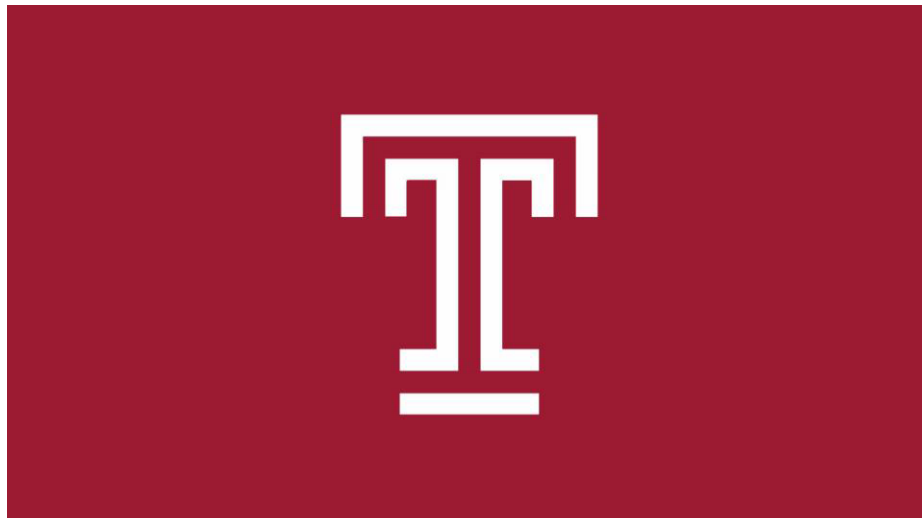




College of Public Health

**Master of Public Health
Health Policy and Management
HANDBOOK**



**Department of
Health Services Administration & Policy**

2018–2019

Updated Sept. 2018

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WELCOME AND INTRODUCTION TO THE HANDBOOK

Congratulations on pursuing your academic and career goals at the Department of Health Service Administration and Policy (HSAP) in the College of Public Health (CPH) at Temple University. You have chosen a dynamic and critical healthcare profession and the Health Policy faculty are honored to guide your educational experience.

Many useful resources exist to support and enhance the effectiveness of learning at the graduate level, but the best resources and services in the world are useless to you if you do not know about them. Take the opportunity to review and become familiar with this Student Handbook, the Temple [University Graduate School Bulletin](#), and the [HSAP website](#). Please note that the policies and procedures are subject to change during your course of study and it is your responsibility to keep abreast of these changes.

This *Graduate Handbook* provides information on advising, faculty, and the specific requirements, policies, and procedures governing the Master of Public Health in Health Policy & Management (MPH-HPM). The document expands on Temple University Graduate School policies and procedures found on the Temple University website.

Please read this document carefully and refer to it when you have questions. A copy is available on the Department canvas site accessed via TUportal. Further information is available from the Director of Graduate Studies, Dr. Michael Halpern (michael.halpern@temple.edu); the online MPH Program Coordinator, Dr. Anne Frankel (anne.frankel@temple.edu); the Senior Graduate Program Advisor, Theresa White (theresawhite@temple.edu); the Academic Coordinator, Ms. Joyce Hankins (joyce.hankins@temple.edu); or our Department Coordinator, Michael Brown (mr.brown@temple.edu).

As a general rule, you are required to fulfill the requirements of the degree defined in the *Graduate Bulletin*, *College Graduate Handbook* and this *Graduate Handbook* that are in effect in the semester in which you enroll/matriculate. Changes in degree requirements that are announced following matriculation may not be required for continuing students. They may, however, be optional with the approval of your advisor. Some changes required by the Graduate School may apply to all graduate students including continuing students. You should address all questions

about specific program and Graduate School requirements with Ms. Theresa White.

The policies and procedures in this *Graduate Handbook* describe requirements in effect as of the date on the handbook cover. They do not constitute a contract between a student and Temple University or the Department of Health Services Administration & Policy. It is your responsibility to remain current about Program and Graduate School requirements, and to find the means to fulfill these requirements.

