skills, and values which are designed to be met by the student.

MPH Graduate Student Competencies, Outcomes, Domains

Starting in January of 2019 all CEPH accredited schools and programs are required to follow a revised competency model, which includes eight categories, and a total of 22 competencies.

Prior to the new competencies we followed a similar model with domains. Because some students may fall under taking courses while under the domains and others are starting out with the new competencies, we have included both competencies and domains within this version of the handbook.

Competencies

Evidenced-based Approaches to Public Health

1. Apply epidemiological methods to the breadth of settings and situations in public health practice
2. Select quantitative and qualitative data collection methods appropriate for a given public health context
3. Analyze quantitative and qualitative data using biostatistics, informatics, computer-based programming and software, as appropriate
4. Interpret results of data analysis for public health research, policy or practice

Public Health and Health Care Systems

5. Compare the organization, structure and function of health care, public health and regulatory systems across national and international settings
6. Discuss the means by which structural bias, social inequities and racism undermine health and create challenges to achieving health equity at organizational, community and societal levels

Planning and Management to Promote Health

7. Assess population needs, assets and capacities that affect communities' health
8. Apply awareness of cultural values and practices to the design or implementation of public health policies or programs
9. Design a population-based policy, program, project or intervention
10. Explain basic principles and tools of budget and resource management
11. Select methods to evaluate public health programs

Policy in Public Health

12. Discuss multiple dimensions of the policy-making process, including the roles of ethics and evidence
13. Propose strategies to identify stakeholders and build coalitions and partnerships for influencing public health outcomes
14. Advocate for political, social or economic policies and programs that will improve health in diverse populations
15. Evaluate policies for their impact on public health and health equity

Leadership

16. Apply principles of leadership, governance and management, which include creating a vision, empowering others, fostering collaboration and guiding decision-making
17. Apply negotiation and mediation skills to address organizational or community challenges

Communication

18. Select communication strategies for different audiences and sectors
19. Communicate audience-appropriate public health content, both in writing and through oral presentation
20. Describe the importance of cultural competence in communicating public health content

Interprofessional Practice

21. Perform effectively on interprofessional teams

Systems Thinking

22. Apply systems thinking tools to a public health issue

Domains

The UNH MPH is a generalist program, and it does not have areas of specializations, per the results of the previous accreditation review which recommended that the Program become a generalist program. The MPH Program's curriculum is based on a modified version of the public health competencies developed by the Council on Linkages between Academia and Public Health Practice (CLAPHP). The MPH Program is designed to provide students with an accredited Master's degree in public health with a solid foundation in general public health principles and practice. The MPH Program is taken on a non-residential basis and is intended to be completed in two academic years.

The UNH MPH Program has adopted a modified version of the competencies developed by the Council on Linkages Between Academia and Public Health Practice, which attempts to join academe and the field of practice. It identifies eight (8) skill domains and the specific competencies for each domain, *Analytical Assessment, Policy Development/Program Planning, Communication, Cultural Competency, Community Dimensions of Practice, Basic Public Health Science, Financial Planning and Management, and Leadership and Systems Thinking*. Those competency areas not included from the Council on Linkages tend to be items of direct implementation. The Council on Linkage's list is extensive and no one MPH Program can meet all of the objectives. However, the MPH Program has identified the following competencies and linked them to various courses in the curriculum. Most of these competencies are covered in multiple courses using different models and perspectives.

The domains that were developed by CLAPHP guide the curriculum of UNH's MPH Program and provide a broad understanding of the areas of knowledge related to public health. A more detailed description of the competencies may be found in the MPH and PHC Handbook on-line

at: http://chhs.unh.edu/sites/chhs.unh.edu/files/departments/health_management

[policy/mph_handbook_2016-2017.pdf](#) and a copy will be available during the on-site visit.

UNH adopted the CLAPHP competencies because the competencies were developed after extensive research and are generally recognized by the nation's leading public health agencies and organizations as a set of competencies necessary for the training of public health practitioners. These competencies are outlined on pages 38-39.

Domain 1: Analytical and Assessment:

Graduates of the UNH MPH program should be able to define problems, decide the best way to collect data or find secondary data, interpret that data and use the results to assist in decision making.

Courses: *Public Health Care Systems, Epidemiology, Environmental Health, Biostatistics, Health Education and Promotion, Public Health Administration, Public Health Ethics, Public Health Law, Public Health Policy Analysis, Social Marketing, Public Health Economics, Public Health Evaluation, Disease Ecology, Public Health Information Systems & Technology, Community Health Assessment, Field Study, and Integrating Seminar*

Domain 2: Policy Development/Program Planning Skills

Graduates will be able to find and collect information with the purpose to use it for policy development and community/program planning.

Courses: *Public Health Care Systems, Environmental Health, Public Health Policy, Public Health Law, Public Health Policy Analysis, Public Health Economics, Climate Change and Health, Disease Ecology, Work Environmental Policy, Integrating Seminar*

Domain 3: Communication Skills

Graduates will demonstrate strong written and oral presentation skills that are developed through a variety of interactions with individuals, groups, and organizations, (e.g., listens to others in an unbiased manner, respects points of view of others, and promotes the expression of diverse opinions/perspectives)

Courses: *All courses*

Domain 4: Cultural Competency Skills

Graduates will demonstrate an understanding of cultural factors, issues, and preferences. Understands the dynamic forms contributing to cultural diversity and the importance of a diverse public health workforce (e.g., sensitive and effective interaction, and recognition and understanding of multicultural factors, issues, and preferences)

Courses: *Public Health Care Systems, Epidemiology, Global Health, Social and Behavioral Health, Public Health Administration, Public Health Policy, Public Health Ethics, Health Policy Analysis, Community Health Assessment and Social Marketing*

Domain 5: Community Dimensions of Practice Skills

Graduates will demonstrate an understanding of cultural factors, issues, and preferences. (e.g., effective collaboration with community and public and private entities)

Courses: *Public Health Care Systems, Environmental Health, Health Education and Promotion, Public Health Administration, Public Health Policy, Public Health Ethics, Public Health Law, Public Health Evaluation, Disease Ecology, Community Health Assessment, Field Study, and Integrating Seminar*

Domain 6: Basic Public Health Science Skills

- Graduates will demonstrate an understanding of the history of public health, Ten Essential Services of Public Health and core public health functions. Develops a lifelong commitment to rigorous critical thinking

Courses: *Public Health Care Systems, Environmental Health, Epidemiology, Biostatistics, Social and Behavioral Health, Public Health Administration, Disease Ecology, Community Health Assessment, Field Study, and Integrating Seminar*

Domain 7: Financial Planning and Management Skills

Graduates will demonstrate an understanding of budgets, cost benefit analysis, and management issues in Public Health. (e.g., Budget assessment, process, and monitoring)

Courses: *Public Health Administration, Public Health Policy Analysis, Public Health Economics, Public Health Evaluation, Integrating Seminar*

Domain 8: Leadership and Systems Thinking Skills

Graduates will demonstrate ethical leadership, common culture/mission/vision, and performance standards. (e. g., development of ethical leadership, common culture/mission/vision, and performance standards)

Courses: *Public Health Care Systems, Health Education and Promotion, Public Health Administration, Public Health Ethics, Social Marketing, Public Health Evaluation, Integrating Seminar*

MPH Program Admissions

MPH Program applicants must possess a Baccalaureate degree from an accredited educational institution.

