GRADUATE STUDENT REQUIREMENTS FOR THE MASTER’S DEGREE IN HEALTH PROMOTION SCIENCES

The Graduate Program in Health Promotion Sciences prepares students with education and training in diverse health related fields to apply health promotion and disease prevention as major components of their careers. Students will achieve competencies and skills in health promotion, health education and behavior modifications to enhance their own health, as well as, population health, at the local, national and global levels. All of the graduate students are bound by the rules and requirements outlined in the Graduate Catalog corresponding to their year of enrollment in the program. Rules and regulations specific to the Graduate Program in Health Promotion Sciences are outlined below:

PLANS OF STUDY
There are two plans of study for the Master of Science programs offered by the department, Plan A (with thesis) and Plan B (project and practicum).

PLAN A (RESEARCH/THESIS) MASTER’S OF SCIENCE DEGREE IN HEALTH PROMOTION SCIENCES
The department strongly advocates research and encourages students to enroll in the Plan A program, which requires the completion of a research project, submission of a thesis, and satisfactory completion of a cohesive curriculum of courses. Plan A programs of study must include a minimum of 15 credits of formal course work, exclusive of research (at least 9 credits) and independent study credits. A sample plan of study is provided in Appendix 2.

PLAN B (PROJECT AND PRACTICUM) MASTER’S OF SCIENCE DEGREE IN HEALTH PROMOTION SCIENCES
The Plan B Master’s Degree Program requires the student to attain a comprehensive understanding in health promotion, health education and behavior change, primarily through the completion of formal coursework. The Plan B program of study must include a minimum of 26 credits of formal coursework, including the completion of 8 credits of project and practicum, exclusive of independent study credits. The specific requirements for the project and practicum of the Plan B program are outlined in the Guidelines for Projects and Practicum (see Appendix 1). Students are encouraged to follow these guidelines and obtain approval from their committee before starting the project and practicum. Projects and practicum are taken for credits and will be graded by the student’s major advisor.

ADVISORY COMMITTEE
The Graduate Advisory Committee is charged with guiding the student’s progress through the program and assisting in all matters pertaining to graduate study. All Plan A and Plan B Master’s degree students must assemble their Graduate Advisory Committee, in consultation with their major advisor, within the first semester of enrollment. The Graduate Advisory Committee will help each student to map out a cohesive plan of study, oversee the selection of
coursework, and will administer the final thesis defense for plan A and the final examination for Plan B students. The Committee should consist of at least three graduate faculty members of which two members must be graduate faculty within the department of Allied Health Sciences. In some instances, experts from outside of the University may be included on the committee (See Graduate Catalog). Students are encouraged to schedule annual committee meetings to discuss their research and academic progress.

Once the major advisor and Committee agree on the coursework requirements, an approved Plan of Study form must be submitted to the Graduate School prior to completion of 12 credits of graduate coursework. The department is diverse, with a large variety of student and faculty interests. As a result, each student’s program is quite flexible, and is shaped by the student in consultation with their major advisor and Advisory Committee. Sample plans of study – for Plan A and B - are provided in Appendix 2.

FINAL EXAM-PLAN A:
Students must defend their thesis at a public seminar. After the public presentation, interested faculty, students, and the advisory committee will remain for in-depth discussion, followed by the advisory committee alone. After discussion, the committee will determine the outcome of the exam. The student must distribute a final “draft” of the thesis to the committee members at least two weeks in advance of the defense date. A “working” copy of the thesis must be submitted to the Graduate School at least 7 days in advance of the defense with a “Tentative Approval” form signed by the Advisory Committee. The student is required to make all suggested revisions to the thesis, in consultation with their major advisor, prior to final acceptance.

FINAL EXAM-PLAN B:
After completion of all required courses and the project and practicum component, the student’s major advisor will convene the Committee for administration of the final examination. The format of this examination is at the discretion of the major advisor/advisory committee. The purpose of this examination is to assess the student’s understanding of their area of emphasis. The examination is open to all faculty members in the department, although only the Advisory Committee is required to participate.

PUBLICATION
Students in Plan A must submit at least one first-author manuscript, suitable for publication, to their major advisor prior to defending their thesis. In some circumstances, the major advisor, in consultation with the Advisory Committee, may waive or delay this requirement.

EXCEPTIONS
Students may switch from Plan A Master’s degree to Plan B Master’s degree (and visa versa) with written permission of the major advisor and advisory committee. In some circumstances the advisory committee may allow the student to substitute GRAD research credits (e.g. GRAD 5950, 5960 etc.) for the Project (GPAH 5314) and Practicum (GPAH 5317), or vice versa; however, the student must submit a document summarizing the rationale for the change of plan. A letter from the major advisor to the Director of the Graduate Program documenting approval of these changes must accompany the revised Plan of Study. A revised Plan of Study form must
be submitted to the Graduate School by the graduate student following the approval of the change by the Director of the Graduate Program.