The College of Public Health (CPH) maintains their online *Student Handbook* with information on college-level policies and procedures, information on Health Science Center and Main Campus student services, shuttle bus service between campuses, and appeals processes. Graduate program directors and advisors have reference copies of the *Student Handbook* in their offices. You are encouraged to bookmark the CPH homepage and pages for the *Student Handbook* (for direct web address see the following list of important university websites).

DEPARTMENT INFORMATION

Mailing Address

1301 Cecil B. Moore Avenue
Ritter Annex, 5th Floor, Room 534
Philadelphia, PA 19122

Academic Administrator	Name	Email	Telephone (215)
Department Chairperson	William Aaronson, PhD	william.aaronson@temple.edu	204-8128
Director of Graduate Studies	Michael Halpern, MD, PhD, MPH	michael.halpern@temple.edu	204-5814
Associate Dean for Academic Affairs	Jennifer Ibrahim, PhD	jibrahim@temple.edu	204-9657
Senior Academic Advisor	Theresa White MSW, MPH	theresawhite@temple.edu	204-5105
Student Services Coordinator	Joyce Hankins-Radford	joyce.hankins@temple.edu	204-7213
Departmental Coordinator	Michael Brown	tue79774@temple.edu	204-5899

Graduate Faculty in HSAP

Faculty members who teach in the HSAP Department have national reputations in the field. Many have been honored with teaching and research awards. Faculty are actively engaged in research that provides students opportunities to apply for internships, volunteer experiences, and research assistantships. All faculty members hold degrees and certifications required by accreditation and credentialing bodies. Individual faculty web pages provide detailed information on research activities; these are available at <https://cph.temple.edu/healthadminpolicy/about/faculty>. The following table lists faculty members in the Health Management & Policy Division of HSAP. Those with an asterisk by their name are Graduate Faculty, able to serve on doctoral

student committees.

Health Management and Policy Faculty Contact Information

Faculty	Name	Email	Office Telephone (215)
Department Chairperson	William Aaronson, PhD	william.aaronson@temple.edu	204-8128
Associate Professor	Stuart Fine, DHA	stuart.fine@temple.edu	204-8163
Associate Professor	Michael Halpern, MD, PhD, MPH	michael.halpern@temple.edu	204-5814
Assistant Professor	Ilene Hollin, PhD, MPH	ilene.hollin@temple.edu	204-9164
Associate Professor	Jennifer Ibrahim, PhD	jibrahim@temple.edu	204-9657
Assistant Professor	Gabriel Tajeu, DrPH	gabriel.tajeu@temple.edu	204-6457
Assistant Professor	Sylvia Twersky, PhD, MPH	sylviatb@temple.edu	204-6187

College of Public Health Dean's Office

Title	Name	E-Mail	Phone (215)
Dean	Dr. Laura Siminoff	lasiminoff@temple.edu	204-8624
Assistant to the Dean	Ms. Natasha De Luna	natasha.deluna@temple.edu	204-8624
Associate Dean for Academic Affairs	Dr. Jennifer Ibrahim	jibrahim@temple.edu	204-9657
Associate Dean for Research, Professor	Dr. David Sarwer	david.sarwer@temple.edu	707-8633 3223 N. Broad St., Ste. 175

Curriculum Requirements

As defined by CEPH, our MPH curriculum provides instruction that promotes competencies across five core areas of public health: health services

administration, social and behavioral science, environmental health, epidemiology, and biostatistics. MPH students must receive a minimum of B- or better in all core courses. Students will be required to retake a core course, or not advance to upper-level courses (when the core class is a prerequisite) if they do not achieve a B- or better. The MPH degree can be completed in two years (that includes one summer), and the total credit requirement for the MPH is 45 credits.

