Master of Public Health
Student Handbook

Master of Public Health
Departments of Preventive Medicine and Public Health
Kansas City    Wichita
University of Kansas
Master of Public Health

Student Handbook Acknowledgment Form

I, ____________________________________________ have reviewed and read the
KU-MPH Student Handbook (version 7/13). I understand that as a graduate student at the
University of Kansas in the School of Medicine, I am expected to uphold the program’s policies
and that failure to do so may result in disciplinary action.

I understand that as the KU-MPH program evolves over time, policies may be amended and/or
added. I will be informed of such changes as they take effect, as well as annually at the
beginning of the Fall Semester.

I also understand that should I have any problems or questions regarding the policies as they
are presented in this handbook, I may direct them to the MPH Site Directors.

________________________________________
(signature)

________________________________________
(date)
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About the Program

Accreditation

The University of Kansas Master of Public Health (KU-MPH) program is accredited by the Council on Education for Public Health (CEPH).

Mission and Purpose

The Master of Public Health (MPH) degree program at the University of Kansas School of Medicine is designed to prepare students for a variety of careers. Our mission statement is:

*The mission of the KU-MPH program is to provide teaching, research and service activities that prepare public health practitioners, health care providers, and researchers to develop and apply population-based and individual approaches to maintaining and improving the public's health in the Heartland and the nation.*

The purpose of this student handbook is to serve as a resource for students and others involved in the program. It provides information about key academic and administrative issues. Since University of Kansas administrative personnel outside the MPH program may not be familiar with the special policies and procedures of this program, it is to the student's advantage to work directly with program faculty and directors for all administrative needs related to the MPH program.

The MPH degree program is designed to meet the needs of full-time students, and to the extent possible, working professionals taking courses on a part-time basis. Skills gained from MPH studies can be used to:

- Assess health characteristics and risk factors in populations
- Plan, implement and evaluate an intervention to improve the health of a population
- Incorporate preventive practices into the delivery of health care
- Investigate an outbreak of disease or symptoms in a population
- Conduct research, evaluate health outcomes
- Use appropriate data to formulate public health policy

The following are examples of careers in the core areas of public health:

**Epidemiology**
- State or local epidemiologist
- Infectious disease director
- Outcomes researcher

**Behavioral Science and Health Education**
- Behavioral health scientist
- Health educator
- Health communications specialist
Environmental/Occupational Health
- State environmentalist
- Federal environmentalist
- Corporate medical director

Health Policy and Management
- Academic policy advisor
- Legislative policy advisor
- Management policy advisor

Ethics and Values

The public health values to which the faculty, students and staff in the KU-MPH program are committed are health, equity, diversity, empowerment, integrity, dignity and knowledge for individuals and communities. These reflect the fundamental, over-arching principle of respect for the dignity and intrinsic worth of persons, considered individually or collectively, regardless of gender, race, religion or ethnic affiliation.

From these values, the following guiding ethical principles are directly or implicitly derived:

a) **Beneficence.** MPH activities strive to prevent or to alleviate physical and psychosocial impediments to achieving and maintaining the public's health. Faculty and students identify public health risk factors, and provide preventive interventions to reduce disease and disability. This includes fostering appropriate lifestyle choices, personal responsibility, and health-promoting behavior.

b) **Individual justice.** The MPH program embraces all population groups without discrimination. MPH faculty and students strive to ensure that each person has affordable access to health and health care that is equal in quality to that of other individuals to the fullest extent possible.

c) **Social justice.** While health and health care resources should be equitably allocated, such allocation should be consistent with the preservation of resources essential to other socially-valued purposes and projects.

d) **Respect for autonomy.** MPH faculty and students will strive to inform the public about physical, environmental and behavioral risk factors. This includes the evidence for or against such factors that an individual needs to assess risks, make informed decisions and provide informed consent. MPH students and faculty will strive to present such information without bias, and with insight into potential pitfalls of information reported in the popular media or influenced by commercial or other interests.

e) **Collaboration.** The faculty and students will seek to engage community, county and state legislative bodies as well as administrative agencies in collaborative endeavors toward the achievement of all of these objectives.

Ethical collaboration includes acknowledging the contribution of others to work that was produced by a team. A common way to provide this acknowledgment is to list the names of the team members when making verbal presentations or when writing reports. For example,
members of the whole team should be acknowledged when research electives or capstones result in a product such as a health education piece or an article in a newsletter.

When an abstract is submitted to a professional meeting, or a manuscript is submitted to a professional journal, some or all members of the team will qualify for co-authorship. The student should review published guidelines for the level of involvement that constitutes co-authorship, and discuss co-authorship with key faculty mentors while preparing the abstract or article submission.

Team members who qualify for and agree to be co-authors have a right to review text to which their name is affixed before this text is submitted for publication (including all abstracts submitted to professional meetings). Therefore the student should allow sufficient time for this review before a submission deadline.

Organizational Structure of the Program

The University of Kansas (KU), Lawrence, Kansas, educates both undergraduate and graduate students and sponsors institutes, projects and services throughout the state of Kansas. The University of Kansas Medical Center (KUMC), Kansas City, Kansas, includes a school of Health Professions, Medicine, Nursing, and Graduate Studies. The KU-MPH program is a single graduate program offered through the departments of Preventive Medicine and Public Health at these two locations:

- The University of Kansas Medical Center (KUMC) in Kansas City, Kansas
- The University of Kansas School of Medicine-Wichita (KUSM-W) in Wichita, Kansas

Figure 1. Locations of KU-MPH Campuses

The KU-MPH degree must be completed at one of the two sites, although with permission, students may earn credit hours at either site. Some courses are available in Web-based format (described in a later section of this handbook).

There are resources and interesting learning opportunities on each campus. KU-MPH faculty include preventive medicine specialists, public/community health practitioners, academic researchers and others. In addition, community preceptors assist students with field work in
public health practice and other experiential learning opportunities. Biographical information about each faculty member is located on the KU-MPH website: http://mph.kumc.edu.

To keep informed about new accomplishments by program faculty and students, as well as other critical information, students should review our website periodically, check their Outlook Webmail and read our bi-campus newsletter.

Students need to be familiar with the overall organizational structure of the program. The internal organizational structure by which the KU-MPH program is governed is provided in Figure 2. The internal structure of the KU-MPH program includes a Site Director at each campus and an Executive Director.

**Figure 2. KU-MPH Organizational Structure**

There are several formal ways for students to provide input to the program. There are bi-campus standing committees: Admissions, Curriculum and Public Health Practice. One current MPH student from each campus is nominated by the respective MPH Site Director to serve as a voting member on each of these three committees. The term of service for student
members of these committees is one year, but may be renewed. Any student interested in
serving on a standing committee should inform his or her site director.

Students are strongly encouraged to be active in the MPH Student Organization (described
later) which also provides input to the program's faculty leaders.

Functions of the Standing Committees

**Admissions Committee**: Consists of one chair, two faculty from Kansas City, two faculty from
Wichita, one MPH student from the Kansas City campus and one MPH student from the Wichita
campus. The Admissions Committee meets annually to review all MPH applications. The
Admissions Committee also meets to discuss issues related to the application process, such as
admission regulations, application forms and any topics delegated by the Executive Council.

**Curriculum Committee**: Consists of one chair, two faculty from Kansas City, two faculty from
Wichita, one MPH student from the Kansas City campus and one MPH student from the Wichita
campus. The Curriculum Committee meets as necessary (minimum twice a year) to discuss
course evaluations, needs assessments as well as reviews all curricular changes, new courses
and transfer credit requests. The Curriculum Committee also meets to discuss any issues
related to curriculum and any topics delegated by the Executive Council.

**Public Health Practice Committee**: Consists of one chair, two faculty from Kansas City, two
faculty from Wichita, one MPH student from the Kansas City campus and one MPH student
from the Wichita campus. The Public Health Practice Committee meets as necessary
(minimum twice a year) to discuss internship opportunities for students, orientation needs and
processes for site mentors, and to plan periodic student showcases. The Public Health Practice
Committee also meets to discuss any issues related to partnerships with community agencies
as delegated by the Executive Council.

**Concentration Committees**: Epidemiology, Environmental Health Sciences, Social and
Behavioral Health, Public Health Management. These are bi-campus committees co-chaired by
faculty from each campus. The Concentration Committees meet twice a year to discuss
concentration specific issues, such as curriculum updates and admissions.

**Operations Committee**: Consists of site directors, program staff and is chaired by the
executive director. The Operations Committee meets monthly to manage program in an
evidence-based manner, implement marketing initiatives, oversee data management and
analysis as well as solve operational problems.

**Executive Council**: Consists of department chairs, standing committee chairs, site directors,
and the executive director. The Executive Council meets quarterly to accomplish all strategic
planning and review progress of all aspects of the program by means of minutes of the standing
committees, the quarterly bi-campus meeting of the entire KU-MPH program faculty and the
MPH Student Organization. Reports on topics under consideration are provided to the
Executive Council by the site directors and executive director. The Executive Council also
reviews information from key programs led by MPH program faculty. Steering functions of the
MPH Executive Council center on making final decisions about the program’s policies and
directions of growth. The Council makes the final decision on admission for each applicant after
reviewing the recommendations of the Admissions Committee. The Executive Council sets
forth the annual goals and objectives (work plan) for the Operations Committee, the standing
committees on Admissions, Curriculum and Public Health Practice, as well as the External Advisory Committee.

External Advisory Committee: Consists of members from stakeholder groups such as public health practitioners in Kansas, practitioners at the interface of public health and medicine, and other interests such as public health policy. Meets annually to give input regarding educational needs assessment data and other program input. Members are randomly assigned to terms of two or three years, but appointments may be renewed as necessary.

Student input may be provided to the Executive Council through the MPH Site Directors and the Executive Director, although the primary channels are through the MPH Student Organization and the student members of the MPH standing committees on Admissions, Curriculum and Public Health Practice.

KU-MPH Students at the Fall KPHA Conference
The MPH Curriculum

Curricular Overview

The curriculum assists students to attain fundamental public health knowledge, attitudes, skills and behaviors. In concert with the Council on Education in Public Health (CEPH), the KU-MPH program provides opportunities for students to master 24 core competencies in addition to concentration specific competencies.

Credit Hour Requirements

A total of 42 credit hours are required, although students are encouraged to take additional courses to build specific skills and competencies. The minimum requirements for graduation are 15 credit hours in core courses, a one credit hour epidemiology lab, a three credit hour data management course, 12 credit hours of concentration courses, at least 5 credit hours of electives, 3 credit hours of public health internship, and 3 credit hours of public health capstone.

Plan of Study

Each new student should develop a plan of study. The number of courses taken each semester will vary by whether the student is full-time (defined as nine or more credit hours in the Fall or Spring semester and six credit hours in the Summer semester) or part-time. Feasibility of a given course load is an especially important consideration for students who have major demands on their time because of employment, family or other reasons. For every credit hour taken, the time a course requires outside of class ranges from three to five hours per week. Web-based classes require more self-directed work than traditional classes. While there is no set sequence in which courses must be taken, students should complete core courses relatively early in their plan of study. This provides students with an introduction to the core disciplines of public health, and prepares them to take electives that require core courses as prerequisites.

Program and Concentration Competencies

Table 1. MPH Program Competencies

<table>
<thead>
<tr>
<th>DOMAIN 1: COMMUNICATION</th>
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<tbody>
<tr>
<td>MPH01</td>
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<td>MPH02</td>
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<table>
<thead>
<tr>
<th>DOMAIN 2: PROFESSIONALISM</th>
</tr>
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<tbody>
<tr>
<td>MPH03</td>
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<table>
<thead>
<tr>
<th>DOMAIN 3: BIOSTATISTICS</th>
</tr>
</thead>
<tbody>
<tr>
<td>MPH04</td>
</tr>
<tr>
<td>MPH05</td>
</tr>
<tr>
<td>MPH06</td>
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<tr>
<td>MPH07</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>DOMAIN 4: ENVIRONMENTAL HEALTH SCIENCES</th>
</tr>
</thead>
<tbody>
<tr>
<td>MPH08</td>
</tr>
</tbody>
</table>
and biological environmental and occupational agents.

MPH09 Describe policies, regulations, laws, and programs that control environmental and occupational health practices.

MPH10 State approaches for assessing, preventing, and controlling environmental and occupational hazards that pose risks to human health and safety.

MPH11 Discuss issues of environmental justice and equity.

**DOMAIN 5: EPIDEMIOLOGY**

MPH12 Explain the basic terminology and definitions of epidemiology.

MPH13 Identify key sources of data for epidemiologic purposes.

MPH14 Conduct a comprehensive review of the scientific evidence related to a public health issue, concern, or intervention.

MPH15 Describe basic epidemiological study designs.

MPH16 Draw appropriate inferences from epidemiologic data.

**DOMAIN 6: PUBLIC HEALTH MANAGEMENT**

MPH17 Discuss major aspects of the policy process.

MPH18 Describe the main features of the public health systems in the U.S.

MPH19 Discuss management concepts.

MPH20 Apply administrative concepts to support decision-making and improve practice.

MPH21 Describe the role of systems thinking in public health.

**DOMAIN 7: SOCIAL AND BEHAVIORAL HEALTH**

MPH22 Describe theories of health behavior and their application.

MPH23 Describe the social and behavioral factors that affect the health of individuals and populations.

MPH24 Review the evidence-based literature for understanding social and behavioral public health problems and planning public health programs.

### Table 2. MPH Concentration Competencies

<table>
<thead>
<tr>
<th>Competency</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CONCENTRATION IN EPIDEMIOLOGY</strong></td>
<td></td>
</tr>
<tr>
<td>EPC1</td>
<td>Understand the historical context of epidemiology and articulate contemporary epidemiologic and public health problems to lay and professional audiences.</td>
</tr>
<tr>
<td>EPC2</td>
<td>Locate, assemble, and critically appraise existing data, information, and knowledge resources.</td>
</tr>
<tr>
<td>EPC3</td>
<td>Design and implement studies to advance the knowledge-base of disease processes, and further improve the health of the public.</td>
</tr>
<tr>
<td>EPC4</td>
<td>Acquire skills to analyze, synthesize, and interpret epidemiologic data.</td>
</tr>
<tr>
<td>EPC5</td>
<td>Comprehend basic ethical and legal principles pertaining to the collection, maintenance, use and dissemination of epidemiologic data.</td>
</tr>
<tr>
<td>EPC6</td>
<td>Understand the interrelation between key players in the public health arena.</td>
</tr>
<tr>
<td><strong>CONCENTRATION IN SOCIAL AND BEHAVIORAL HEALTH</strong></td>
<td></td>
</tr>
<tr>
<td>SBHC1</td>
<td>Apply basic theories, concepts, and models from a range of social and behavioral disciplines to public health research and practice.</td>
</tr>
<tr>
<td>SBHC2</td>
<td>Describe the social and behavioral factors that affect the health of individuals and populations, including how these factors may account for health disparities.</td>
</tr>
<tr>
<td>SBHC3</td>
<td>Apply evidence-based research procedures for studying public health problems, planning, implementing, and evaluating public health programs.</td>
</tr>
<tr>
<td>SBHC4</td>
<td>Identify the role of social, community, and cultural factors in both the onset and solution of public health problems across diverse and underserved populations.</td>
</tr>
<tr>
<td>-------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>SBHC5</td>
<td>Use community input and linkages to conduct in-depth analysis of public health problems, develop, and promote public health programs for special populations.</td>
</tr>
</tbody>
</table>