GRADUATE ASSISTANTSHIPS
Partial or full assistantship support may be offered to students based upon the availability of funding. Graduate funding may originate from external or internal faculty research grants, Hatch projects, or teaching assistantships. The offering of research assistantships is at the discretion of the faculty member offering the assistantship. The parameters of the assistantship are outlined in the offer letter. For those students employed as teaching assistants, students will be given instructions regarding their duties and responsibilities prior to the first day of classes by the instructors. Students will be evaluated on their performance by the course instructor, and possibly by the students in the class (at the discretion of the course instructor), and satisfactory performance is required. If a student’s performance is judged to be unsatisfactory by the course instructor, future assistantship support may be cancelled (at the discretion of the Graduate Committee, in consultation with the Department Head).

ANNUAL REPORT
Graduate students should submit an annual report to the Director of the Graduate Program. The annual report must be signed by both the student and major advisor. (APPENDIX 3)

Minor revisions to this document may be made by the Chair of the Graduate Committee for the purpose of clarity and accuracy. Please check the Departmental Website for the most up-to-date version
REQUIREMENTS CHECKLIST: PLAN A MASTER’S DEGREE

- Selection of Graduate Committee
- Plan of Study (see requirements above)
- Submission of thesis. A preliminary or “working” copy of the thesis must be distributed to the advisory committee at least two weeks in advance of the oral defense. In addition, a copy must be submitted to the Graduate School at least 7 days in advance of the defense with a “Tentative Approval” form signed by the Advisory Committee.
- Final Oral Exam-Thesis Defense. Notification must be sent using a special form issued by the Graduate School, submitted no later than 7 days in advance of the oral exam. The exam should be well advertised (e.g. flyers posted, etc.)
- Successful completion of all course work
- Application for Degree. Formal application must be filed on official form at the Graduate School.
- Submission of first-author manuscripts, suitable for publication, to major advisor prior to thesis defense

REQUIREMENTS CHECKLIST: PLAN B MASTER’S DEGREE

- Selection of Graduate Committee
- Plan of Study (see requirements above)
- Submission of Project and Practicum. A preliminary or “working” copy of the project and practicum must be distributed to the advisory committee at least two weeks in advance of the final examination. In addition, a copy must be submitted to the Chair of the Graduate Program at least 7 days before the final exam
- Final comprehensive exam as explained above
- Successful completion of all course work
- Application for Degree. Formal application must be filed on official form at the Graduate School.
- Successful completion of comprehensive exam and project and practicum

NOTE: GRADUATE STUDENTS MUST BE REGISTERED FOR CLASSES OR “CONTINUOUS REGISTRATION” THROUGHOUT THEIR COURSE OF STUDY TO REMAIN IN THE PROGRAM.
GUIDELINES FOR THE PROJECT AND PRACTICUM
(FOR STUDENTS IN PLAN B ONLY)

PROJECT (GPAH 5314)
(3 Credits)
The graduate project examines contemporary issues and problems relevant to allied health practice. The focus is on the interdisciplinary exchange of ideas and the development of a project related to the students particular program emphasis. The project may or may not be related to the Practicum (GPAH 5317). The project should result in a tangible product that shows critical thinking in the student’s area of emphasis. Examples of projects are: research studies, a literature review with an interpretive component, curriculum guides, and procedural manuals for health agencies, program evaluation tools, marketing surveys, and instructional media packets.

The project topic must have prior approval of the student’s advisory committee. Upon completion, the project is placed in a blue binder, labeled with the student’s name, project title, and date of completion and submitted to the Director of the Graduate Program for placement in the School’s archives.

PROJECT EVALUATION
The evaluation of the project should be ongoing by the student and the major advisor. The final evaluation of the project should be done by the student’s advisory committee after the student has fulfilled the objectives of the project.

PRACTICUM (GPAH 5317)
(Variable Credits - maximum five)
The practicum is the implementation and/or application of theory which strengthens and further develops knowledge, critical thinking, and skills related to one of the following areas of emphasis: Administration, Allied Health Education, Dietetics, Disability Related Services, Health Promotion, Medical Laboratory Sciences, or Occupational Safety & Health.

EXAMPLES OF PRACTICUM INCLUDE
• Development of an educational course with material presented in a workshop format.
• Development and evaluation of a nutrition intervention program targeting a specific population.
• A process of needs assessment, program development, and evaluation.
• Initiation of a new management approach to health care issues within a health care agency.
PLANNING PROCESS
1. **Planning:**
   Students consult with their advisor, gather information on practicum sites, if applicable, and draft a preliminary practicum plan (see below for contents of practicum plan). Planning the practicum is the responsibility of the student using the major advisor and committee members as consultants/resources.