Curriculum within the MPH in Health Policy & Management includes:

1. On-Campus MPH-HPM

Code	Title	Credit Hours
College Core Course		
<u>HRPR 5001</u>	Current and Emerging Issues in Public Health and Health Professions ¹	0
Public Health Core Courses		
<u>ENVH 5103</u>	Environmental Health	3
<u>EPBI 5002</u>	Biostatistics	3
<u>EPBI 5101</u>	Fundamentals of Epidemiology	3
<u>HPM 5006</u>	Political and Economic Aspects of Health	3
<u>SBS 5001</u>	Fundamentals of Public Health	3
<u>SBS 5102</u>	Theoretical Foundations of Health Behavior	3
Health Policy and Management Courses		
<u>HPM 5016</u>	Public Health Advocacy	3
or <u>HPM 8015</u>	Public Health Policy and Legal Issues	
<u>HPM 8008</u>	Health Economics	3
<u>HPM 8013</u>	Research Methods in Health Policy	3
Electives ²		12
M.P.H. Fieldwork Experience		
<u>HPM 9289</u>	MPH Fieldwork I	3
<u>HPM 9389</u>	MPH Fieldwork II	3
Total Credit Hours		45

¹ This common College Core course is required of all incoming graduate students in the College of Public Health. It is available completely online and designed

such that students can complete the modules at their own pace over the course of their degree program.

² For electives, students may select four courses from those listed below. Other courses may also be used for electives with the permission of the HPM Director of Graduate Studies:

Code	Title
HIM 5106	Technology for Population Health
HIM 5111	Technology for Healthcare Financial Management
HPM 5007	Principles of Emergency Management
HPM 5107	Forced Migration and Refugee Health
HPM 5014	Leadership and Management in Non-Profit Organizations
HPM 5111	Community Outreach in Public Health
HPM 5122	Healthcare Quality and Safety
HPM 5202	Man-Made Disasters: Radiological, Chemical and Biological Terrorism
HPM 5500	Seminar in Current Issues in Public Health
HPM 8014	Comparative Health Policy

Course descriptions can be found in the *Graduate Bulletin*.

2. Online MPH-HPM

Year 1

Fall		Credit Hours
	Elective	3
SBS 5001	Fundamentals of Public Health	3
	Term Credit Hours	6
Spring		
EPBI 5101	Fundamentals of Epidemiology	3
HPM 5006	Political and Economic Aspects of Health	3
	Term Credit Hours	6
Summer		
EPBI 5002	Biostatistics	3

SBS 5102	Theoretical Foundations of Health Behavior	3
	Term Credit Hours	6
Year 2		
Fall		
ENVH 5103	Environmental Health	3
HIM 5106	Technology for Population Health	3
	Term Credit Hours	6
Spring		
HPM 8112	Public Health Program Planning and Evaluation	3
HPM 5014	Leadership and Management in Non-Profit Organizations	3
	Term Credit Hours	6
Summer		
HPM 8008	Health Economics	3
HPM 8015	Public Health Policy and Legal Issues	3
	Term Credit Hours	6
Year 3		
Fall		
HPM 9289	MPH Fieldwork I	3
	Elective	3
	Term Credit Hours	6
Spring		
HPM 9389	MPH Fieldwork II	3
	Term Credit Hours	3
	Total Credit Hours:	45

Culminating Event – Fieldwork Practicum

M.P.H. fieldwork requires a student to synthesize and integrate the knowledge acquired in coursework and other learning experiences and to apply theory and principles in a situation that approximates some aspect of professional practice through an internship or practicum experience with a public health agency, health services organization, or under the supervision of a faculty preceptor. The M.P.H. fieldwork experience serves as the culminating event as required by the Council

on Education for Public Health (CEPH), the accrediting body of all U.S. schools of public health, for completion of the Master of Public Health degree. In addition, this culminating experience provides the student with the opportunity to develop expertise in a topic area and to contribute original and independent observations to a body of knowledge.

The Fieldwork Coordinator maintains a database of potential agencies where a student can conduct fieldwork. Students must complete the MPH Fieldwork Orientation and complete all administrative paperwork and requirements before registering for Fieldwork I. In addition, a preliminary proposal must be completed and approved for all MPH fieldwork experiences before the placement or project begins. Course prerequisites for HPM fieldwork include epidemiology, biostatistics, fundamentals of public health, theoretical foundations of health behavior, and health administration. Students should consult with the Fieldwork Coordinator for detailed information regarding all of the requirements for fieldwork.