**CONCENTRATION IN ENVIRONMENTAL HEALTH SCIENCES**

<table>
<thead>
<tr>
<th>EHSC1</th>
<th>Describe the direct and indirect human and ecological effects of environmental and occupational agents.</th>
</tr>
</thead>
<tbody>
<tr>
<td>EHSC2</td>
<td>Understand the environmental fate, transport, and route of exposure for environmental agents.</td>
</tr>
<tr>
<td>EHSC3</td>
<td>Explain the general mechanisms of toxicity in eliciting a toxic response to various environmental exposures.</td>
</tr>
<tr>
<td>EHSC4</td>
<td>Describe the federal, state, and local guidelines, policies, regulations, and programs that control environmental and occupational health practices.</td>
</tr>
<tr>
<td>EHSC5</td>
<td>Apply risk assessment, communication, and management methods.</td>
</tr>
<tr>
<td>EHSC6</td>
<td>Specify approaches for assessing, preventing, and controlling environmental and occupational hazards that pose risks to human health and safety.</td>
</tr>
<tr>
<td>EHSC7</td>
<td>Discuss issues of environmental justice, equity, and health policy, emphasizing issues related to risk management and risk communication.</td>
</tr>
<tr>
<td>EHSC8</td>
<td>Inform decision-makers regarding the benefits and detriments of environmental health guidelines, policies, regulations, and programs.</td>
</tr>
<tr>
<td>EHSC9</td>
<td>Demonstrate knowledge in the area of emergency preparedness and incident management.</td>
</tr>
<tr>
<td>EHSC10</td>
<td>Know how to access, utilize, and critically evaluate environmental health data in order to create a strong evidence-base for public health investigations, policy decisions, and research.</td>
</tr>
</tbody>
</table>

**CONCENTRATION IN PUBLIC HEALTH MANAGEMENT**

<table>
<thead>
<tr>
<th>PHMC1</th>
<th>Identify and interpret public health laws, regulations, and policies related to specific programs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHMC2</td>
<td>Discuss the policy process for improving the health status of populations.</td>
</tr>
<tr>
<td>PHMC3</td>
<td>Identify the main components and issues of the organization, financing and delivery of health services and public health systems in the US.</td>
</tr>
<tr>
<td>PHMC4</td>
<td>Apply the evidence-based research methods and public health sciences (epidemiology, biostatistics, social and behavioral health, environmental health). These include principles of program planning, development, budgeting, management, and evaluation in organizational and community initiatives.</td>
</tr>
<tr>
<td>PHMC5</td>
<td>Apply basic human relations skills to the management of organizations, motivation of personnel, resolution of conflicts and the development of community partnerships.</td>
</tr>
<tr>
<td>PHMC6</td>
<td>Apply leadership and systems thinking to understand the dynamics among public health, private enterprise, government, community-based, and healthcare organizations.</td>
</tr>
</tbody>
</table>
E-Portfolio

Each KU-MPH student will be required to create an e-portfolio throughout his/her program of study. The e-portfolio is housed in the Blackboard learning management system and serves as a format for documenting individual student achievement of the MPH core and concentration competencies. Student artifacts such as papers, presentations, and homework that demonstrate achievement of each competency, along with a résumé and other reflection statements complete the e-portfolio which students may then share with future employers. Students will be required to submit artifacts to their e-portfolio each semester and will not be allowed to enroll in courses for the next semester if the e-portfolio is not up to date with the current semester’s artifacts.

Concentrations

The KU-MPH program offers four concentrations: Epidemiology, Social and Behavioral Health, Environmental Health Sciences, and Public Health Management. Plans of study for the five respective concentrations are included in the following pages. Students admitted in the fall 2013 semester or beyond must declare their concentration choice at the time of application. These students will not be allowed to change concentrations during their program of study.
### 42 Credit Hour Plan of Study

**Epidemiology**

**Student Name:** ____________________________

**Semester Admitted:** ____________________________

<table>
<thead>
<tr>
<th>Required Core Courses: (15 Credit Hours)</th>
<th>Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>PRVM 800 Principles of Epidemiology</td>
<td></td>
</tr>
<tr>
<td>BIOS 714 Fundamentals of Biostatistics I</td>
<td></td>
</tr>
<tr>
<td>PRVM 818 Social &amp; Behavioral Aspects of Public Health</td>
<td></td>
</tr>
<tr>
<td>PRVM 827 Public Health Administration</td>
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<tr>
<td>PRVM 830 Environmental Health</td>
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<table>
<thead>
<tr>
<th>Program Required Courses: (4 Credit Hours)</th>
<th>Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>PRVM 802 Epidemiology Laboratory</td>
<td></td>
</tr>
<tr>
<td>PRVM 875 Management of Public Health Data</td>
<td></td>
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<tr>
<td>BIOS 820 Statistical Computing for SAS Base 1/L1</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Concentration Electives: (Minimum 12 Credit Hours)</th>
<th>Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>PRVM 841 Advanced Epidemiology I (Required)</td>
<td></td>
</tr>
<tr>
<td>PRVM 842 Advanced Epidemiology II (Required)</td>
<td></td>
</tr>
</tbody>
</table>

**Choose 6 credits from the following list**

<table>
<thead>
<tr>
<th>Course</th>
<th>Semester</th>
</tr>
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<tbody>
<tr>
<td>PRVM 810 Cardiovascular Disease Epidemiology</td>
<td></td>
</tr>
<tr>
<td>PRVM 811 Introduction to Pharmacoepidemiology</td>
<td></td>
</tr>
<tr>
<td>PRVM 815 Surveillance and Control of Infectious Disease</td>
<td></td>
</tr>
<tr>
<td>PRVM 836 Epidemiology in Aging</td>
<td></td>
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<tr>
<td>PRVM 838 Reproductive Epidemiology</td>
<td></td>
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<tr>
<td>PRVM 850 Cancer Epidemiology</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>General Electives: (5 credit hours)</th>
<th>Semester</th>
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<tbody>
<tr>
<td>PRVM</td>
<td></td>
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<tr>
<td>PRVM</td>
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<tr>
<td>PRVM</td>
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<table>
<thead>
<tr>
<th>Capstone Courses: (6 Hours)</th>
<th>Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>PRVM 891 Public Health Internship</td>
<td></td>
</tr>
<tr>
<td>PRVM 893 Public Health Capstone</td>
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</tbody>
</table>

**Total Number of Credit Hours: (Minimum of 42 Credit Hours)**

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* Taking courses other than those offered by the MPH program can provide training that is beneficial for an MPH student’s plan of study. However, such courses must meet certain guidelines, and approval of the MPH program office is requested. Please review the transfer of credit section of this handbook before enrolling in other courses.
# 42 Credit Hour Plan of Study
## Social and Behavioral Health

**Student Name:** ______________________________________

**Semester Admitted:** _________________________________

<table>
<thead>
<tr>
<th>Required Core Courses: (15 Credit Hours)</th>
<th>Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>PRVM 800 Principles of Epidemiology</td>
<td></td>
</tr>
<tr>
<td>BIOS 704 Principles of Statistics in Public Health OR</td>
<td></td>
</tr>
<tr>
<td>BIOS 714 Fundamentals of Biostatistics I</td>
<td></td>
</tr>
<tr>
<td>PRVM 818 Social &amp; Behavioral Aspects of Public Health</td>
<td></td>
</tr>
<tr>
<td>PRVM 827 Public Health Administration</td>
<td></td>
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<tr>
<td>PRVM 830 Environmental Health</td>
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<table>
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<tr>
<th>Program Required Courses: (4 Credit Hours)</th>
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<tbody>
<tr>
<td>PRVM 802 Epidemiology Laboratory</td>
</tr>
<tr>
<td>PRVM 875 Management of Public Health Data</td>
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</table>

<table>
<thead>
<tr>
<th>Concentration Electives: (Minimum 12 Credit Hours)</th>
</tr>
</thead>
<tbody>
<tr>
<td>PRVM 821 Research Methods in Public Health OR</td>
</tr>
<tr>
<td>PRVM 835 Evaluation Methods in Public Health</td>
</tr>
<tr>
<td>PRVM 849 Qualitative Methods in Public Health OR</td>
</tr>
<tr>
<td>PRVM 856 Community-Based Participatory Research</td>
</tr>
<tr>
<td>PRVM 845 Cultural Competency in Public Health OR</td>
</tr>
<tr>
<td>PRVM 852 Health Care for Special Populations OR</td>
</tr>
<tr>
<td>PRVM 863 Health Disparities in Public Health</td>
</tr>
</tbody>
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<table>
<thead>
<tr>
<th>Content Electives: (Minimum 3 Credit Hours)</th>
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</thead>
<tbody>
<tr>
<td>PRVM 825 Child and Family Health</td>
</tr>
<tr>
<td>PRVM 843 Obesity in Public Health</td>
</tr>
<tr>
<td>PRVM 855 Seminar in Women's Health</td>
</tr>
<tr>
<td>PRVM 859 Tobacco and Public Health</td>
</tr>
<tr>
<td>PRVM 877 Health Communication</td>
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<table>
<thead>
<tr>
<th>General Electives: (5 Credit Hours)</th>
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<tbody>
<tr>
<td>PRVM</td>
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<table>
<thead>
<tr>
<th>Capstone Courses: (6 Credit Hours)</th>
</tr>
</thead>
<tbody>
<tr>
<td>PRVM 891 Public Health Internship</td>
</tr>
<tr>
<td>PRVM 893 Public Health Capstone</td>
</tr>
</tbody>
</table>

**Total Number of Credit Hours:** (Minimum of 42 Credit Hours)  ____

* Taking courses other than those offered by the MPH program can provide training that is beneficial for an MPH student's plan of study. However, such courses must meet certain guidelines, and approval of the MPH program office is requested. Please review the transfer of credit section of this handbook before enrolling in other courses.
# 42 Credit Hour Plan of Study

## Environmental Health Sciences

**Student Name:** ______________________________________

**Semester Admitted:** ________________________________

### Required Core Courses: (15 Credit Hours)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>PRVM 800</td>
<td>Principles of Epidemiology</td>
<td></td>
</tr>
<tr>
<td>BIOS 704</td>
<td>Principles of Statistics in Public Health OR</td>
<td></td>
</tr>
<tr>
<td>BIOS 714</td>
<td>Fundamentals of Biostatistics I</td>
<td></td>
</tr>
<tr>
<td>PRVM 818</td>
<td>Social &amp; Behavioral Aspects of Public Health</td>
<td></td>
</tr>
<tr>
<td>PRVM 827</td>
<td>Public Health Administration</td>
<td></td>
</tr>
<tr>
<td>PRVM 830</td>
<td>Environmental Health</td>
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### Program Required Courses: (4 Credit Hours)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>PRVM 802</td>
<td>Epidemiology Laboratory</td>
</tr>
<tr>
<td>PRVM 875</td>
<td>Management of Public Health Data</td>
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### Concentration Electives: (Minimum 12 Credit Hours)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
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<tbody>
<tr>
<td>PRVM 832</td>
<td>Environmental and Occupational Epidemiology</td>
</tr>
<tr>
<td>PRVM 870</td>
<td>Environmental Health Law and Policy</td>
</tr>
<tr>
<td>PRVM 871</td>
<td>Environmental Monitoring and Exposure Assessment</td>
</tr>
<tr>
<td>PRVM 874</td>
<td>Toxicology and Risk Assessment</td>
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### General Electives: (5 credit hours)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>PRVM</td>
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<td>PRVM</td>
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<tr>
<td>PRVM</td>
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### Capstone Courses: (6 Hours)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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</thead>
<tbody>
<tr>
<td>PRVM 891</td>
<td>Public Health Internship</td>
</tr>
<tr>
<td>PRVM 893</td>
<td>Public Health Capstone</td>
</tr>
</tbody>
</table>

**Total Number of Credit Hours:** (Minimum of 42 Credit Hours) ________

* Taking courses other than those offered by the MPH program can provide training that is beneficial for an MPH student’s plan of study. However, such courses must meet certain guidelines, and approval of the MPH program office is requested. Please review the transfer of credit section of this handbook before enrolling in other courses.
# 42 Credit Hour Plan of Study

## Public Health Management

### Student Name: ______________________________________

### Semester Admitted: ________________________________

<table>
<thead>
<tr>
<th>Required Core Courses: (15 Credit Hours)</th>
<th>Semester</th>
</tr>
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<tbody>
<tr>
<td>PRVM 800 Principles of Epidemiology</td>
<td></td>
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<tr>
<td>BIOS 704 Principles of Statistics in Public Health OR</td>
<td></td>
</tr>
<tr>
<td>BIOS 714 Fundamentals of Biostatistics I</td>
<td></td>
</tr>
<tr>
<td>PRVM 818 Social &amp; Behavioral Aspects of Public Health</td>
<td></td>
</tr>
<tr>
<td>PRVM 827 Public Health Administration</td>
<td></td>
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<tr>
<td>PRVM 830 Environmental Health</td>
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</table>

<table>
<thead>
<tr>
<th>Program Required Courses: (4 Credit Hours)</th>
</tr>
</thead>
<tbody>
<tr>
<td>PRVM 802 Epidemiology Laboratory</td>
</tr>
<tr>
<td>PRVM 875 Management of Public Health Data</td>
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</table>

<table>
<thead>
<tr>
<th>Concentration Electives: (Minimum 12 Credit Hours)</th>
</tr>
</thead>
<tbody>
<tr>
<td>PRVM 828 Public Health Program Development and Management</td>
</tr>
<tr>
<td>PRVM 851 Public Health Policy and Law</td>
</tr>
<tr>
<td>PRVM 861 Leadership in Public Health</td>
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<tr>
<td>PRVM 879 Leadership in Public Health</td>
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<table>
<thead>
<tr>
<th>General Electives: (5 credit hours)</th>
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<td>PRVM</td>
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<tr>
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</tbody>
</table>

### Total Number of Credit Hours: (Minimum of 42 Credit Hours)

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* Taking courses other than those offered by the MPH program can provide training that is beneficial for an MPH student’s plan of study. However, such courses must meet certain guidelines, and approval of the MPH program office is requested. Please review the transfer of credit section of this handbook before enrolling in other courses.
Dual/Joint Degree Programs

Dual degree programs require students to complete the requirements for two complementary degrees and provide students with an expanded skill set that enables them to meet specific career goals, and to become more competitive in the job market. Joint degree programs allow students to complete the requirements of two complementary degree programs with some courses counting towards both degrees. The MPH dual/joint degree programs described below are rigorous undertakings. The time available to complete the MPH degree is often compressed into a single year. Students undertaking MPH training while enrolled in another degree program should make arrangements to free up substantial amounts of time in order to complete MPH courses and the intensive MPH internship and capstone so that they may remain in good standing with their other degree program. Dual degree MPH students may be required to demonstrate each semester that their other degree program has cleared them to enroll in MPH courses.

MD/MPH
This is a five-year dual degree program in which the medical student completes the requirements for both the MD degree and the MPH degree (42 credit hours). Students may apply for admission to the MPH program after enrolling in medical school, or at the same time they apply to KU School of Medicine. MPH students take a year off from medical school to complete the MPH degree, typically between the second and third years of medical school, or between the third and fourth years. MPH studies begin in the summer (June), and proceed through fall (August) and spring (January), finishing by the end of May or July, if necessary. Some scholarships are available.

PhD Applied Behavioral Psychology/MPH
Offered by the Department of Applied Behavioral Science (Lawrence) and the Departments of Preventive Medicine and Public Health (Kansas City and Wichita), this joint program is the first in the nation to combine the strengths of advanced study in applied behavioral science with an MPH degree. The joint PhD in Behavioral Psychology/MPH degree is ideal for those students interested in prevention through community and public health. Students must apply for admissions to the MPH and PhD programs separately. Applications are reviewed by the respective admissions committees. Students selected into the joint program complete the 42 credit hour MPH requirements in addition to the PhD.
42 Credit Hour Plan of Study  
PhD Applied Behavioral Psychology / MPH

Student Name: ______________________________________  
Semester Admitted: __________________________________

<table>
<thead>
<tr>
<th>Required Core Courses: (15 Credit Hours)</th>
<th>Semester</th>
</tr>
</thead>
<tbody>
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</tr>
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<thead>
<tr>
<th>Program Required Courses: (4 Credit Hours)</th>
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</thead>
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<td>PRVM 875 Management of Public Health Data</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Concentration Electives: (Minimum 12 Credit Hours)</th>
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<tbody>
<tr>
<td>ABSC 710 Community Health and Development</td>
<td></td>
</tr>
<tr>
<td>ABSC 735 Within-Subjects Research Methodology</td>
<td></td>
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<tr>
<td>ABSC 796 Laboratory in Behavioral Development</td>
<td></td>
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<tr>
<td>ABSC 861 Applied Behavior Analysis</td>
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</table>

<table>
<thead>
<tr>
<th>General Electives: (5 credit hours)</th>
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<td>PRVM</td>
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<thead>
<tr>
<th>Capstone Courses: (6 Hours)</th>
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<table>
<thead>
<tr>
<th>Total Number of Credit Hours: (Minimum of 42 Credit Hours)</th>
<th></th>
</tr>
</thead>
</table>

* Taking courses other than those offered by the MPH program can provide training that is beneficial for an MPH student’s plan of study. However, such courses must meet certain guidelines, and approval of the MPH program office is requested. Please review the transfer of credit section of this handbook before enrolling in other courses.