2. **Approval:**
   A draft of a preliminary practicum plan must be reviewed and approved by the committee prior to implementation of the practicum. If the student practicum requires a practicum site, the student must also consult with the Graduate Program Director to see if a formal contract between the University and the practicum site is needed. A practicum site preceptor may be necessary to negotiate, implement, and evaluate the student's practicum. When a practicum site preceptor is necessary the practicum approval process includes the preceptor.

3. **Filing:**
   Copies of the approved practicum plan are distributed to the Director of the Graduate Program. The approved practicum plan should be on file by the beginning of the semester during which the practicum will begin.

PRACTICUM PLAN
The practicum plan is developed by the student with the approval of the advisory committee. The plan should state the competencies the student intends to demonstrate and accomplish in his/her emphasis area during the practicum experience. It should include the following information:

1. A statement of the purpose and objectives of the practicum.

2. A listing of the learning objectives and skills the student intends to achieve during the practicum with the relationship between objectives and activities clearly stated.

3. A clear description of practicum activities and their relationship to the objectives.

4. An evaluation plan which represents initial, ongoing, and summative strategies to be carried out by at least the student and the major advisor. Others including the practicum preceptor may be involved as necessary.

5. An approval sheet with spaces for signatures of student, major advisor, committee members, and preceptor when identified.

6. **It is the responsibility of the major advisor to complete a project and practicum information sheet and place it in the student file before the student graduates.**

LENGTH OF PRACTICUM
The exact number of hours and the distribution of those hours are determined by the student, advisory committee, and by consulting the preceptor when identified. Hours and activities in the practicum must be sufficient in order to meet the purpose and objectives stated in the practicum.
plan and are congruent with the number of credits assigned in this variable credit course (maximum 5).

EVALUATING PERFORMANCE
The major advisor is responsible for coordinating the total evaluation process, including input from the associate advisors and others as needed. Final grades are awarded by the major advisor and include the student’s self-evaluation.

FACILITATING AND NEGOTIATING THE LEARNING EXPERIENCE
The student, major advisor, associate advisors, and preceptor should negotiate the expectations that the student is required to meet during the practicum. This consensus of expectations will eliminate the possibility of miscommunication later in the practicum. In the case a problem does arise, the student should first try to resolve the problem with his/her advisory committee. If a problem cannot be resolved, the Director of the Graduate Program should be consulted. The Director will assess the situation and take any necessary action.
# APPENDIX 2-EXAMPLES OF PLANS OF STUDY

## PLAN A

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<td>3. GRAD 5395 (3 CR)</td>
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## PLAN B

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<td>3. EPSY 5309 (3 CR)-</td>
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<td>3. GPAH 5314 (3 CR Project)</td>
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APPENDIX 3
GRADUATE STUDENT ANNUAL REPORT
HEALTH PROMOTION SCIENCES

TO BE COMPLETED BY THE STUDENT AND SUBMITTED TO THE GRADUATE PROGRAM
(By August 1st)

NAME_____________________________________ DATE__________________

CIRCLE YOUR GRADUATE TRACK: M.S. PLAN A M.S. PLAN B

MAJOR ADVISOR____________________________________________________

DATE QUALIFYING EXAM COMPLETED:______________________________

DATE DISSERTATION PROPOSAL APPROVED:____________________________

NAME        DEPARTMENT
ADVISORY COMMITTEE:   ____________________ ____________________

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DATES OF ADVISORY COMMITTEE MEETING DURING REPORTING PERIOD:

________________________________________________________________________
1. COURSE WORK UNDERTAKEN SINCE PREVIOUS ANNUAL REPORT:
   Course number and name       Credits     Grade

2. SEMINAR(S) PRESENTED (title, date).

3. PAPERS AND ABSTRACTS PUBLISHED:

4. HONORS, AWARDS, MEETINGS ATTENDED, REPORTS PRESENTED:

5. APPLICATIONS FOR FINANCIAL SUPPORT:

6. TEACHING ASSIGNMENTS:

7. OTHER ACTIVITIES:

8. Date of “Phone Pass Test” (formerly “Speak” Test) Test Passage (Month/Year)
   ___________________________ (N/A____)

9. SUMMARY OF RESEARCH PROGRESS (hypothesis, experiments, results, conclusion,
   future plans). 300 words or less. Provide as attachments.
10. PLEASE LIST YOUR PLANNED COURSE OF STUDY FOR THE 2009-2010 ACADEMIC YEAR

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LIST OF COURSES T.A. SINCE PREVIOUS ANNUAL REPORT:

This annual review will not be accepted unless signed by you Research Advisor

APPROVAL OF RESEARCH ADVISOR: __________________________

_________________________ (Signature) _____________ (Date)

APPROVAL OF GRADUATE PROGRAM DIRECTOR:

_________________________ Graduate Program Director