For the culminating experience to fulfill the requirements of [HPM 9289](#) and [HPM 9389](#), M.P.H. in Health Policy and Management students are expected to complete a fieldwork experience, which enables them to:

- Apply knowledge and methods in planning, leading, organizing, administering, and evaluating systems, programs, and policies to address health problems that impact populations in the context of the multilevel structures (global, national, state, local, community, agency, organization, group, team, dyad).
- Create and communicate a shared vision for a changing future.
- Champion solutions to organizational and community challenges.
- Energize commitment to goals.
- Demonstrate ethical choices, values, and professional practices implicit in public health decisions.
- Consider the effect of choices on community stewardship, equity, social justice, and accountability.
- Commit to personal and institutional development.
- Recognize system-level properties that result from dynamic interactions among human and social systems and how they affect the relationships among individuals, groups, organizations, communities, and environments.
- Monitor and evaluate the performance of organizations and/or policies that

address health problems/issues.

- Use the understanding of the policymaking and policy implementation processes to achieve improvements in the health status of populations.
- Describe the attributes of leadership in public health.

A final paper is the required deliverable for the M.P.H. fieldwork requirement. Students must also demonstrate their proficiency and the application of theory and principles in the paper and demonstrate mastery of the required competencies during the oral defense. The evaluation of the M.P.H. fieldwork practicum experience, therefore, is integrated into the culminating experience requirement.

A total of 250 contact hours are required, at least 225 of which must be served at the community health agency. However, many students exceed the required hours to complete assigned tasks. Students spend the remaining hours in monthly class meetings and report writing. Students also complete a comprehensive culminating experience report in which they demonstrate achievement of public health core and HPM competencies. Examples of capstone projects include program planning, implementation, or evaluation; needs assessments; case management; and community health service. There also may be opportunities to work with a faculty member on community health promotion research projects. The students produce a final paper and present their findings to demonstrate their understanding of public health theory, principles, and processes, their ability to apply this knowledge, and their achievement of competencies required of public health practitioners. The evaluation of the M.P.H. fieldwork practicum experience, therefore, is integrated into the culminating experience requirement.

4+1/MPH Program

Students enrolled full time in the BS program in Public Health with exemplary academic records may be eligible to enroll in the 4+1 program. These students complete four graduate-level courses (12 credits) in their third and fourth years which count toward an MPH degree. The summer after graduating from the BS program, students take 3 courses (9 credits), followed by spring and fall semesters each with three courses (9 credits each semester) for a total of 27 additional credits. Students must maintain a minimum 3.0 GPA, earn a B- or better in all graduate courses, and graduate with a BS in their fourth year to remain in the program.

The Dual Degree Programs

The dual degree programs provide 1) A population-based perspective on health promotion and disease prevention in the context of other professional foci, (e.g., law, social work, and medicine); 2) an understanding of health policy & management research, theory, and practice related to population health; 3) research skills and evaluation skills to be able to implement evidence-based practice; 4) grant writing skills; and 5) collaboration and leadership skills to assure the public health and safety of our communities. Dual degree programs are designed to help professionals understand and address the social, behavioral, and environmental factors that influence individual health. Dual degree students complete all requirements for both degrees but receive some elective credits toward their MPH from their clinical degrees.

With the **MD-MPH** and **DPM-MPH** degrees, students start by taking on public health courses in the spring semester of their first year and 1-2 public health courses in the summer between their first and second year. In the second year of professional school they take 1 public health course per semester along with their usual courses. At the end of their second year they take their boards, and in the third year they take a Leave of Absence from their professional school and study full-time in public health, finishing the public health program by May of that academic year. Then they return to their professional school and complete requirements (e.g., rotations). (*Note: Students must complete the MPH program before returning to their clinical schools.*)

The **DO-MPH** is the same as above except that students do not start taking MPH classes until the summer before their second year. The **MSW-MPH** dual degree program is designed so that students are continuously taking some public health courses along with their social work courses throughout their dual degree program. The MSW-MPH is available on campus and online.