Ph.D. Degree Requirements

*Required Courses (26 credit hours)
- ABSC 710 community Health and Development (Research Methods II)
- ABSC 796 Laboratory in Behavioral Development
- ABSC 861 Applied Behavior Analysis
- ABSC 735 Within-Subjects Research Methodology
- ABSC 841 Legal, Ethical, & Professional Issues (1 hr)
- ABSC 798 Conceptual Foundations
- ABSC 961 Advanced Seminar in Applied Behavior Analysis
- ABSC 875 Practicum in Community Health Promotion
- ABSC 876 Practicum in Community Development
- ABSC 821 or 831 Principles of Behavior or Conceptual Foundations II

(Note: Completion of ABSC 710, ABSC 875, and ABSC 876 also qualifies student for graduate certificate in Community Health and Development)
Non-coursework Requirements for the Ph.D. in Behavioral Psychology:
Students are required to complete all non-course requirements of the Ph.D. degree. These requirements include (but may not be limited to):

- Master's Thesis (ABSC 899)
- Proseminar Presentations (2)
- Written and Oral Comprehensive Exam (typically with outside committee member from the Department of Preventive Medicine and Public Health)
- Editorial critiques (3 manuscript reviews)
- Teaching requirement
- Research Skills / Responsible Scholarship (ABSC 735 plus one course through the MPH program)
- Ph.D. Dissertation and Oral Defense (ABSC 999) (empirical or experimental study; typically with outside committee member from KUMC Department of Preventive Medicine and Public Health)
MPH Policies and Procedures

KUMC Student Handbook and Calendars

All KUMC students should be familiar with the University of Kansas Medical Center Online Student Handbook: http://www.kumc.edu/studenthandbook/index.html. The handbook lists all policies and procedures, information from the Division of Student Services, and academic policies and student conduct expectations as set forth by Graduate Studies.

Additionally, students are responsible for following dates and deadlines as stated each semester in the Academic Calendar and the Graduate Studies Calendar.

Academic Calendar: http://www.kumc.edu/student-services/office-of-the-registrar/current-students/academic-calendar.html

Graduate Studies Calendar: http://www.kumc.edu/academic-affairs/graduate-studies/calendars.html

Program Time Requirements

Students who undertake MPH studies on a full-time basis typically complete all requirements in two years. Full-time enrollment for a graduate student is nine credit hours a semester or six hours a summer session. The internship and capstone are time-intensive experiences that require a substantive amount of planning before enrollment and require a minimum of two semesters for most students to complete.

Some students choose to pursue the MPH degree on a part-time basis. Part-time enrollment for a graduate student is less than nine credit hours a semester or less than six credit hours in summer session. This approach generally requires between three and four years of study. Study may be interrupted, although if the student is not continuously enrolled, certain rules of the Office of Graduate Studies do apply. In certain circumstances, if a leave of absence has not been approved, the student will be dismissed from the program. The MPH directors on each site can provide additional information about interruptions in study and the University’s Leave of Absence Policy available at: http://www.kumc.edu/student-services/office-of-the-registrar/current-students/dropping-and-withdrawing-from-classes.html.

Advising

Role of the student: Students are responsible for reading and understanding academic policies and procedures of the KU-MPH program as outlined in this handbook, on the KU-MPH program’s website, and in the online KUMC Student Handbook. Students are responsible for meeting enrollment and payment deadlines.

Students are expected to maintain close contact (at least each semester) with their campus MPH site director. Discussion should include the student’s plan of study for the coming semester, and the projected plan of study to complete the MPH degree. Students are expected to review available courses and develop a tentative plan of study before meeting with the MPH site director.
Role of MPH Program Assistant: Assist students with all activities associated with successful completion of their MPH degree. The program staff will generally be the first person to help the student with all questions related to the program.

Role of MPH Site Director: The site director oversees all MPH related activities at the respective sites. The site director provides general guidance to MPH students regarding Office of Graduate Studies and MPH policies. Each student is required to meet with his or her site director at least once per academic term to discuss academic progress, to plan for fulfillment of degree requirements, and to review and modify course selection plans for the next term. This may be done in person or via telephone.
Grades

Course work for graduate credit is typically graded A, B, C, D, F, or I.

The KU-MPH program has certain requirements that are in addition to the minimum requirements of the KU Office of Graduate Studies. The KU-MPH program requires that students who earn a grade of C, D or F in any course must review a plan of study and other relevant factors with the MPH Site Director.

All KU graduate students must maintain a cumulative GPA of 3.0 on all graduate-level work, and must avoid making grades of D or F in order to remain in Graduate Studies. A student whose cumulative GPA drops below 3.0 or who makes a D or F in a graduate course is automatically placed on academic probation and is so notified by a letter from the Office of Graduate Studies and the MPH program.

A KU graduate student placed on academic probation must re-establish a GPA of 3.0 and must make no grade of D or F in graduate work during his or her next enrollment or face permanent academic expulsion from Graduate Studies. It is very important that before enrolling in additional courses, a student on probation seeks out advising and makes a sound plan for completing this coursework. There is no mechanism for re-entry once a student has been expelled from Graduate Studies.

The KU-MPH program requires that the credits from courses in which the grade was D or F cannot be used to satisfy degree requirements. For elective courses, this means that the courses with D or F grades contribute no credits to the total number of elective credits required by the MPH program. However, courses with grades of D or F are included in the GPA calculated by the KU registrar.

The KU-MPH program also requires that for MPH core courses, students must earn a grade of A or B in order to qualify for graduation. In addition, students admitted Fall 2010 and after must also earn a grade of B or better in all required courses. Any student obtaining a grade of C, D or F in a core or required course must repeat the course and earn a grade of A or B to remain in good standing in the MPH program.

Grade for Courses Not Completed

A grade of I (incomplete) may be assigned by a KU-MPH faculty member if he/she determines that substantial justification exists for a student's inability to complete the course. If this degree of justification does not exist, a grade of F is assigned when a student fails to complete a course. Students receiving an incomplete grade must make a plan with the course instructor to complete the course in a timely manner, and must inform the MPH site director of these plans. An incomplete grade jeopardizes continued enrollment in the MPH program among students who are on academic probation. Students are required to rectify all incomplete grades before enrollment in the internship and capstone. Any student who has two or more outstanding incomplete grades will not be allowed to enroll in additional courses until the incompletes are rectified. As per the Office of the Registrar, the maximum length for an incomplete is one year and the default expiration grade is an F.
Change of Grade
The completion of work for a course in which a grade of I (incomplete) or WG (waiting grade) was recorded requires a change of grade. This process is completed by the instructor of record in conjunction with the site director.

Transfer Credit from another University

Students may earn up to six hours of credit at another University, provided the course has been approved for transfer by the KU-MPH program, and several other conditions have been met. The KU-MPH program currently has no affiliation agreements with other universities to allow more than six credits to be transferred. If the course meets the conditions listed below, the student should speak to the MPH site director for information on how to make a credit transfer request.

• The student must make a written request for transfer of credit, and specify whether the transfer is requested to satisfy MPH requirements for elective, concentration, core or required course credit.
• The KU-MPH program prefers that core, required and concentration courses are taken through the KU-MPH program. However, in some circumstances, transfer of courses completed within the last five years may be acceptable.
• The KU-MPH program must receive an official transcript in order to process the student’s request to apply a course taken elsewhere to fulfill MPH program requirements. It is the student’s responsibility to arrange for the school to send the MPH program this transcript.
• The KU-MPH program must be provided with a syllabus of the course so that its content may be reviewed. It is the student’s responsibility to provide this syllabus. If the content is not judged to be rigorous enough, or in the case of a core course, to be equivalent to the respective KU-MPH core course, the MPH program will not accept the course in transfer.
• The KU-MPH program does not accept in transfer any courses with a final grade of C, D or F. Only courses in which a grade of A or B (3.0 or above on a 4.0 scale) may be transferred.
• The KU Office of Graduate Studies does not allow credits to be given for life or work experiences. The KU Office of Graduate Studies generally does not provide credits for learning taking place in brief programs such as institutes or workshops.
• No courses taken for undergraduate credit may be counted toward a graduate-level degree. At KU, such courses are numbered below the 800-level. It is the student’s responsibility to provide the KU-MPH program with the course numbering scheme at the university where he/she took the course, and to designate which courses are considered graduate level.
• The KU Office of Graduate Studies does not allow distance learning credits from another university to be transferred.

KU-MPH students may take courses from KU in departments other than the Departments of Preventive Medicine and Public Health. Such courses are not counted toward the six credit limit because they are earned at KU. For such KU courses to count as credits toward KU-MPH core, required, concentration or elective courses, the student must receive permission from the program. To request permission, the student needs to:
• Discuss the issue with the MPH site director before the course is taken.
• Check that the course is at the graduate level (e.g. 800-level)
• Discuss the request with the MPH site director and specify whether use of the other KU department's course is requested to satisfy KU-MPH requirements for core, required, concentration or elective course credit.
• Provide the KU-MPH program with the syllabus from the course so that the content can be reviewed.
• Earn a grade of A or B in the course for core and required courses, or A, B or C for concentration and elective courses.

Courses that were already counted toward meeting the requirements of one KU graduate degree typically may not be used to meet the requirements of a second KU graduate degree. Exceptions include pre-approved joint degree programs such as the PhD/MPH program.

Dropping a Course or Withdrawing from All Coursework

Individual courses can be dropped online via Enroll and Pay. If you are dropping all of your coursework in a given semester, this is considered withdrawing. Withdrawing from all of your courses in a given semester must be approved by the MPH program, Graduate Studies and/or International Programs when applicable. Dropping all of your courses before the first day of classes is considered a cancellation and must be done before the first day of classes.

All drop, cancellation and withdrawal dates can be found online through the Office of the Registrar website at http://www.kumc.edu/student-services/office-of-the-registrar/current-students/academic-calendar.html.

Leave of Absence

A leave of absence may be granted upon request to the MPH program in advance of leave. Leaves may be granted in cases of illness, emergency, to pursue family responsibilities, or to pursue full-time activities related to long range professional goals. The time taken for a leave of absence does not count against the time limit for earning the degree. However, if the total time for the leave extends more than five years, the student loses his or her place in the program and must reapply for admission. Information regarding Leave of Absence can be found at:


Office of Graduate Studies: http://www.kumc.edu/studenthandbook/graduate.html#loa

Residency Requirements for the University of Kansas

Resident tuition classification is determined by criteria found in Kansas statutes and regulations of the Kansas Board of Regents. Students are responsible for providing information sufficient to support their applications for resident classification. Residency is determined by the Office of the Registrar (see more information at: http://www.kumc.edu/student-services/office-of-the-registrar/current-students/more-information/residency-for-tuition-and-fee-purposes.html). If you
have questions regarding your residency, contact the Office of the Registrar at 913-588-7055 or by e-mail at kumcregistrar@kumc.edu.

**Tuition**

For up to date information on tuition and fees, please visit the Office of the Registrar at [http://www.kumc.edu/student-services/office-of-the-registrar/current-students/tuition-and-fees.html](http://www.kumc.edu/student-services/office-of-the-registrar/current-students/tuition-and-fees.html).

**Copyright Policies**

The University of Kansas Medical Center (KUMC) requires its faculty, staff and students to comply with the United States Copyright Act.

The purpose of this policy is to assure that intellectual property rights of the creators of original works are protected, and to protect the University, its employees, and its students from sanctions and penalties occasioned by copyright violations. For detailed information regarding copyright, copyright compliance and assistance with understanding copyright go to: [http://www.kumc.edu/Pulse/copyright.html](http://www.kumc.edu/Pulse/copyright.html).

**Student Grievance Procedure**

Student grievance procedures are outlined by the Office of Graduate Studies in the online KUMC Student Handbook. More information may be found at: [http://www.kumc.edu/studenthandbook/graduate.html#grievances](http://www.kumc.edu/studenthandbook/graduate.html#grievances).

**Academic Misconduct**

Expectations for conduct by graduate students and guidelines for dealing with alleged academic misconduct are outlines by the Office of Graduate Studies in the online KUMC Student Handbook. More information may be found at: [http://www.kumc.edu/studenthandbook/graduate.html#misconduct](http://www.kumc.edu/studenthandbook/graduate.html#misconduct).

**Equal Opportunity and Nondiscrimination**

The KU-MPH program and the University of Kansas Medical Center are committed to ensuring equal opportunity. Detailed information about equal opportunity and non-discrimination policies are outlined in the KUMC Student Handbook: [http://www.kumc.edu/studenthandbook/general.html#eoo](http://www.kumc.edu/studenthandbook/general.html#eoo).

Any student who identifies the need for services is asked to contact the EO/Disability Specialist: Connie Hesler 
chesler@kumc.edu 
913-588-6596
The MPH Internship

Students will complete a 192 hour internship in a community setting (12 hours/week for the 16 week semester) during PRVM 891 Public Health Internship. The internship is a service-learning experience for which students should consider the contribution their activities will make to the internship setting as well as activities that will be undertaken to meet the student’s learning objectives.

Time Commitment

The hour requirement for the internship is equivalent to the time commitment expected for a typical 3 credit hour course (3 hours/session x 16 sessions + 3 hours outside of class for every hour in class). Of the 192 hours, at least 6 hours per week should be spent at the site (96 hours), verified by the site mentor. The remaining 6 hours per week can be spent off-site preparing end documents/products or completing other work related to the internship, if approved by the site mentor. Meetings attended with the site mentor and with others at and/or outside the internship setting count as on-site hours.

It is expected that students will spend a full 16 weeks at the internship site to arrive at the 192 hour requirement unless other arrangements for accruing the 192 hours have been approved by the site mentor and the MPH program office. Regardless of the arrangement, the 192 hour requirement must be met by all students in order to successfully complete PRVM 891.

Prerequisites

Core Courses (15 credit hours)*:
- PRVM 800 Principles of Epidemiology;
- PRVM 818 Social and Behavioral Aspects of Health;
- PRVM 827 Public Health Administration;
- PRVM 830 Environmental Health;
- BIOS 704/714 Principles of Statistics/Fundamentals of Biostatistics I

*One of these core courses may be taken concurrently with PRVM 891 Public Health Internship.

Program Requirement (4 credit hours)
- PRVM 802 Principles of Epidemiology Lab
- PRVM 875/BIOS 820 Management of Public Health Data/Statistical Computing

Course Goals

Students participate in the internship experience under the direction of a site mentor from the host organization in conjunction with guidance from the MPH program office.

The internship is designed to enhance and extend the student’s academic experience through the application of public health concepts and skills in a supervised field experience. The internship will provide the student with an opportunity to engage in actual public health practice through an individualized experience with a host organization or a community-focused enterprise.
The goals of the internship are:

1. To broaden and hone student proficiency in a specified area of public health practice through a meaningful field experience.
2. To demonstrate integration of knowledge and a deeper understanding of public health practice through the completion of learning objectives/goals and activities that are mutually agreed upon by the student, site mentor, and MPH program office prior to initiation of the internship.
3. To expose the student to the expertise and leadership of a public health professional, as embodied by the site mentor.

Shadowing the site mentor and/or others in the internship setting is likely to make up part of the internship activities; however, shadowing alone is not sufficient for successful completion of the internship.

Internship Competencies

During the internship, students will revisit multiple core and concentration competencies. Learning activities that build proficiency in the competencies will be outlined in the Internship Experience Agreement. It is expected that all MPH students will partake in activities that will address the first three core competencies as listed below.

<table>
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</tr>
</tbody>
</table>

Relationship of Internship Activities to Student’s Employment

Since the goal of the experience is to broaden the student’s proficiency, the internship experience must be separate and distinct from any duties associated with the student’s current employment. Ideally, the internship would take place in a setting and/or organization that is different from the student’s current place of employment. If the student can only do a placement in his or her regular place of employment, the experience must be something other than his or her regular work duties. This means the 192 hours accrued while enrolled in PRVM 891 must be go above and beyond the usual job description. The ways in which the internship differs from normal work responsibilities must be outlined and documented in the Internship Experience Agreement (described below). No credit will be provided for an internship completed within the scope of the student’s current work assignments.