For instructions and forms to apply to the MPH Program offered through the UNH Graduate School, go to <http://www.gradschool.unh.edu/apply.php>.

All MPH Program admission applications will be reviewed by the *MPH Program Admissions Review Committee*. As part of the application process, applicants are encouraged, but not required, to meet in person or by phone with the MPH Program Director or Coordinator.

The following materials are required for admission:

1. UNH Application for Admission (and fee charged by Graduate School.)
2. In lieu of the personal essay, the completion of five (5) essay questions which can be found at http://www.gradschool.unh.edu/pdf/frm_mph_essay.pdf (Please note, you are welcome to incorporate information that you feel will help the Admissions Committee with your application.)
3. Official transcripts from all previous undergraduate and graduate education institutions.
4. Current résumé
5. Three letters of recommendation through the Graduate School website form. (We encourage letters to supplement the reference form.)

Application Deadlines

Applications are reviewed on a rolling basis. The following application deadlines are strongly suggested:

- July 1 for fall semester admission
- December 1 for spring semester admission
- April 1 for summer admission

Important Information for International Students

Since the MPH Program is a part-time program, it does not meet the full-time study requirements for international students with F-1 or J-1 visas. Questions may be answered by: The UNH Graduate School.

Important Information to Note:

- If desired, a potential applicant (referred to at UNH as a non-matriculated student) may take up to two courses prior to applying to the MPH Program and one course prior to applying to the PHC Program.
 - To register for a course, please see the registration instructions located in the “UNH Manchester Campus” section of this Handbook.
- Once application materials are submitted, in full, to the Graduate School, the Admissions Committee will review and make a recommendation to the MPH Program Director. **All notifications will come, in the form of an email, from the Graduate School.**
- Students who are accepted into the program will receive information on registering for classes, setting up accounts and other pertinent information from the UNH Graduate School Manchester Campus. **There are orientations offered before classes begin in August and January. These are very helpful and highly recommended.**

Please note

- **Fall Semester**
 - Session 1 Tuesday, **August 21, 2018**
 - Session 2 Tuesday, **October 11, 2018**
- **Spring Semester**
 - Tuesday, **January 15, 2019**

MPH Curriculum

The UNH MPH Program offers an integrated, generalist MPH Program curriculum consisting of eleven (11) required courses and five (5) elective courses (*for a total of 48 credits*). *(F = Fall, S = Spring)

<u>Required Courses</u>	<u>Course Title</u>	<u>Credit</u>
PHP 900 (F)	Health Care Systems	3
PHP 901 (S)	Epidemiology	3
PHP 902 (F)	Environmental Health	3
PHP 903 (S)	Biostatistics	3
PHP 904 (F)	Social and Behavioral Health	3
PHP 905 (F)	Public Health Administration	3
PHP 907 (F)	Public Health Policy	3
PHP 908 (F)	Public Health Ethics	3
PHP 922 (F)	Public Health Economics	3
PHP 990 (S)	Field Study	3
PHP 998 (S)	Integrating Seminar	3
		33 credits*

<u>Elective Courses</u>	<u>Course Title</u>	<u>Credit</u>
PHP 912	Public Health Law	3
PHP 914	Public Health Policy Analysis	3
PHP 920	Social Marketing	3
PHP 924	Community Health Assessment	3
PHP 926	Evaluation in Public Health	3
PHP 928	Principles of Toxicology	3
PHP 932	Disease Ecology	3
PHP 934	Work Environ. Policy & Health of Workers	3
PHP 936	Global Health	3
PHP 938	Health Education and Promotion	3
PHP 940	Health and the Built Environment	3
PHP 964	Applied Epidemiology	3
PHP 985A	Special Topics: Public Health and GIS	3
		15 credits**

*Eleven (11) required courses for 33 credits

*Five (5) Electives for 15 credits

ACADEMIC SCHEDULE FOR 2018 - 2020

TWO-YEAR TRACK

Students desiring to complete the MPH Program in a two-year timeframe, should follow the below schedule. Five elective courses must be completed. Students can take elective courses during the academic year and/or over the summer. Pre-requisites may apply for individual elective courses.

Please note:

If you do not take the courses in sequence, you may have conflicts later that may extend your time in the program.

First Year MPH Students (Assuming a Two-Year Plan)**

FALL 2018 (Semester I)

Sessions I and II, August 21 – December 13, 2018

Required Course Schedule

COURSE NUMBER	COURSE TITLE	DAY	DATES	TIME	INSTRUCTOR
FALL SESSION I, August 21 – October 11, 2018					
PHP 900	Introduction to Public Health Care Systems	Thursday	8/23/18 – 10/11/18	5:31 - 9:30pm	Rosemary Caron
PHP 904	Social and Behavioral Health	Tuesday	8/21/18 – 10/09/18	5:31 - 9:30pm	David Laflamme
FALL SESSION II, October 18 – December 17, 2018					
PHP 907	Public Health Policy	Tuesday	10/16/18 – 12/11/18	5:31 - 9:30pm	Semra Aytur
PHP 902	Environmental Health	Thursday	10/18/18 – 12/13/18	5:31 - 9:30pm	Philip Alexakos
Thanksgiving Break	No Classes		11/19/18 – 11/24/18		
Winter Break	No Classes		12/14/18 – 1/14/19		

First Year MPH Students (Two-Year Plan)

SPRING 2019 (Semester II)

January 15, 2019 – May 7, 2019

Required Course Schedule

COURSE NUMBER	COURSE TITLE	DAY	DATES	TIME	INSTRUCTOR
SPRING January 15 – May 13, 2019					
PHP 903	Biostatistics	Tuesday	1/15/19 - 5/13/19	5:31 - 8:30pm	TBA
PHP 901	Epidemiology	Thursday	1/17/19 - 5/13/19	5:31 - 8:30pm	Rosemary Caron
Spring Break	No Classes		3/11/19 – 3/16/19		

**SUMMER 2019 Sessions I through III, May – August
(Semester III)**

Students should enroll in elective courses. It is suggested that students take two or three summer courses to graduate in two years. Your advisor can help you maximize on summer courses. Please call or email to set up an appointment.