DMD-MPH dual degree students take the majority of their MPH courses before beginning their official first year of the dentistry program. Students interested in a dual degree program must apply separately but simultaneously to the MPH and the MD, DPM or MSW programs at Temple University. Those who wish to pursue the DO may apply only after matriculating at the Philadelphia College of Osteopathic Medicine (PCOM). Applicants to dual degree programs are strongly

encouraged to contact the MPH advisors well in advance of the application deadline.

Helpful Information for Students

Within our program's supportive training environment, the program maintains the expectation that each student takes ownership and responsibility for their education and progress in the program in order to maximize timely completion of requirements. With this expectation, your obligations include, but are not limited to the following:

- developing a course schedule and obtaining written approval from your advisor for meeting program requirements;
- keeping copies of advising documents;
- meeting with your advisor at least once per semester;
- meeting deadlines for all graduate actions (e.g., obtaining leaves of absence, extensions of time, application for graduation) and obtaining required signatures from faculty and administrative personnel;
- seeking advice and assistance from appropriate persons in a timely manner and familiarizing yourself with online sources of information;
- using Temple e-mail and Canvas regularly to stay in contact with your instructors and to be aware of important information;
- remaining up to date on all policies, procedures, and deadlines that govern graduate studies. Should there be differences between Department, College, and Graduate School policies and procedures, those of higher-level bodies take precedence. The exception is, if your program or college has more stringent requirements than the Graduate School, the minima is set at the higher level. Most information is available on the Temple University websites. The links listed below are important to review and check periodically for changes.

Evaluation of Student Progress (MPH students)

All MPH students are required to meet each semester with Ms. White. During this meeting, the student's academic performance in the program will be discussed and course sequencing will be monitored to ensure the student is registering for the appropriate classes in order to graduate on time. Students are expected to share any concerns as well as their goals for the degree during these sessions in case adjustments are needed. Students must be aware that if changes are initiated after the courses have been sequenced, there may be a delay in graduation. Examples of these changes include, but are not limited to, poor academic performance or requests to reduce course load for one or more semesters.

Technology

The Office of Digital Education provides an overview of technology used for Temple online courses, including Blackboard and WebEx, as well as hardware/software requirements and recommendations:

<http://online.temple.edu/getting-started/technology>.

Tuition and Fees

The Office of the Bursar website provides information on tuition rates and registration fees for the current and coming academic year:

<http://www.temple.edu/bursar/about/tuitionrates.htm>.

Registration

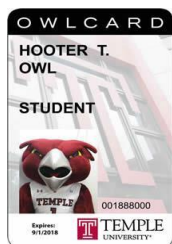
The Temple Office of the University Registrar provides information and links on registration policies and procedures. For information, consult this link:

<http://www.temple.edu/registrar/students/registration/info.asp>. In addition, there is brief tutorial located on the MPH Blackboard site.

Your initial registration will be completed once you have met with Ms. White. Students are responsible for registering themselves for classes in subsequent semesters. It is the responsibility of the student to register for the classes discussed and agreed upon during advising sessions, including the selection of electives preapproved by the department. Students are able to register for

courses using Self-Service Banner. If you encounter difficulties registering, contact Ms. White and Ms. Hankins, the department's Academic Coordinator, for resolution.

Getting Your Free OWLcard



The OWLcard is Temple University's ID card used to access campus buildings, meal plan, recreation services, the library system, the TECH Center, Diamond Dollars, and Parking Services. Go to the Diamond Dollars–OWLcard Office to obtain an OWLcard. This is located at 1910 Liacouras Walk, Suite 202 and is open M-F, 8:30-5:00. A TUID (9 digit ID generated after completing Temple's supplemental application), and government issued photo ID are needed to obtain the card. The first card is free. The replacement cost for lost, stolen or intentionally damaged cards is \$20. Previously lost cards cannot be reactivated once a new card is printed.

Policies

Matriculation Time Limit

Admission to a graduate program in the Department is valid only for the semester indicated in the letter of admission. If you do not plan to enroll for the semester in which you were admitted, you must request in writing and fill out appropriate forms to defer admission until the following semester. The deferral request must be received prior to the first day of classes for the semester you were admitted.