Process of Establishing and Conducting an Internship

Semester Prior to Enrollment
In the semester PRIOR to enrollment in PRVM 891 Public Health Internship, students should meet with their MPH site director to identify an internship site. A copy of the Internship
Experience Agreement, signed by the student, site mentor and the MPH site director must be turned into the MPH office to obtain a permission number to enroll in PRVM 891.

Checklist

_____ Obtain a list of potential internship sites from the MPH office. Students may identify an internship site independent of the MPH office list with the approval of the MPH site director.
  • Try to match career goals and/or public health interests when identifying potential internship sites.
  • It is possible that several students will be interested in the same internship opportunity. In this case, the MPH site director will decide on student placement.

_____ Contact the site mentor at the internship site; meet with him/her to discuss opportunities provided by the agency and your goals for the internship experience; work together to identify internship activities that will meet your academic goals and the needs of the site.

_____ Create an Internship Experience Agreement with the site mentor. The participation of the site mentor and the MPH site director in the creation of the plan is vital.
  • Refer to the template for the Internship Experience Agreement in Appendix A.
  • Review the plan with your site mentor and the MPH site director. A series of in-person meetings of all parties is strongly recommended. Allow time for the site mentor and MPH site director to review several drafts of the Internship Experience Agreement; do not assume that one draft is sufficient. Secure the site mentor and MPH office approval of the final draft by way of their signatures on the Internship Experience Agreement.

_____ Turn the signed Internship Experience Agreement into the MPH office by the dates outlined below and obtain a permission number to enroll in PRVM 891.

NOTE: A copy of the Internship Experience Agreement, signed by the site mentor, MPH site director and student must be turned into the MPH office BEFORE students will be eligible to enroll in PRVM 891 Public Health Internship. The last possible day for students to turn completed paperwork into the MPH office for enrollment in PRVM 891 Public Health Internship is **1 week prior** to the 1st day of classes for the semester in which the internship will be completed. Late enrollment (i.e., enrollment after the 1st day of classes) will not be allowed. Hours accrued on the internship BEFORE officially enrolling in 891 cannot be counted in the 192 hour total.

_____ Enroll in PRVM 891.

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**During the Internship**

**Checklist**

_____ Perform internship activities as outlined in your plan and according to the time expectations agreed upon by you and your site mentor.

_____ Use the Internship Hours Worked Tracking Form to document your work hours on Internship activities.
• Refer to the Internship Hours Worked Tracking Form template in Appendix A.
• A total of 192 internship hours are required.
• Of the 192 hours, 6 hours/week should be spent at the site, verified by the site mentor. The remaining 6 hours/week can be spent off-site preparing end documents/products or completing other work related to the internship, if approved by the site mentor.

_____ Meet with your site mentor and MPH site director according to the schedule agreed upon in your Internship Experience Agreement.

_____ Notify your site mentor and MPH site director immediately if you realize that you will be unable to complete the agreed-upon tasks in a timely manner. You, the site mentor and the MPH site director may agree on modifying the required internship tasks, or may change the timeline, as appropriate.

_____ Complete the end products as described and according to the timeline outlined in the Internship Experience Agreement.

_____ Near the end of your internship activities, schedule a meeting with your site mentor and MPH site director to review the learning objectives/activities and related end products for each objective/activity as was outlined in the Internship Experience Agreement.
• NOTE: This in person meeting must occur prior to the first day of finals week.

_____ Near the end of your internship activities, request that your site mentor provide the MPH office with a review of your performance. The MPH site director assigns the grade to your internship. A grade cannot be assigned until the MPH site director has obtained all of the documents needed to assign a grade. These documents include:
• Documentation of internship hours officially signed by the site mentor(s)
• Signed Evaluation of the MPH Student by the Site Mentor (Appendix A)
• Successful completion of end products, as outlined in the Internship Experience Agreement

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Upon Completion of the Internship

Checklist

_____ A final copy of all documents must be submitted to the MPH office by the first day of finals week for the semester in which the student is enrolled. It is up to the student to work with the site mentor and the MPH site director on a schedule that allows adequate time for review, feedback, and revisions of the required documents. All documents must be approved and signed by the student, the site mentor, and the MPH site director. Final documents include:
• Documentation of internship hours signed by the site mentor(s)
• Signed Evaluation of the MPH Student by the Site Mentor (Appendix A)
• End Products, as outlined in the Internship Experience Agreement

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Evaluation/Assigning a Grade

Students will receive a letter grade for PRVM 891. All students must enroll and complete 3 credit hours of PRVM 891. A grade will not be assigned until the end of the final semester of PRVM 891; a grade can only be assigned after all requirements have been completed. Signed copies of all documents listed in this handbook must be turned into the MPH office by the first day of finals week for a grade to be assigned.

Protection of Human Subjects

If an internship involves collecting or analyzing data from human subjects, the student needs to complete the KU on-line human subjects tutorial available at: http://www2.kumc.edu/researchcompliance/human_subjects_tutorial_instr.htm. The student is responsible for assuring that proper clearances from the Human Subjects Committee and any other institutional review boards with jurisdiction over the proposed research are obtained before the internship begins. It is appropriate for the student to review the rules governing such clearances and reviews with the MPH program office. Students conducting research should be familiar with the standards of research conduct which are incorporated in the KUMC Policies, Procedures, and Operational Protocols found at: http://www.kumc.edu/policies-procedures-and-operational-protocols.html.

Students submitting the internship to the Institutional Review Board should do so early, and under the direction of the MPH program office. The type of institutional review application submitted will depend on the type of research conducted. All applications should include a copy of the Internship Experience Agreement with the appropriate signatures, including the “Departmental IRB Designee”.

See the following Human Subjects sites for more information:
Kansas City Campus http://www2.kumc.edu/researchcompliance/human.htm
Wichita Campus http://wichita.kumc.edu/afs/compliance/
Illustrative Examples of Appropriate Internship Activities

- Internship with an agency involved in regulation enforcement (state health department, Labor Department, Department of Environmental Quality) where the student would follow one or several inspection cases from start to finish, including field inspections, and the student would write one or more case reports on the process and the findings.

- Internship with the environmental/occupational health compliance division of an employer (industry, hospital, etc.) in which the student would be given one of more tasks such as the investigation of a particular hazard (under supervision) and would then prepare a report of findings and recommendations.

- Internship with a community service agency (e.g., Home Town Health Improvement group/coalition, WIC program, free clinic, homeless shelter, Camp Quality for children with cancer) in which the student would spend time with and assess the service or program, producing an evaluative report of the service (e.g., patient flow analysis for the WIC program).

- Internship in a community for which the student would conduct a needs and services assessment, reviewing/obtaining community data around a specific issue and determining how the community’s healthcare system is addressing that issue.

- Internship with a policy or advocacy group (e.g., Agency for Children and Families) in which the student would identify a policy the agency is promoting and review/synthesize what others are doing with respect to the issue and policy.

Forms

The following forms are to be completed for PRVM 891 Public Health Internship. See Appendix A.

1. Internship Experience Agreement
2. Site Mentor’s Evaluation of the MPH Internship Student
3. Internship Hours Worked Tracking Form Tracking Form
The MPH Capstone

The public health capstone is a 192 hour (12 hours/week for the 16 week semester) culminating experience that requires students to synthesize and integrate knowledge and/or apply theories and principles learned to an area of public health. The capstone is meant to be taken at the end of the student's degree program, and is designed to give the student an opportunity to apply their skills to a variety of problems or issues in public health. The capstone should be primarily focused on addressing concentration specific competencies. While the exact activities and outcomes of the capstone will differ across concentrations all capstones, regardless of concentration, must include a written report and an oral defense.

The capstone will differ by concentration. It is up to the capstone committee, comprised of a concentration specific faculty chair and two additional MPH faculty members, to determine what are suitable projects for the concentration. Capstones do not have to entail original research. Likewise, projects do not have to include data and/or statistical analyses, although certain projects may require it.

Students are encouraged to be creative in proposing capstones, especially if the proposed product would meet a need in the community or the setting in which the student has completed his/her internship.

Examples of capstones might include but are not limited to:

1. Manuscript appropriate for submission to a peer-reviewed journal
2. Technical report (narrative appropriate for submission by the grantee agency to the funding or oversight agency)
4. Evaluation and/or proposed evaluation of ongoing program(s)
5. Research proposal (narrative appropriate for submission to a local, state, or federal granting agency)
6. Grant proposal
7. Public policy proposal (e.g., proposal and rationale for a new law or regulatory program to address a public health problem)
8. Development, evaluation, and possible delivery of original curriculum that addresses a clear public health problem and/or need in a community
9. Development and evaluation of education materials (e.g., website) and dissemination plan that includes substantial original content and address a public health problem and/or need in the community
10. Organization of a community event(s) to address gaps in knowledge and/or services in a designated community
11. Quality improvement project in a public health setting
12. Facilitate a community health needs assessment and community improvement plan
13. Cost-effectiveness analysis and report
14. Development of protocols for use by an organization in responding to a public health crisis/concern (e.g., foodborne illnesses and coordination of efforts between food inspectors and health department epidemiologists)
Prerequisites

- All core and required courses must be completed
- Nine of the 12 concentration credits must be completed
- PRVM 891 Public Health Internship
- Last semester of enrollment (students must be enrolled in PRVM 893 Public Health Capstone the semester they plan to defend)

Course Goals

The goals of the capstone are:

1) Demonstrate the ability to synthesize and integrate knowledge and/or apply theories and principles learned across the MPH curriculum, particularly in the student’s concentration, to an area of public health.
2) Submit written report describing activities and outcomes to the capstone committee.
3) Complete an oral defense.

Capstone Competencies

All MPH students should repeat competencies in the communication domain and professionalism domain during their capstone. Other core competencies may also be repeated during the capstone.

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<tr>
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</tbody>
</table>

MPH students should repeat competencies for their concentration during their capstone (delete competencies from other concentrations).

<table>
<thead>
<tr>
<th>CONCENTRATION IN EPIDEMIOLOGY</th>
</tr>
</thead>
<tbody>
<tr>
<td>EPC1 Understand the historical context of epidemiology and articulate contemporary epidemiologic and public health problems to lay and professional audiences.</td>
</tr>
<tr>
<td>EPC2 Locate, assemble, and critically appraise existing data, information, and knowledge resources.</td>
</tr>
<tr>
<td>EPC3 Design and implement studies to advance the knowledge-base of disease processes, and further improve the health of the public.</td>
</tr>
<tr>
<td>EPC4 Acquire skills to analyze, synthesize, and interpret epidemiologic data.</td>
</tr>
<tr>
<td>EPC5 Comprehend basic ethical and legal principles pertaining to the collection, maintenance, use and dissemination of epidemiologic data.</td>
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<tr>
<td>EPC6 Understand the interrelation between key players in the public health arena.</td>
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<tr>
<td>SBHC1</td>
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<tr>
<td>SBHC2</td>
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<tr>
<td>SBHC3</td>
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<td>SBHC4</td>
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<td>SBHC5</td>
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| EHSC1 | Describe the direct and indirect human and ecological effects of environmental and occupational agents. |
| EHSC2 | Understand the environmental fate, transport, and route of exposure for environmental agents. |
| EHSC3 | Explain the general mechanisms of toxicity in eliciting a toxic response to various environmental exposures. |
| EHSC4 | Describe the federal, state, and local guidelines, policies, regulations, and programs that control environmental and occupational health practices. |
| EHSC5 | Apply risk assessment, communication, and management methods. |
| EHSC6 | Specify approaches for assessing, preventing, and controlling environmental and occupational hazards that pose risks to human health and safety. |
| EHSC7 | Discuss issues of environmental justice, equity, and health policy, emphasizing issues related to risk management and risk communication. |
| EHSC8 | Inform decision-makers regarding the benefits and detriments of environmental health guidelines, policies, regulations, and programs. |
| EHSC9 | Demonstrate knowledge in the area of emergency preparedness and incident management. |
| EHSC10 | Know how to access, utilize, and critically evaluate environmental health data in order to create a strong evidence-base for public health investigations, policy decisions, and research. |

| PHMC1 | Identify and interpret public health laws, regulations, and policies related to specific programs. |
| PHMC2 | Discuss the policy process for improving the health status of populations. |
| PHMC3 | Identify the main components and issues of the organization, financing and delivery of health services and public health systems in the US. |
| PHMC4 | Apply the evidence-based research methods and public health sciences (epidemiology, biostatistics, social and behavioral health, environmental health). These include principles of program planning, development, budgeting, management, and evaluation in organizational and community initiatives. |
| PHMC5 | Apply basic human relations skills to the management of organizations, motivation of personnel, resolution of conflicts and the development of community partnerships. |
| PHMC6 | Apply leadership and systems thinking to understand the dynamics among public health, private enterprise, government, community-based, and healthcare organizations. |
Capstone Committee

The capstone committee is comprised of three faculty members. The chair for PRVM 893 Public Health Capstone must be a faculty member in the student’s concentration area or have knowledge/expertise in the concentration area. The second and third faculty members can be an MPH faculty member with a primary appointment in the Department of Preventive Medicine and Public Health Kansas City or Wichita, or the Department of Biostatistics. Faculty members from other departments (e.g., Health Policy and Management, Family Medicine, Pediatrics, OB/GYN, Internal Medicine, Dietetics & Nutrition) can also serve on the capstone committee. In some circumstances, a site mentor can serve as the third member. Any committee member who does not have a Graduate Faculty Appointment at University of Kansas Medical Center will be asked to submit a CV or résumé to the MPH site director for a temporary graduate faculty appointment. Such appointments are only granted for individuals holding a master’s degree or higher. If a field site mentor does not qualify for a Graduate Faculty Appointment, a KU faculty member will serve as the third member of the committee.

Relationship of Capstone Activities to Student’s Employment

The capstone must be separate and distinct from any duties associated with the student’s current employment. Ideally, the capstone would take place in a setting and/or organization that is different from the student’s current place of employment. If the student can only complete the capstone at his or her regular place of employment, the experience must be something other than his or her regular work duties. This means the 192 hours accrued while enrolled in PRVM 893 Public Health Capstone must be go above and beyond the usual job description. The ways in which the capstone differs from normal work responsibilities must be outlined and documented in the Capstone Plan (described below). No credit will be provided for a capstone completed within the scope of the student’s current work assignments.
Relationship of Capstone Activities to the Student’s Internship

In many instances the activities undertaken during the public health internship (PRVM 891) will inform and/or lead to the capstone. The linking of PRVM 891 and PRVM 893 are encouraged but not required. PRVM 893 can build on but cannot duplicate work done in PRVM 891 (e.g., a student cannot complete a project in PRVM 891 and then write up the activities and their results/outcomes for PRVM 893). The capstone must require additional work that is separate and distinct from work completed in PRVM 891 and should reinforce concentration specific competencies.

Process of Establishing and Conducting a Capstone

Students should begin to plan and prepare for their capstones well in advance of registering for the course. This is particularly important for projects requiring human subject’s approval.

Semester Prior to Enrollment

In the semester PRIOR to your enrollment in PRVM 893 Public Health Capstone, students should begin identifying potential capstone ideas, meeting with and identifying capstone committee members (concentration specific chair + a minimum of 2 other approved KU faculty members). A signed copy of the Capstone Plan, signed by the student, faculty committee members and, if applicable, the capstone site mentor and approval by the Institutional Review Board (if applicable) must be turned into the MPH office 1 week prior to the 1st day of classes for the semester in which the project will be completed to obtain a permission number to enroll in PRVM 893.

**Human Subject’s applications must be submitted prior to the semester in which the capstone will be completed. Any project requiring Human Subject’s Approval must include the documentation of the submission to the HSC with the Capstone Plan. Students who cannot provide documentation will not be permitted to enroll in PRVM 893 Public Health Capstone.**

Checklist

_____ Attend a required Capstone Orientation provided by the MPH office each semester.

_____ Identify several possible project’s and discuss the idea with concentration specific faculty and, if applicable, the agency site mentor.

_____ Select a chair.
  • *Faculty in a student’s concentration area* must serve as the chair for PRVM 893 Public Health Capstone.