Second Year MPH Students (Assuming a Two-Year Plan)

FALL 2019 (Semester IV)

Sessions I and II, August – November

Required Course Schedule

COURSE NUMBER	COURSE TITLE	DAY	DATES	TIME	INSTRUCTOR
FALL SESSION I, August – October					
PHP 908	Public Health Ethics	T or R		5:31 - 9:30pm	Linda Spang
PHP Elective					
FALL SESSION II, October – December					
PHP 905	Public Health Administration	T or R	Fall Session II	5:31 - 9:30pm	Fred Rusczek
PHP 922	Public Health Economics	T or R	Fall Session II	5:31 - 9:30pm	Rick Elwell David Li
Thanksgiving Break	No Classes		TBD		
Winter Break	No Classes		TBD		

Second Year MPH Students (Assuming a Two-Year Plan)

SPRING 2020 (Semester V)

Sessions I and II, January – May

Required Course Schedule

COURSE NUMBER	COURSE TITLE	DAY	DATES	TIME	INSTRUCTOR
SPRING SESSIONS I & II, January – May					
PHP 990	Field Study	TBD	January - May	4:31 -5:30pm	Fred Rusczek
PHP 998	Integrating Seminar	Thursday	Dates TBD, Spring Session II	5:31 -9:30pm	Rosemary Caron
Spring Break	No Classes		TBD		

ACADEMIC SCHEDULE FOR 2018 – 2019**

THREE-YEAR TRACK

Students desiring to complete the MPH Program in a three-year timeframe, as opposed to the aforementioned two-year curriculum structure, should follow the below schedule. Five elective courses must be completed. Students can take elective courses during the academic year and/or over the summer. Pre-requisites may apply for individual elective courses.

Please note:

If you do not take the courses in sequence, you may have conflicts later that may extend your time in the program.

First Year MPH Students **Fall 2018 (Semester I)** **Required Courses**

COURSE NUMBER	COURSE TITLE	DAY	DATES	TIME	INSTRUCTOR
FALL SESSION I, August – October					
PHP 904	Social and Behavioral Health	Tuesday	8/21/18 – 10/09/18	5:31 - 9:30pm	David Laflamme
FALL SESSION II, October 17 – December 14					
PHP 907	Public Health Policy	Tuesday	10/16/18 – 12/11/18	5:31 - 9:30pm	Semra Aytur
PHP 902	Environmental Health	Thursday	10/18/18 – 12/13/18	5:31 - 9:30pm	Philip Alexakos
Thanksgiving Break	No Classes		11/20/17 – 11/24/17		
Winter Break	No Classes		12/15/17 – 1/15/18		

Spring 2019 (Semester II) **Required Courses**

COURSE NUMBER	COURSE TITLE	DAY	DATES	TIME	INSTRUCTOR
SPRING I & II, January – May					
PHP 903	Biostatistics	Tuesday	1/15/19 - 5/13/19	5:31 - 8:30pm	TBA
PHP 901	Epidemiology	Thursday	1/17/19 - 5/13/19	5:31 - 8:30pm	Gib Parrish and Sharon McDonnell
PHP Elective					
Spring Break	No Classes		3/11/19 – 3/16/19		

Second Year MPH
Three Year Students

FALL 2019 (Year 2, Semester III)
I and II, August – December
Required Courses

COURSE NUMBER	COURSE TITLE	DAY	DATES	TIME	INSTRUCTOR
FALL SESSIONS, Session I: August – October Session II: October - December					
PHP 900	Public Health Care Systems	Thursday	Fall Session I	5:31 -9:30pm	Rosemary Caron
PHP 905	Public Health Administration	Tuesday	Fall Session II	5:31 -9:30pm	Fred Rusczek

SPRING 2020 (SEMESTER IV)
JANUARY - MAY
Required Courses

COURSE NUMBER	COURSE TITLE	DAY	DATES	TIME	INSTRUCTOR
SPRING I & II, January – May					
PHP 903	Biostatistics	Tuesday	Spring Sessions I and II	5:31 -8:30pm	Ann-Marie Matteucci
PHP 901	Epidemiology	Thursday	Spring Sessions I and II	5:31 -8:30pm	Gib Parrish and Sharon McDonnell
Spring Break	No Classes		TBA		

SUMMER 2020, May – August
(Semester V)

Students should enroll in PHP elective courses.

Third Year MPH Students**FALL 2020 (year 3 Semester VI))
Sessions I and II, August - December
Required Courses**

COURSE NUMBER	COURSE TITLE	DAY	DATES	TIME	INSTRUCTOR
FALL SESSION I, August – October					
PHP 908	Public Health Ethics	Tuesday	Fall Session I	5:31 -9:30pm	Linda Spang
FALL SESSION II, October – December					
PHP 922	Public Health Economics	Thursday	Fall Session II	5:31 -9:30pm	TBD

**SPRING 2021 (year 3, Semester VII)
Sessions I and II, January – May
Required Courses**

COURSE NUMBER	COURSE TITLE	DAY	DATES	TIME	INSTRUCTOR
SPRING SESSIONS I & II, January – May					
PHP 990	Field Study	Tuesday	Classes to be determined. Spring Session I	4:31 -5:30pm	Fred Rusczek
PHP 998	Integrating Seminar	Thursday	Dates To be Determined Spring Session II	5:31 -9:30pm	Rosemary Caron
Spring Break	No Classes		To be Determined		

ACADMIC SCHEDULE 2018– 2019
STUDENTS STARTING SPRING SEMESTER

Spring 2019
Required Courses

COURSE NUMBER	COURSE TITLE	DAY	DATES	TIME	INSTRUCTOR
SPRING I & II, January – May					
PHP 903	Biostatistics				
PHP 901	Epidemiology	Thursday	1/18/18 – 5/10/18 Spring Sessions I and II	5:31 -8:30pm	Rosemary Caron
Spring Break	No Classes				

Fall 2019
Required Courses

COURSE NUMBER	COURSE TITLE	DAY	DATES	TIME	INSTRUCTOR
FALL SESSION I, August – October					
PHP 900	Introduction to Public Health Care Systems	Thursday	Fall Session I	5:31 -9:30pm	TBD
PHP 904	Social and Behavioral Health	Tuesday	Fall Session I	5:31 – 9:30 pm	David Laflamme
FALL SESSION II, October 17 – December 14					
PHP 907	Public Health Policy	Tuesday	Fall Session II	5:31 -9:30pm	Semra Aytur
PHP 902	Environmental Health	Thursday	Fall Session II	5:31 -9:30pm	Philip Alexakos
Thanks-giving Break	No Classes		TBA		
Winter Break	No Classes		TBA		

Spring 2020, Session I and II, January - May

Students should enroll in elective courses. It is suggested that students who start in the spring take one or two spring elective courses as interested in the topics during their second spring semester. Your advisor can help you maximize on summer courses. Please call or email to set up an appointment.

Summer 2020

Depending on how many electives are left to be taken, students should consider taking an elective this summer. Again, your advisor can help you map out your electives. Please call or email to set up an appointment.