Time Limits for Completion of Degree

The time limit for completing a master's degree in the Department of Health Services Administration & Policy begins with the semester in which you matriculate. The course program and exit requirement must be completed within four years from the time of admission for the master of public health degrees. On the recommendation of your advisor, the department chair may grant a one-year extension. Any additional request for an extension requires the approval of the university Graduate Board Student Appeal Committee. Extensions are granted only for serious conditions beyond your control. Students who are dismissed for exceeding the time limit may petition for reinstatement (see [Graduate School](#)

policy 02.29.13).

Students must remain continuously enrolled in fall and spring semesters to retain active student status. If students do not register for a course each semester they must request a Leave of Absence from the university.

Leave of Absence requests do not extend the time limit to complete the degree; they only allow you to meet the requirement for continuous enrollment in lieu of being dismissed from the program. See the Graduate School website for information about requesting a Leave of Absence and for the appropriate form: <http://www.temple.edu/grad/forms/index.htm>.

Academic Standards

All students are expected to maintain a cumulative GPA of 3.0 or higher to remain in good academic standing. As designated by the Graduate School, if a student's GPA falls below 3.0 at any time, including the last semester in the program, she or he will be dismissed from the program. A minimum GPA of 3.0 is required to graduate.

As designated by the Graduate School, students who earn more than one F, or more than two grades below B- in any courses will be dismissed from the program. Any student who earns a grade below a B- in any core course will be required to repeat the course at their expense, no merit-based funding will be applied to a repeated course, and the student's overall funding may be withdrawn at the discretion of the department chair. Also, this may delay the student's progress toward graduation. For additional policies on academic standards please refer to the Graduate Bulletin.

Transfer Credit

A maximum of 9 credits (grade of B or better) completed at other graduate programs may be applied toward the MPH degree with approval of the Advisor. Written requests for transfer credit will not be considered until a student has matriculated into the program. Six credits maximum may count as electives (no more than 6 credits of electives can be taken outside HPM electives without program director approval).

Credit for Coursework Taken Prior to Matriculation

A maximum of 9 credits of graduate coursework taken as a non-matriculated student at Temple University may be credited toward the MPH degree. Students wishing to take classes as a non-matriculated student must go through the Office of Continuing Studies and receive permission from course instructor(s) and the MPH Advisor.

Completion of Requirements and Applying for Graduation

You are responsible for being aware of deadline dates, requirements for degrees, and requirements for graduation. To receive a degree in May, July, or December, you must submit a graduation application by deadlines posted on the university calendar.

The graduation application is available using Self Service Banner (SSB). To access the application, go to TUportal and select Self Service Banner (SSB). When in SSB, select Student » Student Records » Apply to Graduate. Upon accessing the graduation application, verify that the correct degree and program are indicated. If the wrong degree or program is listed, *stop*. Contact your advisor to submit a Graduate Change of Program Workflow. When the Graduate School confirms via e-mail that the change of program has been completed, return to the SSB graduation application and submit.

Attention Graduates: The dissertation/thesis processing fee may be required. The form can be obtained by the Department's academic coordinator or at the Graduate School. The \$50 fee must be paid through the Bursar and applied to FOAPAL 100000-09160-01; it cannot be paid online. A Treasurer's Receipt must then be presented to the college as proof of payment of the thesis processing fee.

Online Conduct Policy

Students earning their MPH Online must exhibit civil behavior in all virtual (and in-person) interactions, including but not limited to the following:

- Email: When communicating via email, consider each message a professional interaction. Address your professor and fellow students by their formal title, i.e. Professor or Dr.; use an informative subject header; check the message for proper grammar and spelling; and keep the tone

respectful.¹

- Discussion boards: As with email communications, maintain a respectful tone towards one another, the subject matter, and populations that you are discussing. This includes using people first language² and avoiding slang. Also ensure that discussion board posts are grammatically sound and cite secondary sources per the plagiarism policy.
- WebEx/live video: During synchronous class sessions, conduct yourself as you would in a classroom. Students are expected to keep their video cameras on throughout class sessions. Please mute your microphone when not speaking in order to minimize background noise, and use WebEx tools to raise your hand or ask a question. Dress appropriately and avoid eating and other distracting activities while on video camera.