_____ Select a minimum of two additional faculty members.
  • The second and third faculty members can be an MPH faculty member with a primary appointment in the Departments of Preventive Medicine and Public Health in Kansas City or Wichita, or the Department of Biostatistics.
  • Faculty members from other departments (e.g., Health Policy and Management, Family Medicine, Pediatrics, OB/GYN, Internal Medicine, Dietetics & Nutrition) can also serve on the capstone committee.
• In some circumstances, a site mentor can serve as the third member. Any committee member who does not have a Graduate Faculty Appointment at University of Kansas Medical Center will be asked to submit a CV or résumé to the MPH directors for a temporary graduate faculty appointment. Such appointments are only granted for individuals holding a master’s degree or higher. If a field site mentor does not qualify for a Graduate Faculty Appointment, a KU faculty member will serve as the third member of the committee.
  o A CV/résumé for any committee member who is not currently an active member of the KUMC Graduate Faculty must be submitted to the MPH site director.

Together with the Capstone Committee and Site Mentor (if applicable) create a Capstone Plan.
• Refer to the template for the Capstone Plan in Appendix B.
• Review the plan with your committee and, if applicable, the site mentor. A series of meetings with all parties are strongly recommended. Secure their approval first by way of their signatures on the Capstone Plan.

Obtain IRB approval, if necessary:

Projects Requiring IRB Approval
If a capstone involves collecting or analyzing data from human subjects, the student needs to complete the KU on-line human subjects tutorial available at: http://www2.kumc.edu/researchcompliance/human_subjects_tutorial_inst.htm. The student is responsible for assuring that proper clearances from the Human Subjects Committee and any other institutional review boards with jurisdiction over the proposed research are obtained before the capstone begins. It is appropriate for the student to review the rules governing such clearances and reviews with the MPH program office. Students conducting research should be familiar with the standards of research conduct which are incorporated in the KUMC Policies, Procedures, and Operational Protocols found at: http://www.kumc.edu/policies-procedures-and-operational-protocols.html.

Students submitting to the Institutional Review Board should do so under the direction of the capstone chair in the semester PRIOR to enrollment in PRVM 893. All student IRB submissions should first be reviewed by the Department of Preventive Medicine and Public Health’s Departmental Designee. The type of institutional review application submitted will depend on the type of research conducted.

See the following Human Subjects sites for more information:
Kansas City Campus http://www2.kumc.edu/researchcompliance/human.htm
Wichita Campus http://wichita.kumc.edu/afs/compliance/

**PLAN AHEAD! ALLOW 6-8 WEEKS FOR IRB APPROVAL (INCLUDING THE INITIAL SUBMISSION, RESPONDING TO PROVISOS, AND OBTAINING A COPY OF THE FINAL APPROVAL LETTER)**

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During the Capstone

Checklist

_____ Perform capstone activities as outlined in your Capstone Plan and according to the time expectations agreed upon by you and your committee.

_____ Meet with your committee according to the schedule agreed upon in your Capstone Plan.

_____ Notify your committee chair immediately if you realize that you will be unable to complete the agreed-upon tasks in a timely manner. You and your committee may agree on modifying the required capstones tasks or may change the timeline as appropriate.

_____ Complete all activities as described and according to the timeline outlined in the Capstone Plan.

1 month prior to the oral defense date: Turn in a complete draft of your capstone report to your committee and the MPH site director at least 1 month prior to the final oral defense and presentation. The capstone committee will review the content of the report and provide feedback to the student. The student will then revise the draft as needed.

**NOTE:** This is the last possible date to turn in a complete draft of the report. Many chairs and/or committee members may require earlier drafts. It is the student's responsibility to know the expectations of their chair and committee members. Failure to meet these expectations could result in postponement of the final defense, removal from PRVM 893, and/or subsequent failure to graduate in a given semester.

_____ Schedule the oral defense: With approval from the capstone chair, the student will contact the MPH site director to schedule an oral presentation at least 1 month in advance. In order to be eligible to schedule the oral defense students will have done the following:

- Apply for Graduation in SAKU (https://sa.ku.edu).
- Rectify all holds and incomplete grades, and be in good academic standing.
- Enroll in at least one hour of PRVM 893 in the defense semester.
- Complete all requirements for degree.
- Submit a complete capstone draft to the MPH director and capstone committee.
- Select and verify a date and time (2 hour block) with all committee members.
- Selected a capstone title.

The MPH site director will submit a “Progress to Degree” form to the Office of Graduate Studies on behalf of the student. This form is required to gain approval to defend by the Dean of Graduate Studies. Progress to Degree forms submitted less than 1 month prior to the oral defense date will not be accepted.

_____ 2 weeks prior to the oral defense date: A final draft of the capstone report and the oral PowerPoint presentation slides must be submitted to your committee and the MPH site director at least 2 weeks prior to the final oral defense. Failure to adhere to the specified deadlines may result in postponement of the final defense, removal from PRVM 893, and/or subsequent failure to graduate in a given semester.
_____ Complete your oral defense: A student should prepare a 30-45 minute oral presentation with PowerPoint slides for the final capstone defense. He or she will then answer questions about the project from the capstone committee as well as from audience members. This defense is intended to offer the committee an opportunity to assess the adequacy of the student’s understanding of their work, and to offer the student an opportunity to refine or clarify the written content of the project document.

Students should bring at least as many copies of the Title Page as will be bound (see below) to the defense presentation. The pages should be printed on 20 pound bond, 8 ½ x 11 inch paper. Paper must contain a cotton rag content, but that rag content must not exceed 25%. The paper must be white in color and not have a patterned background. The paper should be acid free paper. **Recycled paper will not be accepted.** Such paper may be obtained from the MPH program office, at campus bookstores, or other specialty shops.

Following the defense, the capstone committee will privately deliberate to discuss the merit of the student’s work. The committee will communicate their assessment to the student and will suggest final changes to the written document.

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**At the Conclusion of the Capstone**

Checklist

_____ Amend the final written capstone report as the committee requests and in a timely fashion agreed upon by the committee (generally, 1-2 weeks). You are then responsible for making sure that a final electronic copy of the report document and PowerPoint presentation are submitted to the MPH director.

_____ Submit a final copy of the capstone report for binding.

- Kansas City students should contact the Dykes Library regarding capstone binding. Students must first fill out a form with contact information. Standard color for Kansas City capstone binding is black with gold letters. Students must print out the exact number of capstone reports to be bound; the library will not copy. Include a copy of the PowerPoint presentation at the end of the capstone document for binding.
- Wichita students should contact the MPH Office on the Wichita campus regarding capstone binding. The bindery pick up is usually the last week of every month and bound capstone reports are returned in four weeks. Include a copy of the PowerPoint presentation at the end of the capstone document for binding.

_____ Submit one bound copy of the capstone report to the MPH office (required) and one to the committee chair (if the chair requests a copy).

_____ The committee chair will use the Capstone Report Rubric (Appendix B) to issue a student’s grade following completion of the capstone oral defense. Only grades of A or B are acceptable for Graduation and degree completion. Thus, an incomplete grade or failing grade will delay a student’s graduation.

Students who require more than one semester to complete the requirements for PRVM 893
Public Health Capstone will receive an Incomplete (I) in the first semester of enrollment; the Incomplete grade will be changed to a letter grade when all requirements are completed in the second semester of enrollment. As per the Office of the Registrar, the maximum length for an incomplete is one year and the default expiration grade is an F.

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Forms and Capstone Report

The following are to be completed for PRVM 893 Public Health Capstone. See Appendix B.

1. Capstone Plan
2. Capstone Report
4. Capstone Report Rubric
Graduation

Graduation Checklist

Several steps are required before a student receives a graduate degree from the MPH program.

_____ Formal admission to the MPH program.

_____ Satisfactory completion of prerequisites indicated when admitted.

_____ Approved Plan of Study on file in the MPH program office.

_____ Accomplishment of a "B" or better in all MPH core courses; students admitted Fall 2010 and after must also obtain a "B" or better in required courses.

_____ Removal of all incomplete (I) grades and good academic standing with the MPH program and Graduate Studies (GPA ≥ 3.0).

_____ Enrollment in the semester of graduation

_____ File an “Application for Degree” (AFD) with the Registrar through Enroll and Pay (http://www.kumc.edu/studentcenter/acadcalendar.html). See the Academic Calendar on the Office of the Registrar website for the deadline each semester.

_____ Completion of terminal program requirements, including successful defense of the capstone.

_____ Submission of the bound capstone report by the deadline specified.

_____ Achievement of all the core competencies and the competencies of the student’s concentration as demonstrated in completion of the e-portfolio.

A Master of Public Health student must be enrolled in the semester that he/she completes the requirements for the degree. However, if a student has been continuously enrolled and completes the degree requirements during the first week of the summer session or within the
first two weeks of the fall or spring semester, he/she may graduate in that semester without paying for an additional enrollment.

Degrees are granted in spring (May), summer (August), and fall (December), although there is only one formal graduation ceremony in May. Summer and fall graduates participate in the MPH hooding ceremony the following May. The hooding ceremony is held in conjunction with the departments of Health Policy and Management and Biostatistics on the Saturday following finals week.

MPH students may also participate in the Commencement Ceremony held on the KU Lawrence campus. More details are available at: http://www.commencement.ku.edu/.

Awards

Student Awards
Each year, the MPH faculty on the Kansas City campus votes on an outstanding graduate to receive the Analee E. “Betsy” Beisecker Public Health Excellence Award. Dr. Beisecker served the University of Kansas for 26 years in the departments of Preventive Medicine, Sociology and Communication. She was nationally known for her research and public education programs on doctor-patient communication and breast cancer awareness, risk factors and detection. This student award was established to honor her contributions to the field of preventive medicine as well as recognize an outstanding student who has already shown extreme promise in the field of public health.

The Wichita campus created an outstanding graduate award to honor late faculty member Dr. Doren Frederickson. Dr. Fredrickson was an original member of the Department of Preventive Medicine and Public Health in Wichita who loved the classroom, loved epidemiology, and loved being an advocate for the uninsured and underserved. The Doren D. Fredrickson Public Health Excellence Award was created in order to preserve his memory and continue his work.

Faculty Awards
The Excellence in Public Health Teaching Award is voted on by MPH students and given to the faculty member on each campus that the students feel best exemplifies excellence in public health teaching, encourages student critical thinking and demonstrates a willingness to go above and beyond.
Diplomas

Diplomas are prepared by the Office of the Registrar and are available for pick up 1-2 months after the semester of graduation. For more information, please see: http://www.kumc.edu/student-services/office-of-the-registrar/alumni-and-verifications/diplomas-and-certificates.html.
The MPH Student Organization (MPHSO)

MPH Student Organization

Mission Statement
The MPH Student Organization (MPHSO) at the University of Kansas School of Medicine strives to broaden perspectives of MPH students through community service, involvement with the public health community, and the development of a dynamic network of current students, alumni and public health leaders.

Purpose
The purpose of the MPHSO is:
1. To promote the welfare of MPH students through participation in University governance activities; to represent MPH students in department-wide and campus-wide affairs that affects the students; and represents their interests and concerns to the faculty and University administration.
2. To enhance the cultural, social, and professional growth of MPH students.
3. To ensure that the learning opportunities in the MPH program are open to all students regardless of race, religion, color, sex, disability, national origin, age, ancestry, marital status, parental status, sexual orientation, or Vietnam-era status, as set forth in the University’s affirmative action policy.
4. To protect and enhance the students’ right to free speech.
**Membership**
The membership of the MPHSO shall include all students enrolled in the MPH program and/or those who are actively seeking dual degrees.

**Meetings**
Meetings of the MPHSO shall be held once per month during the scholastic year. Meetings are scheduled to avoid established class times.

**KPHA and APHA**
MPH students are encouraged to be active members of the Kansas Public Health Association (KPHA). KPHA holds an annual conference in the state of Kansas to discuss topical public health issues. Students are encouraged to submit papers and posters to the annual conference and can receive a discounted membership.

The American Public Health Association (APHA) has a student membership which provides a subscription to *The Nation's Health* and online access to the *American Journal of Public Health*. More information about APHA and student programs can be found online at [www.apha.org](http://www.apha.org).

**MPHSO Bylaws**

**Article I: Name**
The name of this organization shall be the Student Organization of the Master of Public Health Program, hereafter called the MPHSO.

**Article II: Mission Statement**
The MPHSO at the University of Kansas School of Medicine strives to broaden perspectives of MPH students through community service, involvement with the public health community, and the development of a dynamic network of current students, alumni and public health leaders.

**Article III: Purpose**
The purpose of the MPHSO is:
1. To promote the welfare of MPH students through participation in University governance activities; to represent MPH students in department-wide and campus-wide affairs that affects the students; and represents their interests and concerns to the faculty and University administration.
2. To enhance the cultural, social, and professional growth of MPH students.
3. To ensure that the learning opportunities in the MPH program are open to all students regardless of race, religion, color, sex, disability, national origin, age, ancestry, marital status, parental status, sexual orientation, or Vietnam-era status, as set forth in the University’s affirmative action policy.
4. To protect and enhance the students’ right to free speech.

**Article IV: Membership**
The membership of the MPHSO shall include all students enrolled in the MPH program and/or those who are actively seeking dual degrees.

**Article V: Officers and Committees of the MPHSO**

**Section 1: Officers:**
The MPHSO shall have a minimum of three (3) elected officers at each location: Co-President (Kansas City) and Co-President (Wichita), Co-Secretary (Kansas City) and Co-Secretary
(Wichita), Co-Treasurer (Kansas City) and Co-Treasurer (Wichita). In addition, the MPHSO may have other elected officers including, but not limited to, the following: Vice-President of Community Relations, Vice-President of Alumni Relations, Communications Director, Kansas Public Health Association (KPHA) Liaison, Student Advisor, and Activity Director. These positions are illustrated in the Organizational Chart (Figure 3).

Figure 3. MPHSO Organizational Chart
Section 2: Election of Officers:
Officers of the MPHSO shall be elected by majority vote of the Student Body. The Presidents and the Treasurers shall be elected during the last regular meeting of the Spring term. All remaining officers shall be elected during the first regular meeting of the Fall term. The terms of office shall last one year, with options for renewal.

Section 3: Responsibilities of the Presidents:
The Presidents of the MPHSO shall execute the following responsibilities at her/his own respective location (Kansas City or Wichita):
   A. Conduct monthly meetings of the organization
   B. Act as the executive officer of the MPHSO, enforcing its resolutions and by-laws at all times
   C. Develop the meeting agenda with appropriate assistance from other officers
   D. Call to vote any act, measure, motion, or amendment proposed by the MPHSO
   E. Vote on MPHSO issues only in the case of a tie vote, in which case the President’s vote shall constitute a majority decision
   F. Reserve conference room for meetings at least one week in advance
   G. Attend monthly President’s Roundtable meetings (KC campus only)
   H. Fill out and submit the University of Kansas Medical Center Organization Registration Application once per year (KC campus)
   I. Ensure that all required forms (i.e. fundraising form, registered organization application) have all necessary signatures and are submitted prior to deadlines
   J. Maintain communications with Co-President (from other campus) and officers
   K. Communicate with newly elected President to discuss and facilitate the transition of the office and responsibilities to the newly elected officer.
   L. Communicate with faculty advisors regarding MPHSO activities, and advisors will, in turn communicate with the KU-MPH Executive Council

Section 4: Responsibilities of the Vice-Presidents:
The Vice-Presidents of the MPHSO shall execute the following responsibilities:
   A. Assume all responsibilities and duties of the President in the President’s absence
   B. In the absence of the secretary, record monthly meeting minutes
   C. Assist other officers with their responsibilities as needed
   D. The VP of Community Relations shall handle all communications with community members and organizations outside of the Medical Center
   E. The VP of Alumni Relations shall handle all communications with alumni
   F. Communicate with newly elected Vice President to facilitate the transition of the office to the newly elected officer

Section 5: Responsibilities of the Secretaries:
The Secretaries shall execute the following responsibilities in her/his her own respective location (Kansas City or Wichita):
   A. To prepare and distribute to all members of the MPHSO:
      1. A contact list of all MPHSO officers (e-mail addresses and phone numbers)
      2. Minutes of each monthly meeting in an appropriate format
      3. Agenda for each monthly meeting in an appropriate format
      4. MPHSO bylaws
      5. Other MPHSO communications as required
   B. Send thank-you cards to those individuals / organizations who donate items / money / time to the organization
   C. Organize the MPHSO’s documents in an orderly fashion

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D. Create a paragraph or summary of necessary information relevant to his or her office to facilitate the transition of the office to the newly elected Co-Secretary
E. Other tasks as assigned by the President or Vice-President
F. Submit minutes to the faculty advisor and MPH director for posting on the MPHSO shared drive.