**FALL 2020 Sessions I and II,
August – December
Required Course Schedule**

COURSE NUMBER	COURSE TITLE	DAY	DATES	TIME	INSTRUCTOR
FALL SESSION I, August – October					
PHP 908	Public Health Ethics	Tuesday	Fall Session I	5:31 - 9:30pm	Linda Spang
Elective					
FALL SESSION II, October – December					
PHP 905	Public Health Administration	Tuesday	Fall Session II	5:31 -9:30pm	Fred Ruscsek
PHP 922	Public Health Economics	Thursday	Fall Session II	5:31 -9:30pm	TBD
Thanksgiving Break	No Classes		TBD		
Winter Break	No Classes				

**SPRING 2021
Sessions I and II, January – May
Required Course Schedule**

COURSE NUMBER	COURSE TITLE	DAY	DATES	TIME	INSTRUCTOR
SPRING SESSIONS I & II, January – May					
PHP 990	Field Study	Tuesday	Dates to be determined. Classes meet on some designated weeks. There is also a scheduled poster session.	4:31 -5:30pm	Fred Ruscsek
PHP 998	Integrating Seminar	Thursday	Dates To be Determined, Spring Session II	5:31 -9:30pm	TBA
Spring Break	No Classes				

MPH and PHC Course Descriptions

Descriptions of all MPH and PHC courses are provided below. **At the end of each description is guidance on recommended and/or required courses that a student should/must take before enrolling in each course. Please consult this list in advance of registering each semester to ensure that you have met the necessary conditions to enroll in a given course.**

PHP 900 - Public Health Care Systems

The focus of this course is on the pattern of services in the United States and on the structure and function of their component parts. It examines the impact on the system of a wide range of external factors including social, political, economic, professional, legal, and technological forces. 3 credits.

THIS IS A REQUIRED COURSE.

If following the two-year plan: Take year 1, Fall Session I

If following the three-year plan: Take year 2, Fall Session I

PHP 901 - Epidemiology

This course explores factors underlying the distribution and determinants of states of health in various human populations. Emphasis is placed on investigative techniques, epidemiologic methodology, and disease prevention. This course is 16 weeks in length. 3 credits.

THIS IS A REQUIRED COURSE.

If following the two-year plan: Take in year 1, Spring Sessions I and II

If following the three-year plan: Take in year 1, Spring Sessions I and II

PHP 902 - Environmental Health

This course offers a general introduction to the ecological basis of health and disease. It applies the principles and framework of ecosystems to human health problems associated with environmental hazards, including toxic and infectious agents that contaminate our air, water, food, the work place and other special environments. Links between environmental and occupational health effects will be explored within the public health model. Policy required for regulation and alternative strategies for prevention will be discussed. 3 credits.

THIS IS A REQUIRED COURSE.

If following the two-year plan: Take year 1, Fall Session II

If following the three-year plan: Take year 1, Fall Session II

PHP 903 - Biostatistics

This course introduces students to the principles of biostatistics. Students will learn through classroom instruction, lab instruction and exercises, a variety of statistical methods in public health. Students will review measures of central tendency rates, and standardization; probability; sampling; hypothesis testing; comparisons; and simple, multiple and logistic regression techniques. This course is 16 weeks in length. 3 credits.

THIS IS A REQUIRED COURSE.

If following the two-year plan: Take in year 1, Spring Sessions I and II

If following the three-year plan: Take in year 1, Spring Sessions I and II

PHP 904 - Social and Behavioral Health

This course provides fundamental concepts of the behavioral sciences as they illuminate public health. Since public health practice is the application of physical, biological and behavioral knowledge to living societies, a firm understanding of human social organization and behavior is essential. Individual and community responses to prevention, identification of symptoms, diagnoses, treatments, chronic ailments and rehabilitation are discussed.

In each of these areas, the course explores the interaction between community, family, patient, and health care provider. 3 credits.

THIS IS A REQUIRED COURSE.

If following the two-year plan: Take in year 1, Fall Session I

If following the three-year plan: Take in year 1, Fall Session I

PHP 905 - Public Health Administration

This course focuses on public health managers, organizational culture, management process, management functions and roles, leadership, motivation, communication, and human resource management. 3 credits.

THIS IS A REQUIRED COURSE.

If following the two-year plan: Take in year 2, Fall Session II

If following the three-year plan: Take in year 2, Fall Session II

PHP 907 - Public Health Policy

This course analyzes the public policy process, the development of public health policy in the United States and discusses specific public health policy issues with international comparisons. This course begins with an analytical framework for analyzing the American political system and process. It is followed by a general introduction to health policy in the United States with examples of specific policies and programs. Students will be asked to examine specific public health policy in-depth. 3 credits.

THIS IS A REQUIRED COURSE.

If following the two-year plan: Take in year 1, Fall Session II

If following the three-year plan: Take in year 1, Fall Session II

PHP 908 - Public Health Ethics

This course examines selected ethical issues arising in public health policy and practice and ethical dilemmas faced by public health professionals, practitioners, and researchers. Students analyze competing personal, organizational, professional, and societal interests, values, and responsibilities. Case studies apply different models of ethical decision-making and provide MPH students with an added opportunity to explore and clarify their values and those of their colleagues. 3 credits.

THIS IS A REQUIRED COURSE.

If following the two-year plan: Take in year 2, Fall Session I

If following the three-year plan: Take in year 3, Fall Session I

PHP 912 - Public Health Law

This course seeks to provide the legal basis for public health that is needed to effectively practice public health, especially with respect to understanding and enforcing compliance with public health regulations and managing public health programs and organizations. The course introduces the core elements of law, legal practice and reasoning, and illustrates their application and use in public health. Recommended Course: PHP 907 Public Health Policy. 3 credits.

THIS IS AN ELECTIVE COURSE.

This elective is generally offered in Spring Session I

PHP 914 - Public Health Policy Analysis

Analysis of the public policy outputs from the perspectives of effectiveness, efficiency, and equity by applying analytical tools to public health policies in the United States. This course begins by examining the major methods used to examine health policy outputs. The perspectives of effectiveness, efficiency and equity are used as a framework for the course. Students read and critique articles from health services research literature that use previously learned methodologies. Pre-requisite Course: PHP 907 Public Health Policy. 3 credits.

THIS IS AN ELECTIVE COURSE.

This elective is generally offered in the Spring Session II.

PHP 920 - Social Marketing

This course offers and introduces students to the vocabulary and tools of marketing public health programs and services. Expanding upon traditional principles of marketing and consumer behavior the student will be exposed to the theory, practice and challenges of marketing social change. The course also explores the current and emerging issues related to public health marketing. Recommended Course: PHP 904 Social and Behavioral Health. 3 credits.

THIS IS AN ELECTIVE COURSE.

This elective is offered in the Fall Session I

PHP 922 - Public Health Economics

This course gives each student a hands-on opportunity to become familiar with a broad range of health economics issues and analyses. The objective is to help its graduates successfully compete for advancement in careers requiring knowledge of health policy analysis. Pre-requisite Course: PHP 903 Biostatistics; Recommended Course: PHP 906 Public Health Finance and Budgeting. 3 credits.

THIS IS A REQUIRED COURSE.

If following the two-year plan: Take in year 2, Fall Session II

If following the three-year plan: Take in year 3, Fall Session II

PHP 926 - Evaluation in Public Health

An introduction to program evaluation as it relates to public health practice and research, primarily in the United States. Public health-specific examples are presented throughout the course. This course includes discussion of striking a balance between scientific rigor and the practicalities often faced by program evaluators. Recommended Courses: PHP 901 Epidemiology and PHP 903 Biostatistics. 3 credits.

THIS IS AN ELECTIVE COURSE.

This elective is offered every Summer I

PHP 928 – Principles of Toxicology

This course reviews broad toxicological principles and their application to current public health issues. In general, the course will provide a mechanistic basis for how substances initiate toxicity, the major environmental determinants of risk, and the risk assessment framework. Examples of toxicants to be examined include the following: drugs, pesticides, food additives and contaminants, environmental pollutants, natural and household products. Recommended Course: PHP 901 Epidemiology. 3 credits.

THIS IS AN ELECTIVE COURSE.

This elective is offered in the Summer. It has been offered as an online course.

PHP 932 - Disease Ecology

This course introduces the basic structure and dynamics of our climate system, ecological systems, and social systems. The epidemiological significance of co-evolutionary processes linking climate system with ecological and social systems that influence the interaction between human beings and disease agents will be explored. In addition, the relational significance of assessment frameworks including ecosystem health, ecosystem services, environmental epidemiology, epidemiological environment will be discussed. Pre-requisite Course: PHP 902 Environmental Health; Recommended Course: PHP 901 Epidemiology. 3 credits.

THIS IS AN ELECTIVE COURSE.

This elective has been offered in the fall session 1 as an online course. It is not typically offered every year.

PHP 934 - Work Environment Policy and the Health of Workers

This course provides an overview of occupational safety and health policy in the U.S. with a focus on the legal context, especially on OSHA. The course provides an analytical framework for examining the role of social, economic, and political factors in the recognition and control of occupational hazards. Some attention is given to the more technical aspects of this field (e.g., industrial hygiene, ergonomics, general health and safety); emphasis on understanding current occupational health and safety policies and controversies. Pre-requisite Course: PHP 902 Environmental Health; Recommended Courses: PHP 901 Epidemiology and PHP 907 Public Health Policy. 3 credits

THIS IS AN ELECTIVE COURSE.

This elective is usually offered during the Summer Session.

PHP 936 – Global Health

This course is designed to provide students with an introduction to, and overview of, the key areas of global health by addressing the major determinants of health and how health status is measured to determine the burden of disease in the developing world. 3 credits.

THIS IS AN ELECTIVE COURSE.

This elective is usually offered during the Summer Session. It has been offered as an online course.

PHP 938 – Health Education and Promotion

This course provides an in-depth review of approaches to health promotion and disease prevention intervention in different settings, using varied strategies and for different target groups. Course is intended to be practical in nature, focusing on the specifics of intervention development and delivery. Examples are drawn from the field of Public Health. 3 credits.

THIS IS AN ELECTIVE COURSE.

This elective is usually offered during the Summer Session.

PHP 940 – Health and the Built Environment

This course provides an overview of the relationships between where people live, work, learn and play (built environment) and their health. The course promotes an interdisciplinary approach to address chronic public health problems such as heart disease, obesity and depression, as well as tackling environmental issues. 3 credits.

THIS IS AN ELECTIVE COURSE

This elective is usually offered during the Summer Session

PHP 964 - Applied Epidemiology

This course will provide a thorough understanding of essential statistical and epidemiological concepts and their effective application in every day public health practice. Students will be given numerous real-life examples to demonstrate the theory in practice. Pre-requisite Courses: PHP 901 Epidemiology and PHP 903 Biostatistics. 3 credits.

THIS IS AN ELECTIVE COURSE.

This elective is usually offered during the Summer Session.

PHP 985A - Special Topics in Public Health

This course offers a study of a special topic in public health policy

Prerequisite: Instructor permission. 1 to 3 credits.

THIS IS AN ELECTIVE COURSE.

This mechanism is used to offer new courses, or a special offering.

PHP 990 - Field Study (MPH Students Only)

This course provides a 16-week long opportunity for students to synthesize, integrate, and apply the skills and competencies they have acquired during enrollment in the MPH Program and apply them to a public health problem or project in a professional public health practice setting.

Students are expected to spend a minimum of *100 hours* in the organization (not including preparation time) exploring how that organization deals with a particular public health issue and working on a project for that organization.

In addition, students present the findings of their work in a formal poster session at a professional meeting, following or nearing the conclusion of the course. This public health experience is conducted under the direction of a faculty member and a community public health mentor. ***This class meets one hour prior to regularly scheduled required and elective courses in the MPH Program.*** Prerequisite: Completion of **most required courses** and permission of course Instructor and MPH Program Director. 3 credits.

THIS IS A REQUIRED COURSE.

This course is offered in the Spring, Session I and II and is intended to be taken during the student's last semester (or final Spring Semester, if finishing over the Summer).

PHP 995 - Independent Study

Directed readings and other activities to explore a specific topic related to public health. Prerequisite: Permission of Faculty Member and MPH Program Director. 1 to 3 credits.

THIS IS AN ELECTIVE COURSE.

This course requires permission from a faculty member and MPH Program Director. A Independent Study outline must be submitted by the student prior to beginning an Independent Study.

PHP 996 - Applied Topics in the Essentials of Public Health (PHC Students Only)

This course requires students to attend at least six approved workshops on concepts related to the Ten Essential Services of Public Health.

After attending the required workshops, a student will write an integrating paper summarizing what s/he has learned across these workshops at it relates to the Ten Essential Services of Public Health and identify the types of skills s/he will need, in order to be more effective as a public health professional. Prerequisite: Completion of workshop requirement (see details provided in Public Health Certificate Section of the MPH Handbook) and permission of the Public Health Certificate Program Administrator. 3 credits.

THIS COURSE IS FOR PHC STUDENTS ONLY.

This course is offered each session. It is intended to be an independent study, though meetings with the instructor will be scheduled as needed/warranted.

PHP 998 - Integrating Seminar (MPH Students Only)

This final course in the MPH curriculum serves as the capstone to the MPH degree and provides the opportunity for students to work in teams, bringing both their individual and joint perspectives and expertise, to address a particular public health problem for a New Hampshire-based public health entity.

This course incorporates substantive, analytical, administrative, and policy perspectives. Students make a formal presentation of recommendations at the conclusion of the course. ***This class meets one hour prior to the regularly scheduled required and elective courses in the MPH Program.*** Prerequisite: **Completion of required courses and most electives. Permission required** of course Instructor and MPH Program Director. 3 credits.