Section 6: Responsibilities of the Treasurers:
Each Treasurer shall execute the following responsibilities:
A. To develop the annual budget, with assistance from other officers, for presentation to the MPHSO
B. To monitor budget expenditures and report them to the MPHSO on a monthly basis
   1. Deposits money into a safekeeping account (Kansas City campus) or a MPHSO account within the Preventive Medicine and Public Health Department (Wichita campus)
   2. Makes authorized withdrawals from the organization’s account
C. Each semester fill out form to request food funding from the Student Governing Council (SGC)
   1. Attend SGC meeting when requesting food money (KC campus)
D. Other tasks as assigned by the President or Vice-President
E. Shall communicate with newly elected Treasurer to facilitate the transition of the office and responsibilities to the newly elected officer.

Section 7: Responsibilities of the Communications Director:
The Communications Director shall execute the following responsibilities:
A. Serves as the contact person for students interested in joining MPHSO
B. Actively involved in recruitment for the organization
C. Serve as internet liaison when communicating in real-time with the MPHSO – other campus
D. Communicate with newly elected Communications Director to facilitate the transition of the office to the newly elected officer
E. Other tasks as assigned by the President or Vice-President

Section 8: Responsibilities of the KPHA Liaison:
The KPHA Liaison shall execute the following responsibilities:
A. Encourage active participation by MPH students in the Kansas Public Health Association (KPHA). This can be accomplished through a number of different avenues, including but not limited to the following:
   1. Encourage students to attend or present at the annual KPHA conference
   2. Acquire funds to apply towards conference student enrollment fees
   3. Coordinate with the KPHA student caucus to disseminate information pertaining to KPHA student association
   4. Organize events at the KPHA conference designed to bolster network connections between KU-MPH students and public health professionals, especially KU-MPH alumni
B. Communicate with newly elected KPHA Liaison to facilitate the transition of the office to the newly elected officer

Section 9: Responsibilities of the Student Advisor:
The Student Advisor shall execute the following responsibilities:
A. Serve as point-of-contact for MPH students
B. Represent and address any concerns of the general MPH student population
C. Communicate with newly elected Student Advisor to facilitate the transition of the office to the newly elected officer

**Article VI: Funds and Budgets:**
An estimated budget will be developed annually by the Treasurers and other officers. This proposed budget may be periodically revised as needed. The budget is established by the treasurers and other officers and will be submitted to the MPHSO faculty advisor.

**Article VII: Meetings:**

**Section 1:**
Meetings of the MPHSO shall be held once per month during the scholastic year. Meetings shall be scheduled to avoid established class times. Formal meetings shall be held in accordance with Robert's Rules of Order, Revised.

**Section 2:**
Meetings shall be held by a written notice sent to members at least three (3) days prior to the meeting date. Meetings shall be called by the President and notices sent by the Secretary.

**Section 3:**
Any change, cancellation, or postponement of a meeting time or place may occur by direction of the President and the other officers. Written notice must be sent no less than three (3) days prior to the meeting date. Notification by telephone, e-mail, or personal communication must be made no less than twenty-four (24) hours prior to the meeting date.

**Section 4:**
The agenda shall be drawn up by the President with the assistance of other officers and will be prepared and distributed, along with the minutes of the previous meeting, to all MPHSO members.

**Section 5:**
The vote of the simple majority of the MPHSO present at a meeting in which there is a proposed act, measure, motion, or amendment shall decide the action of the MPHSO.

Formal voting shall be accomplished in the following manner:

1. Established meeting format is public attendance and/or participation via a real-time forum (such as teleconference, live web chat, or video teleconference) to accommodate the Wichita MPHSO branch
2. Upon calling the vote, attending members and distance participants (via real-time forum) will vote in the following manner:
3. Secretaries at each location will tally votes and give tally to each respective internet liaison; the liaisons will exchange voting results and a final, total tally of all votes will be computed.
4. Parties who will be absent from an upcoming meeting may e-mail or contact the Executive Council with concerns and comments regarding an upcoming agenda or action item.

**Section 6:**
The MPHSO shall have one combined group meeting (to include both Kansas City and Wichita members) per semester. Possible venues for this meeting include the KPHA conference and the Kansas City and Wichita campuses.
ARTICLE VIII: AMENDMENTS
These bylaws may be amended by a favorable simple majority vote of the MPHSO. Proposed changes in the bylaws of the MPHSO shall be submitted in writing for consideration at a regularly scheduled meeting. An official vote to accept or reject said proposal shall be called no earlier than the next scheduled meeting.
Additional Resources

Important Telephone Numbers

Dykes Library – Kansas City       913-588-7166
Farha Medical Library – Wichita       316-293-2629
Enroll and Pay Help Desk       913-588-7995
KU-MPH Site Director – Kansas City       913-588-2720
KU-MPH Site Director – Wichita       316-293-2693
KUMC International Student Office       913-588-1480
KUMC Office of the Registrar       913-588-7055
KUMC Student Financial Accounting       913-588-2590
KUMC Student Financial Aid       913-588-5170
KUMC Student Health Services       913-588-1941

Important Web Addresses

Academic Catalog: http://catalog.ku.edu/201314/
Blackboard: https://bb.kumc.edu
Bookstore
  Kansas City: http://www.kumedbooks.com/
  Wichita: http://www.kubookstore.com/
Calendars: http://www.kumc.edu/academic-affairs/graduate-studies/calendars.html
Enroll and Pay: https://sa.ku.edu
Graduate Studies: http://www2.kumc.edu/aa/gradstudies/default.htm
IT Help Desk
  Kansas City: http://www.kumc.edu/information-resources.html
  Wichita: http://wichita.kumc.edu/nts/
KUMC Student Handbook: http://www.kumc.edu/studenthandbook/
KU-MPH Program: http://www.kumc.edu/mph
MPH Student Handbook: http://mph.kumc.edu/students/handbook.pdf
Office of the Registrar: http://www.kumc.edu/studentcenter/registrar.html
Outlook Web App: https://mail.kumc.edu/
Accommodations: http://www.kumc.edu/student-services/academic-accommodation-services.html
Student Health Insurance: http://www.kumc.edu/student-services/student-health-insurance-.html
Tuition and Fee Information: http://www.kumc.edu/studentcenter/regenroll.html
Writing Center: http://www.kumc.edu/student-services/counseling-and-educational-support
  services/services/writing-services.html
Appendix A: Internship Forms

Checklists
  - Semester Prior to Enrollment
  - During the Internship
  - Upon Completion of the Internship

Internship Experience Agreement

Site Mentor’s Evaluation of the MPH Internship Student

Internship Hours Worked Tracking Form
Semester Prior to Enrollment
In the semester PRIOR to enrollment in PRVM 891 Public Health Internship, students should
meet with their MPH site director to identify an internship site. A copy of the Internship
Experience Agreement, signed by the student, site mentor and the MPH site director must be
turned into the MPH office to obtain a permission number to enroll in PRVM 891.

Checklist

_____ Obtain a list of potential internship sites from the MPH office. Students may identify an
internship site independent of the MPH office list with the approval of the MPH site director.
- Try to match career goals and/or public health interests when identifying potential
  internship sites.
- It is possible that several students will be interested in the same internship opportunity.
  In this case, the MPH site director will decide on student placement.

_____ Contact the site mentor at the internship site; meet with him/her to discuss opportunities
provided by the agency and your goals for the internship experience; work together to identify
internship activities that will meet your academic goals and the needs of the site.

_____ Create an Internship Experience Agreement with the site mentor. The participation of
the site mentor and the MPH site director in the creation of the plan is vital.
- Refer to the template for the Internship Experience Agreement in Appendix A.
- Review the plan with your site mentor and the MPH site director. A series of in-person
  meetings of all parties is strongly recommended. Allow time for the site mentor and
  MPH site director to review several drafts of the Internship Experience Agreement; do
  not assume that one draft is sufficient. Secure the site mentor and MPH office approval
  of the final draft by way of their signatures on the Internship Experience Agreement.

_____ Turn the signed Internship Experience Agreement into the MPH office by the dates
outlined below and obtain a permission number to enroll in PRVM 891.

NOTE: A copy of the Internship Experience Agreement, signed by the site mentor, MPH site
director and student must be turned into the MPH office BEFORE students will be eligible to
enroll in PRVM 891 Public Health Internship. The last possible day for students to turn
completed paperwork into the MPH office for enrollment in PRVM 891 Public Health Internship
is 1 week prior to the 1st day of classes for the semester in which the internship will be
completed. Late enrollment (i.e., enrollment after the 1st day of classes) will not be allowed.
Hours accrued on the internship BEFORE officially enrolling in 891 cannot be counted in the
192 hour total.

_____ Enroll in PRVM 891.

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During the Internship

Checklist

_____ Perform internship activities as outlined in your plan and according to the time
expectations agreed upon by you and your site mentor.
_____ Use the Internship Hours Worked Tracking Form to document your work hours on Internship activities.
- Refer to the Internship Hours Worked Tracking Form template in Appendix A.
- A total of 192 internship hours are required.
- Of the 192 hours, 6 hours/week should be spent at the site, verified by the site mentor. The remaining 6 hours/week can be spent off-site preparing end documents/products or completing other work related to the internship, if approved by the site mentor.

_____ Meet with your site mentor and MPH site director according to the schedule agreed upon in your Internship Experience Agreement.

_____ Notify your site mentor and MPH site director immediately if you realize that you will be unable to complete the agreed-upon tasks in a timely manner. You, the site mentor and the MPH site director may agree on modifying the required internship tasks, or may change the timeline, as appropriate.

_____ Complete the end products as described and according to the timeline outlined in the Internship Experience Agreement.

_____ Near the end of your internship activities, schedule a meeting with your site mentor and MPH site director to review the learning objectives/activities and related end products for each objective/activity as was outlined in the Internship Experience Agreement.
- NOTE: This in person meeting must occur prior to the first day of finals week.

_____ Near the end of your internship activities, request that your site mentor provide the MPH office with a review of your performance. The MPH site director assigns the grade to your internship. A grade cannot be assigned until the MPH site director has obtained all of the documents needed to assign a grade. These documents include:
- Documentation of internship hours officially signed by the site mentor(s)
- Signed Evaluation of the MPH Student by the Site Mentor (Appendix A)
- Successful completion of end products, as outlined in the Internship Experience Agreement

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Upon Completion of the Internship

Checklist

_____ A final copy of all documents must be submitted to the MPH office by the first day of finals week for the semester in which the student is enrolled. It is up to the student to work with the site mentor and the MPH site director on a schedule that allows adequate time for review, feedback, and revisions of the required documents. All documents must be approved and signed by the student, the site mentor, and the MPH site director. Final documents include:
- Documentation of internship hours signed by the site mentor(s)
- Signed Evaluation of the MPH Student by the Site Mentor (Appendix A)
- End Products, as outlined in the Internship Experience Agreement

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# Internship Experience Agreement

In consultation with your site mentor and the MPH program office, determine the **Learning Objectives** for your internship experience, the **Activities to be Performed** to accomplish the objectives, **Competencies** addressed, and the **Anticipated Products** that will be submitted to the site mentor and internship course advisor at the end of your internship experience. It is recommended that the internship have at least 1 primary and 2 secondary learning objectives. Each learning objective must specify internship activities that will be undertaken to meet the objective and end product(s) that will result for the objective/activity. Each learning objective must also be mapped to an MPH Core Competency.

**Learning objectives should not only meet you academic goals but also meet the needs of the site/site mentor. Within your discussion of the learning objectives, outline how your activities represent service/benefit to the internship site.**

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<th><strong>Student's Name:</strong></th>
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<tr>
<th><strong>Site Mentor(s) Name, Title, Public Health Background (e.g., degree, training, experience):</strong></th>
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<tr>
<th><strong>Agency Name, Location, and Description of Agency:</strong></th>
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<tr>
<th><strong>Is this internship experience at your current place of work?</strong> ☐ yes ☐ no</th>
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<td>If yes, clearly indicate a) how the experience differs from your normal work responsibilities and b) your plan for completing the 192 hours outside of normal work hours.</td>
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<th><strong>Credit Hours, Semester, Start and End Date:</strong></th>
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<td>Learning Objectives</td>
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<td>One primary and two secondary learning objectives are recommended</td>
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<td>MPH01 - Apply effective written and oral skills to communicating with different audiences in the context of professional and public health activities.*</td>
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<td>MPH02 - Describe different communications strategies that impact health-related activities.*</td>
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<td>MPH03 - Demonstrate compassion, integrity, honesty, and respect for others.*</td>
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*All students must address these competencies in addition to others in PRVM 891 Public Health Internship.
**Planned Meetings with Site Mentor and MPH program office**: (A minimum of 3 in-person meetings, occurring at the beginning, middle, and end of the internship experience must take place between the student, site mentor, and internship course to touch base and assess student progress. These meeting must be documented on the internship hour tracking sheet)

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**Timeline:**

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BY SIGNING THIS FORM YOU ARE AGREEING TO THE FOLLOWING:

THE STUDENT AGREES TO:
1. Consider himself/herself as an integral part of the placement agency and follow the same rules and regulations of the agency as expected of other employees.
2. Be thoroughly prepared for each task to be conducted during the placement period.
3. Consult with the faculty advisor and MPH program office to determine objectives, activities, and product(s) of the field experience placement.
4. Consult with the site mentor and/or MPH program office when unsure of appropriate actions needed to complete assignments.
5. Complete and forward to the faculty advisor all assignments by the written deadlines.
6. Be informed as much as possible about the agency before the placement begins.
7. Be able to articulate all of the internship experience requirements, expectations, and agreements.
8. Demonstrate professional behavior in all activities of the field experience, including (but not limited to) work attendance, appointments, meetings, and discussions with all constituencies.
9. Maintain a high level of professional ethics, including complete client/program confidentiality.
10. Complete the minimum number of clock hours consistent with the number of credit hours enrolled and keep a log of these hours.

THE MPH PROGRAM OFFICE AGREES TO:
1. Provide advice and consultation to the student in arranging internship placement.
2. Prior to the beginning of the internship, assist the student in listing objectives, activities, and product(s) of the experience.
3. Be available to provide advice and guidance to the student through telephone contact or email in response to reports.
4. Confer with the student whenever a potential problem needs resolving.
5. Provide academic resources as needed.
6. Remove the student if the site mentor deems that either the student or the agency setting is inappropriate.
7. Assist the placement agency and its employees in any way possible to enhance the total educational effort for the student.

THE SITE MENTOR AGREES TO:
1. Prior to the beginning of internship, assist the student in listing objectives, activities, and product(s) of the field experience.
2. Explain the organization and function of the agency.
3. Orient the student to the policies and procedures of the agency.
4. Introduce the student to representatives of other community agencies where relevant.
5. Supervise the student during planning and implementation of activities.
6. Invite the student to agency and interagency meetings.
7. Provide a model of professional work habits and attitudes.
8. Evaluate student performance on forms provided.

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THIS AGREEMENT MAY BE TERMINATED FOR ANY OF THE FOLLOWING REASONS:
1. Any illness or other unexpected events that necessitate the student’s absence for a period of time that is detrimental to the agency or student.
2. Any action by the agency that is detrimental to the student or the University of Kansas.
3. Any action by the student or the University of Kansas that is detrimental to the agency.

NONDISCRIMINATION AGREEMENT:
The parties agree that there shall be no discrimination on the basis of race, sex, national origin, disability, religion, age, sexual orientation, or other non-merit reasons.

LIABILITY:
The University of Kansas provides coverage under the Kansas Tort Claims Act (up to $500,000) for students participating in the MPH internship experience requirement as unpaid or part-time employees for a host agency. The coverage will apply to claims arising out of injury or damage sustained by a third party while the student is acting within the course and scope of the assigned duties of their internship experience placement. Students who wish to obtain additional coverage may do so at their own expense. The host agency will provide liability coverage for KU students participating in the MPH field experience requirement as full-time employees of the host agency. Students enrolled in the MPH Program at KU must maintain health insurance coverage for the duration of their programs.