THIS IS A REQUIRED COURSE.

This course meets during the Spring Semester, Session II. It is intended to be the last course taken in the program, unless the person is also finishing an elective(s) at the same time.

Teaching Faculty

Alexakos, Philip MPH. Adjunct Faculty. Affiliation: Manchester, New Hampshire, Health Department.

Anderson, Ludmila, MD, MPH. Adjunct Faculty.

Armenti, Karla R., ScD. Adjunct Faculty. Affiliation: New Hampshire Department of Health and Human Services

Aytur, Semra, PhD. Associate Professor, Department of Health Management and Policy, UNH.

Caron, Rosemary M., PhD, MPH. Professor, Department of Health Management and Policy, UNH

Elwell, Richard Adjunct Faculty. Affiliation: University of New Hampshire Department of Health Management and Policy

Laflamme, David J., PhD, MPH. Research Assistant Professor, Department of Health Management and Policy and the New Hampshire Institute for Health Policy and Practice, UNH and Maternal and Child Health Epidemiologist, New Hampshire Department of Health and Human Services

Li, David, Adjunct Faculty, Adjunct Faculty. Affiliation: University of New Hampshire Department of Health Management and Policy

Martin, John, JD. Adjunct Faculty. Affiliation: University of New Hampshire Department of Health Management and Policy

Matteucci, Ann-Marie, PhD. Director, MPH Program. Assistant Professor. Department of Health Management and Policy.

McDonnell, Sharon, MD, MPH. Adjunct Faculty.

Parrish, Gib, M.D., Adjunct Faculty.

Ruszczek, Fred, MPH. Adjunct Faculty.

Part Five

Certificate in Decision Sciences

Program Overview

The University of New Hampshire's Data Science Certificate exposes students to current, cutting edge data programming, statistical modeling and visualization tools through guided, online instruction and applied case studies.

- Learn the skills to analyze and leverage big data and earn analytical team promotions and the opportunity to work on analytics projects across the organization.
- Help your organization achieve a competitive advantage by providing them with data for better decision making and performance.
- This certificate program offers a flexible, short-turnaround time to completion allowing busy employees to participate. Enjoy applied learning in a self-paced but facilitated environment with course instructors and a student success coach.

Who Should Enroll?

Professionals who want to increase their earning potential, advance their careers, and make a greater impact within their business or organization with advanced data analytic and coding skills. This certificate is beneficial to those in the fields of business analyst, data analyst, financial analyst, computer scientist, programmers, database administrators, researchers, statisticians, and marketing.

Admissions Information

Applicants must hold a baccalaureate degree (no specific field of study is required) from an accredited college or university with a 3.0 GPA or higher. Applicants should have demonstrated quantitative aptitude in undergraduate coursework or similar work experience in analytic field. Prior coursework may include: statistics, chemistry, physics, mathematics or other quantitative courses.

- Submit an application to the UNH Graduate School (<http://gradschool.unh.edu/apply.php>) with the following:
 - Prior college transcripts
 - Two letters of recommendation
 - Resume
 - Personal Statement Essay ([click here](#) to view a pdf of the essay questions)

Courses

Data 800 Introduction to Applied Analytic Statistics

In this class, students will learn the foundations of probability and inferential statistics: Upon completion, students will have an understanding of and be able to use Python explore descriptive statistics, probability distributions, margins of error, p-values, confidence intervals and more. All learning objectives are achieved through active application of these techniques to real world datasets.

DATA 820 Programming for Data Science

In this class, students will build their foundational toolbox in data science: upon completion, students will be able to use the computer from the command line; practice version control with Git & GitHub; gain a mastery of programming in Python; data wrangling with Python and perform an exploratory data analysis (EDA) in Python. All learning objectives are achieved through active application of these techniques to real world datasets. Co-requisite: DATA 800

DATA 821 Data Architecture

In this class, students will learn the foundations of databases and large datasets: upon completion, students will be able to explore out-of-ram datasets through traditional SQL databases and NoSQL databases. Students will also be introduced to distributed computing. All learning objectives are achieved through active application of these techniques to real world datasets. Prerequisite: DATA 800; DATA 820

DATA 822 Data Mining & Predictive Modeling

In this class, students will learn the foundations of practical machine learning: upon completion, students will be able to understand and apply supervised and unsupervised learning in Python to build predictive models on real world datasets. Techniques covered include (but not limited to): preprocessing, dimensionality reduction, clustering, feature engineering and model evaluation. Models covered include: generalized linear models, tree-based models, Bayesian models, support vector machines, and neural networks. All learning objectives are achieved through active application of these techniques to real world datasets. Prerequisite: DATA 800; DATA 820. Co-Requisite: DATA 821

Part Six

Continuing Education Program

The MPH Program also offers a continuing education program. Continuing education program offerings include a Public Health Certificate Program (PHC), an annual series of Public Health Grand Round lectures and workshops.

MPH Continuing Education Program: Public Health Certificate (PHC) Program

PHC Program Goals

Concerted efforts to enhance the capacity of New Hampshire's public health infrastructure, particularly at the local level, are moving forward. This Public Health Certificate Program seeks to further enhance the state's public health infrastructure by providing individuals managing public or community health programs, with no formal academic background in public health, the opportunity to earn a Public Health Certificate. For some individuals who are at a stage in their life where a two-year Master of Public Health (MPH) Program is not possible, the Public Health Certificate provides them with basic skill sets and knowledge to enhance their abilities in public health. The Certificate also provides a vehicle to ease into the MPH Program.

The Public Health Certificate requires 12 credits (four three-credit courses) that can be completed over a one-year time period, though students have up to three years to complete all required certificate coursework. To enter the Public Health Certificate Program, a student needs to have a Baccalaureate degree from an accredited academic institution.

PHC Program Requirements

Required courses:

Students must complete the three courses described below and one elective selected from the MPH program (more information on page 34.)

PHP 900: Public Health Care Systems (3 credits)

The focus of this course is on the pattern of services in the United States and on the structure and function of their component parts. It examines the impact on the system of a wide range of external factors including social, political, economic, professional, legal, and technological forces.

As with all graduate courses:

- A grade of B- or higher must be earned, in order to count a course toward the Public Health Certificate Program.
- In accordance with Graduate School Policy, a student must maintain a cumulative grade point average of a 3.0 (B) to graduate from the Certificate Program.
- All courses (with the exception of workshops taken as part of PHP 996) **MUST** be taken at UNH.

PHP 901: Epidemiology (3 credits)

This course explores factors underlying the distribution and determinants of states of health in various human populations. Emphasis is placed on investigative techniques, epidemiologic methodology, and disease prevention. This course is 16 weeks in length.

PHP 996: Applied Topics in the Essentials of Public Health (3 credits)

This course will require a student to attend at least six approved workshops on concepts related to the Ten Essential Services of Public Health (see below). After attending the required workshops, a student will write an integrating paper summarizing what s/he has learned across these workshops as it relates to the Ten Essential Services and identify the types of skills s/he will need to be more effective as a public health professional.

Ten Essential Services of Public Health

<http://www.cdc.gov/nphsp/essentialservices.html>

1. Monitor health status to identify and solve community health problems
2. Diagnose and investigate health problems and health hazards in the community
3. Inform, educate, and empower people about health issues
4. Mobilize community partnerships and actions to identify and solve health problems
5. Develop policies and plans that support individual and community health efforts
6. Enforce laws and regulations that protect health and ensure safety
7. Link people to needed personal health services and assure provision of health care when otherwise unavailable
8. Assure a competent public and personal health care workforce
9. Evaluate the effectiveness, accessibility, and quality of personal and population-based health services
10. Research for new insights and innovative solutions to health problems

Elective course

In addition to the above three required courses, students must complete one additional elective course to finish the Public Health Certificate Program. Students may choose from any of the MPH courses offered to serve as their elective provided they have met any pre-requisites required for enrollment in the course. (Please see page 34 for more details.) **Please note that since course offerings may change on an annual basis, all of the courses listed above may not be offered every year, or in a subsequent year.**

Public Health Certificate Schedule

The Public Health Certificate Program can be completed in one calendar year. A student who wishes to complete the Public Health Certificate in one year can follow the sample schedule below. Required courses, PHP 900 and 901, are offered once a year on a regular basis (first semester Fall and first and second session of the Spring semester, respectively). A student may take their elective course during any semester (Fall, Spring, or Summer), depending on the availability of the course of his/her choice. PHP 996 is offered every semester, hence, once a student has met the pre-requisites (see guidelines below), s/he can enroll any semester. Due to its culminating nature and practical logistics for completing the course's workshop pre-requisite, it is **strongly recommended** that students complete PHP 996 as their final course.

Year/Semester	Course
Year 1, Fall Session I	PHP 900: Public Health Care Systems
Year 1, Fall Session II	PHP Elective Course
Year 1, Spring Sessions I and II	PHP 901: Epidemiology
Year 1, Summer	PHP 996: Applied Topics in the Essentials of Public Health OR can be substituted with a PHP elective with advisor permission.

PHP 996 Course Pre-requisite

Workshop Pre-requisite

To enroll in PHP 996 Applied Topics in the Essentials of Public Health, a student **must have attended and submitted documentation demonstrating attendance (such as an attendance certificate) of at least six (6) PHC Program Administrator-approved workshops** (though a student may take more than six) related to the Ten Essential Public Health Services (see above).

These workshops:

- *Must total a minimum of 32 contact hours and*
- *Must address, at minimum, four different essential public health services.*

Please note: *Costs to attend a workshop are the sole responsibility of the student.*

Additional guidelines regarding eligible workshops are listed below:

1. The workshop must be offered by a recognized public health, health care, or educational institution/organization and be **approved by the PHC Program Administrator**.
2. The workshop must build skill(s) relative to the Ten Essential Services of Public Health. As such, **a workshop must: 1) maintain a population-health focus and 2) build student skill(s) necessary to perform an essential public health service.**

**If desired, a student may attend one public health/emergency preparedness focused workshop and use it toward his/her workshop requirement.*

♦ **Examples of workshops meeting this guideline:**

- A workshop that builds skills to start and maintain a community health coalition (population focused and directly relates to performing Essential Service #4 - Mobilize community partnerships and action to address health issues)
- A workshop teaching how to develop and implement an action plan to reduce the burden of asthma in a community (population focused and builds student skills to undertake Essential Service #5 – Develop policies and plans)

♦ **Examples of workshops that do NOT meet this guideline**

- Presentation about a community's experience addressing the burden of asthma (is population focused and may increase student knowledge, but does not build a skill)
- Workshop on the medical management of asthma (Clinical, as opposed to population health focused, and does not **directly** relate to an Essential Public Health Service.)

3. The workshop must have a set number of contact hours associated with its completion.
4. The organization offering the workshop must be able to provide documentation (certificate of participation/completion) of student completion of the workshop.
5. **All workshops must be completed within a three-year time period. The three-year time period starts from the date of the first workshop.** A student may count workshops attended prior to being accepted into the Public Health Certificate Program provided that a) guidelines 1-4 have been met and b) all workshops have been completed three years from the date of the first workshop. For example, if a student participated in an eligible workshop in Fall 2008, s/he would need to complete attendance of all workshops by Fall 2011.
6. A student may participate in up to **three (3) on-line/distance learning opportunities**, such as a web-based tutorial like "From Evidence to Practice: Using a Systematic Approach to Address Disparities in Health Outcomes" at www.ebph.org or a web-cast, to meet his/her workshop requirement provided that guidelines 1-5 have been met.
7. In general, attendance at a conference may **NOT** be used to meet the workshop requirement. The only exception would be if a training/workshop is offered in conjunction with a conference. (For example, attending the main program segment of the American Public Health Association (APHA) Convention does not meet a workshop requirement; however, attending a pre-APHA convention learning institute workshop would qualify.)

****Public Health Grand Round lectures do not qualify as workshops.**

PHP 996 Locating Eligible Workshops

The MPH Program will offer workshops that can be used to toward the workshop requirement for PHP 996. As received, the Public Health Certificate Program. In addition, the following list provides useful resources students can access to identify upcoming in-person and distance-learning based workshops.

1. **Training Finder Real-time Affiliate Integrated Network (TRAIN).** Offered through the New Hampshire Department of Health and Human Services, this on-line learning management system provides the ability to locate public health and emergency preparedness trainings from across the United States, as well as keeps a “personal learning record” of trainings you have attended. You must register to use TRAIN, however there is no cost to register.
(<https://www.train.org/DesktopShell.aspx>)
2. **National Public Health Training Center Distance Learning Center:** This on-line searchable database catalogues trainings and courses developed by public health training centers from across the U.S. Please note that content of this database does somewhat overlap with TRAIN. (<http://www.hrsa.gov/index.html>)
3. **American Public Health Association:** APHA offers numerous continuing education workshops before its annual meeting. To learn more about these workshop offerings, go to www.apha.org (Annual Meeting link)
4. **New Hampshire Public Health Association:** www.nhpha.org (Event calendar)
5. **Northern New Hampshire Area Health Education Center:**
<http://www.nnhahec.org/> (Event calendar)
6. **Southern New Hampshire Area Health Education Center:**
<http://www.snhahhec.org/> (Event calendar)

Workshop Approval Process

Student workshop selections must be approved by the Public Health Certificate Program Administrator who makes the final decision as to whether a workshop meets the above guidelines. In order to ensure that a workshop is eligible for PHP 996, students are STRONGLY advised to submit to the Public Health Certificate Program Administrator the following required information, at least one month prior to the workshop:

1. Workshop title
2. Workshop date and contact hours
3. Workshop format (in-person, distance learning mechanism)
4. Institution offering the workshop
5. Contact information for institution offering the workshop
6. Description of workshop goals/objectives, and agenda
7. Essential Public Health Service(s) the workshop addresses and your rationale for why the workshop addresses the specific Essential Public Health Service(s).