Student’s Signature: _______________________________ Date: ____________________
Site Mentor Signature: _____________________________ Date: ____________________
MPH Program Signature: ___________________________ Date: ____________________
SITE MENTOR’S EVALUATION OF THE MPH INTERNSHIP STUDENT

Internship Student’s Name: ___________________________________________________________

The student is to be evaluated on each of the following criteria as compared to other master-level professionals. If the information to evaluate any given area is not applicable, the non-applicable (N/A) column will be checked. The completion of this form is due at the conclusion of the student’s internship service.

<table>
<thead>
<tr>
<th>PROFESSIONAL CONDUCT/DEMEANOR</th>
<th>TOP 10% OF PROFESSIONALS</th>
<th>TOP 20%</th>
<th>TOP 30%</th>
<th>TOP 40%</th>
<th>BOTTOM 50% OF PROFESSIONALS</th>
<th>N/A</th>
<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Worked cooperatively and positively with agency staff</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Demonstrated initiative, was self-motivated, and able to work independently</td>
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<tr>
<td>Accepted guidance and asked appropriate questions</td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Made efficient and productive use of time and resources</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Completed assigned tasks effectively and on time</td>
<td></td>
<td></td>
<td></td>
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</tbody>
</table>

APPLICATION/DEVELOPMENT OF PROFESSIONAL SKILLS/KNOWLEDGE

| Was adequately prepared to meet the objectives of the internship                              |                           |         |         |         |                             |     |          |
| Consulted the literature when appropriate and demonstrated an understanding of where to find empirically-based answers to problems/questions |                           |         |         |         |                             |     |          |
| Applied knowledge effectively to the tasks at hand                                            |                           |         |         |         |                             |     |          |
| Demonstrated necessary and appropriate quantitative skills                                   |                           |         |         |         |                             |     |          |

COMMUNICATION SKILLS

| Verbal skills                                                                                |                           |         |         |         |                             |     |          |
| Writing skills                                                                              |                           |         |         |         |                             |     |          |

OVERALL EVALUATION & LETTER GRADE

| Quality of the products/deliverables developed                                               |                           |         |         |         |                             |     |          |
| Compared to other professionals, I would rate this student as…                             |                           |         |         |         |                             |     |          |
What strengths will this student bring to the public health profession?

What areas would you suggest to this student for further development?

Did your agency benefit from hosting this student (Y/N)?

Would you be willing to accept another student for an internship experience (Y/N)?

Further comments?
<table>
<thead>
<tr>
<th>Site Mentor Signature: ______________________________</th>
<th>Date: ________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>MPH Program Office Signature: _________________</td>
<td>Date: ________________</td>
</tr>
<tr>
<td>Student’s Signature: ___________________________</td>
<td>Date: ________________</td>
</tr>
</tbody>
</table>
**UNIVERSITY OF KANSAS**  
**MASTER OF PUBLIC HEALTH**  

**Internship Hours Worked Tracking Form**

Internship Start Date:  ___  ___/ ___  ___/ ___  ___  ___
Internship End Date:  ___  ___/ ___  ___/ ___  ___  ___

Regularly Scheduled Work Hours (e.g., M&F, 9am-3pm): _____________________________________________

<table>
<thead>
<tr>
<th>Date</th>
<th>Hours Worked</th>
<th>Tasks Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>On-Site</td>
<td>Off-Site</td>
</tr>
<tr>
<td></td>
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</tr>
</tbody>
</table>

63
Total On-Site Hours Worked (96 hrs. minimum)  

Total Off-Site Hours Worked  

**the combination of on- and off-site hours must total 192 hours**

Site Mentor Signature: ___________________________ Date: ____________________  

Student’s Signature: ___________________________ Date: ____________________
Appendix B: Capstone Forms

Checklists
  Semester Prior to Enrollment
  During the Capstone
  At the Conclusion of the Capstone

Capstone Plan

Capstone Final Project Report

Rubric for Evaluation of the MPH Capstone Report and Oral Defense

Capstone Report Rubric
Semester Prior to Enrollment
In the semester PRIOR to your enrollment in PRVM 893 Public Health Capstone, students should begin identifying potential capstone ideas, meeting with and identifying capstone committee members (concentration specific chair + a minimum of 2 other approved KU faculty members). A signed copy of the Capstone Plan, signed by the student, faculty committee members and, if applicable, the capstone site mentor and approval by the Institutional Review Board (if applicable) must be turned into the MPH office 1 week prior to the 1st day of classes for the semester in which the project will be completed to obtain a permission number to enroll in PRVM 893.

**Human Subject’s applications must be submitted prior to the semester in which the capstone will be completed. Any project requiring Human Subject’s Approval must include the documentation of the submission to the HSC with the Capstone Plan. Students who cannot provide documentation will not be permitted to enroll in PRVM 893 Public Health Capstone.**

Checklist

_____ Attend a required Capstone Orientation provided by the MPH office each semester.

_____ Identify several possible project’s and discuss the idea with concentration specific faculty and, if applicable, the agency site mentor.

_____ Select a chair.
  - *Faculty in a student’s concentration* area must serve as the chair for PRVM 893 Public Health Capstone.

_____ Select a minimum of two additional faculty members.
  - The second and third faculty members can be an MPH faculty member with a primary appointment in the Departments of Preventive Medicine and Public Health in Kansas City or Wichita, or the Department of Biostatistics.
  - Faculty members from other departments (e.g., Health Policy and Management, Family Medicine, Pediatrics, OB/GYN, Internal Medicine, Dietetics & Nutrition) can also serve on the capstone committee.
  - In some circumstances, a site mentor can serve as the third member. Any committee member who does not have a Graduate Faculty Appointment at University of Kansas Medical Center will be asked to submit a CV or résumé to the MPH directors for a temporary graduate faculty appointment. Such appointments are only granted for individuals holding a master’s degree or higher. If a field site mentor does not qualify for a Graduate Faculty Appointment, a KU faculty member will serve as the third member of the committee.
    o A CV/résumé for any committee member who is not currently an active member of the KUMC Graduate Faculty must be submitted to the MPH site director.

_____ Together with the Capstone Committee and Site Mentor (if applicable) create a Capstone Plan.
  - Refer to the template for the Capstone Plan in Appendix B.
  - Review the plan with your committee and, if applicable, the site mentor. A series of meetings with all parties are strongly recommended. Secure their approval first by way of their signatures on the Capstone Plan.
Obtain IRB approval, if necessary:

**Projects Requiring IRB Approval**

If a capstone involves collecting or analyzing data from human subjects, the student needs to complete the KU online human subjects tutorial available at: [http://www2.kumc.edu/researchcompliance/human_subjects_tutorial_inst.htm](http://www2.kumc.edu/researchcompliance/human_subjects_tutorial_inst.htm). The student is responsible for assuring that proper clearances from the Human Subjects Committee and any other institutional review boards with jurisdiction over the proposed research are obtained **before the capstone begins**. It is appropriate for the student to review the rules governing such clearances and reviews with the MPH program office. Students conducting research should be familiar with the standards of research conduct which are incorporated in the KUMC Policies, Procedures, and Operational Protocols found at: [http://www.kumc.edu/policies-procedures-and-operational-protocols.html](http://www.kumc.edu/policies-procedures-and-operational-protocols.html).

Students submitting to the Institutional Review Board should do so **under the direction of the capstone chair in the semester PRIOR to enrollment in PRVM 893**. All student IRB submissions should first be reviewed by the Department of Preventive Medicine and Public Health’s Departmental Designee. The type of institutional review application submitted will depend on the type of research conducted.

See the following Human Subjects sites for more information:

- Kansas City Campus [http://www2.kumc.edu/researchcompliance/human.htm](http://www2.kumc.edu/researchcompliance/human.htm)
- Wichita Campus [http://wichita.kumc.edu/afs/compliance/](http://wichita.kumc.edu/afs/compliance/)

**PLAN AHEAD! ALLOW 6-8 WEEKS FOR IRB APPROVAL (INCLUDING THE INITIAL SUBMISSION, RESPONDING TO PROVISOS, AND OBTAINING A COPY OF THE FINAL APPROVAL LETTER)**

________________________

**During the Capstone**

**Checklist**

- Perform capstone activities as outlined in your Capstone Plan and according to the time expectations agreed upon by you and your committee.

- Meet with your committee according to the schedule agreed upon in your Capstone Plan.

- Notify your committee chair immediately if you realize that you will be unable to complete the agreed-upon tasks in a timely manner. You and your committee may agree on modifying the required capstone tasks or may change the timeline as appropriate.

- Complete all activities as described and according to the timeline outlined in the Capstone Plan.

- **1 month prior to the oral defense date**: Turn in a complete draft of your capstone report to your committee and the MPH site director at **least 1 month prior** to the final oral defense and presentation. The capstone committee will review the content of the report and provide feedback to the student. The student will then revise the draft as needed.
**NOTE:** This is the last possible date to turn in a complete draft of the report. Many chairs and/or committee members may require earlier drafts. It is the student’s responsibility to know the expectations of their chair and committee members. Failure to meet these expectations could result in postponement of the final defense, removal from PRVM 893, and/or subsequent failure to graduate in a given semester.

_____ **Schedule the oral defense:** With approval from the capstone chair, the student will contact the MPH site director to schedule an oral presentation **at least 1 month** in advance. In order to be eligible to schedule the oral defense students will have done the following:

- Apply for Graduation in SAKU (https://sa.ku.edu).
- Rectify all holds and incomplete grades, and be in good academic standing.
- Enroll in at least one hour of PRVM 893 in the defense semester.
- Complete all requirements for degree.
- Submit a complete capstone draft to the MPH director and capstone committee.
- Select and verify a date and time (2 hour block) with all committee members.
- Selected a capstone title.

The MPH site director will submit a “Progress to Degree” form to the Office of Graduate Studies on behalf of the student. This form is required to gain approval to defend by the Dean of Graduate Studies. Progress to Degree forms submitted less than 1 month prior to the oral defense date will not be accepted.

_____ **2 weeks prior to the oral defense date:** A **final draft** of the capstone report and the oral PowerPoint presentation slides must be submitted to your committee and the MPH site director **at least 2 weeks prior** to the final oral defense. Failure to adhere to the specified deadlines may result in postponement of the final defense, removal from PRVM 893, and/or subsequent failure to graduate in a given semester.

_____ **Complete your oral defense:** A student should prepare a 30-45 minute oral presentation with PowerPoint slides for the final capstone defense. He or she will then answer questions about the project from the capstone committee as well as from audience members. This defense is intended to offer the committee an opportunity to assess the adequacy of the student’s understanding of their work, and to offer the student an opportunity to refine or clarify the written content of the project document.

Students should bring at least as many copies of the Title Page as will be bound (see below) to the defense presentation. The pages should be printed on 20 pound bond, 8 ½ x 11 inch paper. Paper must contain a cotton rag content, but that rag content must not exceed 25%. The paper must be white in color and not have a patterned background. The paper should be acid free paper. **Recycled paper will not be accepted.** Such paper may be obtained from the MPH program office, at campus bookstores, or other specialty shops.

Following the defense, the capstone committee will privately deliberate to discuss the merit of the student’s work. The committee will communicate their assessment to the student and will suggest final changes to the written document.
At the Conclusion of the Capstone Checklist

_____ Amend the final written capstone report as the committee requests and in a timely fashion agreed upon by the committee (generally, 1-2 weeks). You are then responsible for making sure that a final electronic copy of the report document and PowerPoint presentation are submitted to the MPH director.

_____ Submit a final copy of the capstone report for binding.

- Kansas City students should contact the Dykes Library regarding capstone binding. Students must first fill out a form with contact information. Standard color for Kansas City capstone binding is black with gold letters. Students must print out the exact number of capstone reports to be bound; the library will not copy. Include a copy of the PowerPoint presentation at the end of the capstone document for binding.

- Wichita students should contact the MPH Office on the Wichita campus regarding capstone binding. The bindery pick up is usually the last week of every month and bound capstone reports are returned in four weeks. Include a copy of the PowerPoint presentation at the end of the capstone document for binding.

_____ Submit one bound copy of the capstone report to the MPH office (required) and one to the committee chair (if the chair requests a copy).

_____ The committee chair will use the Capstone Report Rubric (Appendix B) to issue a student’s grade following completion of the capstone oral defense. Only grades of A or B are acceptable for Graduation and degree completion. Thus, an incomplete grade or failing grade will delay a student’s graduation.

Students who require more than one semester to complete the requirements for PRVM 893 Public Health Capstone will receive an Incomplete (I) in the first semester of enrollment; the Incomplete grade will be changed to a letter grade when all requirements are completed in the second semester of enrollment. As per the Office of the Registrar, the maximum length for an incomplete is one year and the default expiration grade is an F.

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UNIVERSITY OF KANSAS
MASTER OF PUBLIC HEALTH

CAPSTONE PLAN

In consultation with your Capstone Committee, determine the Project Objectives/Study Questions for your capstone, Methods for Addressing each Objective, and the Competencies to be Addressed (including how the project will help you address each competency). Your rationale for completing the project must be grounded in the literature and, therefore, your Capstone Plan must also include a brief (3-5 page) literature review.

Use the template below to complete your Capstone Plan. All committee members must sign off on the plan AND a complete draft must be submitted to the MPH office 1 week prior to the 1st day of classes for the semester in which the project will be completed to obtain a permission number to enroll in PRVM 893.

1. Background (estimated pages, 3-5)
   Include:
   - Brief Literature Review outlining a rationale for your project
   - Healthy People 2020 objectives to be addressed by your project
   - In general, you will use the existing literature base to answer, "What is unknown? Why should we know it? What your project will add?"
   - You must include references

2. Capstone Objective(s) and/or Study Question(s) (estimated pages, 1-2)

3. Describe how Project is Distinct from 891 Activities

4. Methods for Addressing Each Objective/Study Question (estimated pages 1-2)

5. Competencies to Be Addressed (estimated pages, 1-2)

   The Capstone should be primarily focused on addressing concentration specific competencies. Do not just list the competencies to be addressed. Rather, clearly outline how the project will address each competency.

6. Timeline

   Your timeline should be detailed and should include all of the activities needed to complete the project by the oral defense date. Failure to stick to your timeline may result in postponement of the final defense, removal from 893, and/or subsequent failure to graduate in a given semester.

   The following activities must be included in your timeline:
   - Timeline for completing each written section of the report (e.g., literature review, methods, results, discussion & conclusion)
   - Timeline for completing each of the methods/activities for addressing your project objectives
   - Report Drafts 1, 2, 3…to chair (discuss this timeline with your chair, including their preference for when drafts are submitted)
   - Report Drafts 1, 2, 3…to your committee (discuss this timeline with your chair and committee members, including their preference for when drafts are submitted)
   - Final Report Draft to Chair, Committee, and MPH Director (2 weeks prior to defense)
   - Final PowerPoint Slides to Chair, Committee, and MPH Director (2 weeks prior to defense)
   - Final Presentation Date

   NOTE: The oral defense must be completed an average of 4 weeks BEFORE the last day of the semester. Check with the MPH Office to determine the oral defense date for the semester in which you are enrolled.
Then, work backwards from that date to complete the timeline. The timeline below is provided as an example.