PHP 996: Applied Topics in the Essentials of Public Health Course Deliverable

After attending the required workshops, a student will write an integrating paper summarizing what s/he has learned across these workshops as it relates to the Ten Essential Public Health Services. Specifically, a student will use the Ten Essential Public Health Services Framework, to complete the following two tasks:

Grouping the workshops by the Ten Essential Public Health Services, the student will:

1. Summarize how the workshop(s) s/he attended for an essential public health service provided him/her with skills for that particular public health essential service.

Since a student is required to attend workshops covering at least four (4) of the Ten Essentials Public Health Services, his/her paper will have a minimum of four (4) and a maximum of six (6) sections. (The latter would be the case if a student attended six workshops that each focused on a different essential public health service.)

2. Using the Ten Essential Public Health Services as a guide, provide an analysis of additional skills needed by the student to be a competent public health professional.

PHC Program Admission

Prerequisites to Apply

Public Health Certificate Program applicants must possess a Baccalaureate degree from an accredited educational institution. Applications to enter the Public Health Certificate Program are accepted for fall (deadline July 1) and spring semester (deadline December 1). To apply to the Public Health Certificate Program, students must submit:

1. A completed UNH Application for admission to a Graduate Certificate Program as a primary degree (available at, <http://www.gradschool.unh.edu/pbacc.html>)
2. Completion of five (5) essay questions located at: <http://www.gradschool.unh.edu/apply.php>
3. Official transcripts from previous undergraduate institutions
4. A current résumé
5. Two letters of recommendation

If you are already enrolled in another graduate degree program at UNH and desire to apply to the PHC as a secondary degree, then the required application documents would include:

1. A completed Secondary Degree Application form (available at <http://www.gradschool.unh.edu/pbacc.html>)
2. Completion of five (5) essay questions about your public health goals, interest, and beliefs located at <https://www.gradschool.unh.edu/php/posd.php?major=PB69> (in lieu of completing the “letter of application” listed on the secondary degree application form)
3. Current résumé
4. Statement of support from your Advisor, Graduate Program Coordinator, or Department Chair*

All of these documents may be submitted online, or mailed/delivered to the UNH Graduate School.

For instructions and forms to apply for the Public Health Certificate Program offered through the UNH Graduate School, go to <http://www.gradschool.unh.edu/apply.php>

Applications will be reviewed by the MPH Program Admissions Review Committee. As part of the application process, applicants are encouraged to meet in person or by phone with the Public Health Certificate Program Administrator.

Of note, a student may take one course at UNH Manchester before applying to the PHC Program. All courses must be completed at UNH.

Transitioning from the PHC to the MPH Program

Students who have successfully completed the Public Health Certificate Program and desire to enter the MPH Program would need to submit an application to enter the MPH Program. **Acceptance into the Public Health Certificate Program does not guarantee acceptance into the MPH Program.** If accepted into the MPH Program, a student can transfer all credits earned in the Public Health Certificate Program towards their MPH degree.

A PHC student may apply to the MPH Program prior to completing the PHC Program. If a student is accepted to the MPH Program prior to completing the PHC, the following would apply:

- ✓ Students must earn a minimum grade of B- or better to transfer the courses taken in the PHC program to the MPH Program.

- ✓ Students will have six years (starting from the semester enrolled in the MPH Program) to complete both programs.
- ✓ If the student has not yet completed PHP 996 (Applied Topics in the Essentials of Public Health), per the course requirements (see above) all workshops would still need to be completed within a three-year time-period from the first workshop.

Expectations of and Resources Available to Public Health Certificate Students

For important information about expectations for Public Health Certificate students, including the Student Code of Professional Conduct, student computer literacy; UNH Student Identification Number; UNH email accounts; *myCourses* and Internet Accounts; expectations of time spent on coursework; quantitative, internet, MS Office skills and writing skills; please carefully review the MPH Handbook section entitled “Expectations of MPH and PHC students.” For information about career counseling services and support services for students with disabilities, please consult these sections within the “Master of Public Health Program” section of this Handbook.

Academic Regulations Governing the Public Health Certificate Program

The following academic regulations are specific to the Public Health Certificate Program:

- ◆ The Public Health Certificate Program Administrator will be available to advise students as needed.
- ◆ All Public Health Certificate courses must be completed at UNH (with the exception of workshops used to meet PHP 996 requirements).
- ◆ PHC students must have a cumulative GPA of 3.0 or higher to graduate. PHC students must file an intent to graduate form at the beginning of the semester they anticipate graduating. To learn more about when and how to submit the intent to graduate form, please go to <http://www.gradschool.unh.edu/graduation.php#intent>.
- ◆ Students graduating from the Public Health Certificate Program will be acknowledged at the UNH Master of Public Health Program’s Hooding Ceremony in May. All courses must be completed prior to the Hooding Ceremony.

All remaining Academic Regulations governing the Public Health Certificate Program, including academic standards, repeated courses, accessing course materials prior to taking a course, academic honesty, citations, grading, graduate school, non-discrimination policies, ineligibility of current students to serve as course instructors/guest lecturers, and grievance procedures are similar to those listed in the MPH Student Handbook section entitled “Academic Regulations.”

Appendix A: MPH Student Checklist for Program Completion

Course Number	Course Title	F/S	Number of Credits	√	Date Completed
Required Courses					
PHP 900	Health Care Systems	F	3		
PHP 901	Epidemiology	S	3		
PHP 902	Environmental Health	F	3		
PHP 903	Biostatistics	S	3		
PHP 904	Social and Behavioral Health	F	3		
PHP 905	Public Health Administration	F	3		
PHP 907	Public Health Policy	F	3		
PHP 908	Public Health Ethics	F	3		
PHP 922	Public Health Economics	F	3		
PHP 990	Field Study	S	3		
PHP 998	Integrating Seminar	S	3		
	Total Required Credits Completed – 33 Credits Required				
Elective Courses – 5 Courses are Required for 15 Credits					
PHP 912	Public Health Law		3		
PHP 914	Public Health Policy Analysis		3		
PHP 920	Social Marketing		3		
PHP 924	Community Health Assessment		3		
PHP 926	Evaluation in Public Health		3		
PHP 928	Principles of Toxicology		3		
PHP 932	Disease Ecology		3		
PHP 934	Work Environment Policy and Health of Workers		3		
PHP 936	Global Health		3		
PHP 938	Health Education and Promotion		3		
PHP 940	Public Health and the Built Environment		3		
PHP 964	Applied Epidemiology		3		
Note:	*Elective courses are offered in the summer, with only a few offered fall or spring.				
	**Not all elective courses are offered each year				
Transfer Credit or Courses Taken in other UNH Graduate Programs					