### Sample Timeline

<table>
<thead>
<tr>
<th>Activities</th>
<th>Weeks of Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Programmatic deadlines</strong></td>
<td>1  2  3  4  5  6  7  8  9  10  11  12  13  14  15  16</td>
</tr>
<tr>
<td>Oral Defense</td>
<td></td>
</tr>
<tr>
<td>Final Report Draft to Committee</td>
<td>x</td>
</tr>
<tr>
<td>Final .ppt to Committee</td>
<td>x</td>
</tr>
<tr>
<td>Final copy to MPH Office and Binding Office</td>
<td></td>
</tr>
<tr>
<td><strong>Chair/Committee Deadlines</strong></td>
<td></td>
</tr>
<tr>
<td>Drafts to Chair</td>
<td>1  2  3  4</td>
</tr>
<tr>
<td>Drafts to Committee</td>
<td>1  2  3</td>
</tr>
<tr>
<td><strong>Internal Deadlines</strong></td>
<td></td>
</tr>
<tr>
<td>Literature review written</td>
<td>x</td>
</tr>
<tr>
<td>Methods written</td>
<td></td>
</tr>
<tr>
<td>Results written</td>
<td>x</td>
</tr>
<tr>
<td>Discussion written</td>
<td></td>
</tr>
<tr>
<td>Carry out project activities to meet objectives</td>
<td>x  x  x  x  x  x  x  x  x  x</td>
</tr>
</tbody>
</table>

7. (If applicable) Description of Agency/Community where Project will be Completed

8. (If applicable) Documentation of IRB Submission

9. Signatures:

______________________________
Student

______________________________
Committee Chair

______________________________
Second Member (faculty)

______________________________
Third Member (faculty or approved site mentor)
CAPSTONE REPORT

The Capstone Report should be prepared in the format described below. The document is submitted only
to the Department of Preventive Medicine and Public Health on the campus where the student is enrolled.
Copies do not need to be submitted to the Office of Graduate Studies.

It is recommended that students review the project reports prepared by previous students, and also contact
the MPH director with specific questions well in advance of the deadline.

The following is the MPH Program’s suggested format for the MPH Capstone Report. This is provided
as a template. The Committee Chair has full discretion to suggest the best way to arrange the components
in the student’s final document:

The document should be written in the following format:

- Typewritten font, such as Arial or Times New Roman, 11-12 point. A different font may be used
  for tables, figures, and appendices.
- Top, bottom and right margins should be 1.25 inch, while the left margin should be 1.5 inches to
  accommodate binding.
- Double-spaced, single sided, except for tables, figures, footnotes, references, and appendices.
- References must be of consistent style (APA or AMA)

Title Page

Abstract

Dedication and Acknowledgements

Table of Contents

List of Tables and Figures

Chapter 1:
  1A. Literature Review
  1B. Introduction of Project Objectives/Questions
  1C. Overview of Competencies Addressed by the Project

Chapter 2: Methods/Process/Strategies, Planning & Implementation
**NOTE: this section may vary depending on the type of project undertaken. Talk to your chair about the
best way to structure/organize this section of your report.

Chapter 3: Results/Product/Outcomes
**NOTE: this section may vary depending on the type of project undertaken. Talk to your chair about the
best way to structure/organize this section of your report.

Chapter 4: Discussion & Conclusions
Include a discussion of what you learned as a result of the project, how the project addressed the specified
competencies, and how that knowledge will be applied to future public health endeavors
References

Appendices (if appropriate)

IRB Approval (if appropriate)

Data collection instruments (if appropriate)

Dataset index (if appropriate)
UNIVERSITY OF KANSAS
MASTER OF PUBLIC HEALTH

RUBRIC FOR EVALUATING MPH CAPSTONE REPORT AND ORAL DEFENSE

Student Name: _________________________________________________________

Project Title: ____________________________________________________________________________________________________________

Date of MPH Oral Defense:  _______________________________________________

Committee Chair Name and Department: _____________________________________  _________________________________________________________

Site Mentor Name and Agency: ____________________________________ _________________________________________________________

Committee Member Name and Department: ___________________________________  _________________________________________________________

Committee Member Name and Department: ___________________________________  _________________________________________________________

Committee Member Name and Department: ___________________________________  _________________________________________________________

ONE final copy of this document will be turned into the MPH Office following the Oral Defense. Committees may wish to approach this document differently. Some committees may choose to have each committee member fill out the document, discuss, and reach consensus at the conclusion of the defense, while other committees may elect to complete the document as a group at the completion of the oral defense. It is at the discretion of the chair and the committee to decide which approach to take. Regardless, ONE final copy of the document will be turned into the MPH Office. For each attribute which a committee member feels is deficient, a short explanation should be provided. Comment sections at the bottom of the rubric are provided for explanations of the reasoning behind the overall evaluation of the examinee’s performance if desired.

Not all criteria contained in the rubric will apply to all oral defenses or projects. The committee may elect to leave check boxes that do not apply to the oral defense or project blank or mark NA for these criteria. The committee will go over the document with the student at the conclusion of the defense. Students may obtain a written copy of the document by contacting the MPH Director.

Chair of the Committee must send a copy of the document (both rubrics and written comments) to Tanya Honderick (Kansas City) or Melissa Armstrong (Wichita) of the University of Kansas Master of Public Health program within 48 h of the conclusion of the Oral Defense.
ORAL DEFENSE RUBRIC

Student Name: _________________________________________________________

Oral Defense Rubric – Completed by:_______________________________________ Date:______________________________________________________

<table>
<thead>
<tr>
<th>Attribute</th>
<th>Unsatisfactory/Does Not Meet Expectations</th>
<th>Satisfactory/Meets Expectations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Overall presentation quality</td>
<td>☐   Poorly organized</td>
<td>☐   Clearly organized</td>
</tr>
<tr>
<td></td>
<td>☐   Poor presentation</td>
<td>☐   Clear presentation</td>
</tr>
<tr>
<td></td>
<td>☐   Poor communication skills</td>
<td>☐   Good communication skills</td>
</tr>
<tr>
<td></td>
<td>☐   Slides and handouts difficult to read</td>
<td>☐   Slides and handouts clear</td>
</tr>
<tr>
<td></td>
<td>☐   Presentation reveals critical weaknesses in depth of knowledge in subject matter</td>
<td>☐   Presentation demonstrates depth of knowledge in subject matter</td>
</tr>
<tr>
<td>Quality of response to questions/critical thinking skills</td>
<td>☐   Responses were incomplete</td>
<td>☐   Responses were complete</td>
</tr>
<tr>
<td></td>
<td>☐   Respondent exhibited lack of knowledge in subject area</td>
<td>☐   Respondent exhibited adequate knowledge in subject area</td>
</tr>
<tr>
<td></td>
<td>☐   Responses did not meet level expected of an MPH graduate</td>
<td>☐   Responses met level expected of an MPH graduate</td>
</tr>
<tr>
<td></td>
<td>☐   Presentation does not reflect well developed critical thinking skills</td>
<td>☐   Presentation demonstrates critical thinking skills</td>
</tr>
<tr>
<td>OVERALL ASSESSMENT</td>
<td>☐   DOES NOT MEET EXPECTATIONS (UNSATISFACTORY)</td>
<td>☐   MEETS EXPECTATIONS (SATISFACTORY)</td>
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</table>
# CAPSTONE REPORT RUBRIC

<table>
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<th>REPORT SECTION</th>
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<th>Meets Expectations (B)</th>
<th>Exceeds Expectations (A)</th>
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<tbody>
<tr>
<td>Literature Review</td>
<td>☐ Background/rationale for the project are incorrect, incoherent, or flawed</td>
<td>☐ Background/rationale for the project coherent and clear</td>
<td>☐ Background/rationale for the project are superior</td>
</tr>
<tr>
<td></td>
<td>☐ Does not reflect understanding of subject matter and associated literature</td>
<td>☐ Reflects understanding of subject matter and associated literature</td>
<td>☐ Exhibits mastery of subject matter and associated literature</td>
</tr>
<tr>
<td></td>
<td>☐ Poor critical assessment of the literature and identification of gaps</td>
<td>☐ Adequate critical assessment of the literature and identification of gaps</td>
<td>☐ Superior critical assessment of the literature and identification of gaps</td>
</tr>
<tr>
<td></td>
<td>☐ Objectives are poorly supported by background literature</td>
<td>☐ Objectives are adequately supported by background literature</td>
<td>☐ Objectives are superiorly supported by background literature</td>
</tr>
<tr>
<td></td>
<td>☐ [if applicable] Demonstrates poor understanding of theoretical concepts</td>
<td>☐ [if applicable] Demonstrates understanding of theoretical concepts</td>
<td>☐ [if applicable] Demonstrates mastery of theoretical concepts</td>
</tr>
<tr>
<td>Methods/Process/Strategies, Planning &amp; Implementation</td>
<td>☐ Methods are partially aligned with objectives</td>
<td>☐ Methods are adequately aligned with objectives</td>
<td>☐ Methods are fully aligned with objectives</td>
</tr>
<tr>
<td></td>
<td>☐ Methods are poorly described (e.g., process, setting, participants, measures)</td>
<td>☐ Methods are adequately described (e.g., process, setting, participants, measures)</td>
<td>☐ Methods are superiorly described (e.g., process, setting, participants, measures)</td>
</tr>
<tr>
<td></td>
<td>☐ Variables, targets, measures, and implementation process is unclear and poorly developed</td>
<td>☐ Variables, targets, measures, and implementation process is clear and adequately developed</td>
<td>☐ Variables, targets, measures, and implementation process is clear, fully developed, and imaginative</td>
</tr>
<tr>
<td></td>
<td>☐ Methods do not include an evaluation component (e.g., preliminary implementation and quantititative evaluation, qualitative feedback, review by experts or end-users)</td>
<td>☐ Methods include an evaluation component; the evaluation is adequate (e.g., preliminary implementation and quantititative evaluation, qualitative feedback, review by experts or end-users)</td>
<td>☐ Methods include an evaluation component; the evaluation is robust (e.g., preliminary implementation and quantititative evaluation, qualitative feedback, review by experts or end-users)</td>
</tr>
<tr>
<td></td>
<td>☐ [if applicable] Proposed analyses are wrong, inappropriate, or missing</td>
<td>☐ [if applicable] Proposed analyses are routine,</td>
<td>☐ [if applicable] Proposed analyses are</td>
</tr>
<tr>
<td>Conceptual framework</td>
<td>Results/Product/Outcomes</td>
<td>Discussion/Conclusion/Evaluation &amp; Reflection</td>
<td></td>
</tr>
<tr>
<td>----------------------</td>
<td>--------------------------</td>
<td>-----------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>□ [if applicable] Conceptual framework not identified</td>
<td>□ Results/products/outcomes are partially aligned with objectives</td>
<td>□ Key findings are poorly summarized with reference to objectives</td>
<td></td>
</tr>
<tr>
<td>□ objective, correct</td>
<td>□ Results/products/outcomes are adequately aligned with objectives</td>
<td>□ Key findings are adequately summarized with reference to objectives</td>
<td></td>
</tr>
<tr>
<td>□ [if applicable] Conceptual framework is clear and adequately linked to project</td>
<td>□ Results/products/outcomes are marginally described and aligned with description of methods</td>
<td>□ Adequate integration and interpretation of results across findings</td>
<td></td>
</tr>
<tr>
<td>□ sophisticated, robust, precise</td>
<td>□ Tables/figures/products/outcomes are missing or do not clearly present the project findings (e.g., formatting, appropriate # of tables/figures to display the range of results)</td>
<td>□ Findings poorly evaluated within the context of the literature (e.g., restatement of background, no or very limited discussion of new literature)</td>
<td></td>
</tr>
<tr>
<td>□ □ □ □ □</td>
<td>□ Results/products/outcomes have marginal practical, programmatic, or clinical utility</td>
<td>□ Does not identify or poorly describes project limitations</td>
<td></td>
</tr>
<tr>
<td>□ □ □ □ □</td>
<td>□ Interpretation of data (e.g., quantitative or qualitative) or outcomes is wrong, inappropriate</td>
<td>□ Poor discussion of short-term impact on community setting/practice/end-users in public health</td>
<td></td>
</tr>
<tr>
<td>□ □ □ □ □</td>
<td>□ □ □ □ □</td>
<td>□ Poor discussion of potential long-term</td>
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<td>□ □ □ □ □</td>
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<td>□ □ □ □ □</td>
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<tr>
<td>Implications and Future Directions</td>
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<td>------------------------------------</td>
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</tr>
<tr>
<td>☐ Weak recommendations are made to community settings/practices/end-users; recommendations are poorly linked to results/products/outcomes</td>
<td>☐ Adequate recommendations are made to community settings/practices/end-users; recommendations are linked to results/products/outcomes</td>
<td>☐ Superior recommendations are made to community settings/practices/end-users; recommendations are very clearly linked to results/products/outcomes</td>
<td></td>
</tr>
<tr>
<td>☐ Simple identification of which competencies were addressed with no discussion of how they were met</td>
<td>☐ The competencies addressed were identified; some discussion of how the specified competencies were addressed</td>
<td>☐ The competencies addressed were identified; thoughtful and extensive discussion of how the competencies were addressed</td>
<td></td>
</tr>
</tbody>
</table>

**Overall**

<table>
<thead>
<tr>
<th>Significance/Scope</th>
<th>Significance/Scope</th>
<th>Significance/Scope</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Project represents limited expansion upon previous research/work and has limited evidence of public health significance</td>
<td>☐ Project builds upon previous research/work and show some evidence of public health significance</td>
<td>☐ Project greatly extends previous research/work and shows exceptional evidence of public health significance</td>
</tr>
<tr>
<td>☐ Demonstrates rudimentary critical thinking skills</td>
<td>☐ Demonstrates average critical thinking skills</td>
<td>☐ Exhibits mature, critical thinking skills</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Quality of Writing and Formatting</th>
<th>Quality of Writing and Formatting</th>
<th>Quality of Writing and Formatting</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Writing is weak</td>
<td>☐ Writing is adequate</td>
<td>☐ Writing is publication quality</td>
</tr>
<tr>
<td>☐ Numerous grammatical and spelling errors apparent</td>
<td>☐ Some grammatical and spelling errors apparent</td>
<td>☐ No grammatical and spelling errors apparent</td>
</tr>
<tr>
<td>☐ Organization is poor</td>
<td>☐ Organization is logical</td>
<td>☐ Organization is excellent</td>
</tr>
<tr>
<td>☐ Formatting is poor</td>
<td>☐ Formatting is adequate</td>
<td>☐ Formatting is exceptional</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>References</th>
<th>References</th>
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</tr>
</thead>
<tbody>
<tr>
<td>☐ Few references (25%) are timely and appropriate to the subject matter</td>
<td>☐ Many references (50%) are timely and appropriate to the subject matter</td>
<td>☐ Most references (75%) are timely and appropriate to the subject matter</td>
</tr>
<tr>
<td>☐ References selected below average or poor for the chosen subject (relies on websites or non-peer reviewed sources; outdated; missing key works)</td>
<td>☐ References selected are adequate for the chosen subject</td>
<td>☐ References selected are the best available for the chosen subject</td>
</tr>
<tr>
<td>☐ Statements consistently not supported by references when references are clearly needed</td>
<td>☐ Statements generally supported by references when references are clearly needed</td>
<td>☐ Statements always supported by references when references are clearly needed</td>
</tr>
<tr>
<td>☐ In-text and reference list citations are formatted incorrectly or inconsistently (e.g., switching between formatting styles, websites improperly cited)</td>
<td>☐ The majority of in-text and reference list citations are properly cited (e.g., switching between formatting styles, websites improperly cited)</td>
<td>☐ All in-text and reference list citations are properly cited (e.g., switching between formatting styles, websites improperly cited,</td>
</tr>
<tr>
<td>Professionalism</td>
<td>☐ Project timeline poorly managed by student; consistently missed deadlines; consistently required prompting by committee and/or MPH office</td>
<td>☐ Project timeline mostly managed by student with some oversight from committee/MPH office; some deadlines missed</td>
</tr>
<tr>
<td>--------------------------------------------------------------------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------</td>
<td>-----------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>□ Student rarely sought feedback; feedback was clearly needed</td>
<td>☐ Student sought some feedback and occasionally asked for help when it was needed</td>
<td>□ Student struck a exceptional balance between working independently but asking for necessary feedback/help</td>
</tr>
<tr>
<td>□ Minimally responsive to written/verbal feedback</td>
<td>☐ Adequately responsive to written/verbal feedback</td>
<td>□ Exceptionally responsive to written/verbal feedback</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>FINAL RATING</th>
<th>☐ DOES NOT MEET EXPECTATIONS (EQUIVALENT TO C OR BELOW)</th>
<th>☐ MEETS EXPECTATIONS (EQUIVALENT TO B)</th>
<th>☐ EXCEEDS EXPECTATIONS (EQUIVALENT TO A)</th>
</tr>
</thead>
</table>

Student Name: _________________________________________________________  
Chair of Committee:_____________________________________________________

Date:______________________________________________________

Summary of written comments from ALL committee members for student concerning performance on Capstone Report and Oral Defense

Chair of Committee Signature ______________________________________  Date: ___________________