Plagiarism Policy

The Department of Health Services Administration & Policy takes plagiarism very seriously, and violators will face serious consequences. According to the University *Student Code of Conduct*, students must not commit, attempt to commit, aid, encourage, facilitate, or solicit the commission of academic dishonesty and impropriety including plagiarism, academic cheating, and selling lecture notes or other information provided by an instructor without the instructor's authorization. Violations may result in failing the assignment, failing the course, or other sanctions as enumerated in the *Student Code of Conduct*.

Department and program faculty members regularly use SafeAssign, software linked through Canvas that evaluates student products for plagiarism. A faculty member who suspects that a paper has been plagiarized will present the paper (without any student identification) along with supporting evidence of plagiarism to another departmental faculty member. That faculty member will review the paper and evidence. If the second reader concurs that there is sufficient evidence of plagiarism, the student will be presented with the evidence and ask to respond. The faculty member then has a choice of disciplinary action including reporting the student to the UDC for action.

To avoid “accidentally” plagiarizing, it is your responsibility to familiarize yourself

¹ Adapted from <http://web.wellesley.edu/SocialComputing/Netiquette/netiquetteprofessor.html>

² See more about people first language here:

https://www.cdc.gov/ncbddd/disabilityandhealth/pdf/disabilityposter_photos.pdf

with the Publication Manual of the American Psychological Association, 6th ed. and the American Medical Association Manual of Style, 10th ed., copies of which are held in the University Library. These are the required writing style for all work in the Health Services Administration & Policy Department. This manual clearly explains the approved methods for documenting sources in text and in references, as well as writing style, grammar, punctuation, and other important writing tips. Additional writing help can be obtained through the Writing Center. Being unaware of correct citation methods is not a valid excuse for plagiarizing.

Other Policies

For other College, Graduate School and University Policies (e.g., Student Rights, Code of Conduct, Disciplinary Procedures, Appeals) you can consult the online *Graduate Bulletin*, the *College's Graduate Student Handbook* and <http://policies.temple.edu>.

Professional Information

Graduate Student Association

Historically, students in the former Department of Public Health organized a graduate student organization. This organization continues among the students in the College of Public Health's Departments of Health Services Administration & Policy, Social and Behavioral Sciences, and Epidemiology and Biostatistics. The purpose of this organization is to represent and advocate the interests of graduate students at Temple University enrolled in Public Health-related programs, to provide a forum for open discussion of matters affecting this community, and to provide financial and organizational support for social and service learning events within the community.

CONTACT INFORMATION FOR GSC LEADERSHIP:

Cynthia Román-Cabrera: cynthia.roman-cabrera@temple.edu

Elizabeth Chagnon: elizabeth.chagnon@temple.edu

Financial Assistance

More in-depth information on financial support for graduate students is on the

Graduate School website at: <http://www.temple.edu/grad/finances/index.htm>.

Teaching and Research Assistantships

A limited number of teaching and research assistantships are available in the Department of Health Services Administration & Policy. Preference for these positions are given to doctoral level students based on the expectations in doctoral programs. The *Graduate Bulletin* details levels of support, benefits, and terms and conditions of these types of graduate student support. Assistantships are awarded on a semester or annual basis. Full-time TAs are required to work 20 hours per week in any combination of teaching assignments made by the department. Full-time research assistants work on assignments determined by their supervisor(s). Students who hold teaching or research assistantships are not permitted to hold other employment without the written prior approval of their advisor, the program director, and the dean of the Graduate School. See Graduate School forms for the petition titled Graduate Student Request for Other Employment.

Student Resources

Academic Advising

The Senior Graduate Advisor, Ms. Theresa White, is the advisor for all incoming and existing masters-level graduate students. She should be consulted as needed. Students are required to obtain written approval for advanced standing or transfer credits, course waivers, electives, leaves of absence, or other graduate actions. It is your responsibility to schedule appointments with Ms. White at least once during each academic year, more often if needed. As needed, Ms. White may refer you to additional faculty resources based on your research and professional interests.

Graduate Student Advising—Main Campus

Theresa White MSW, MPH

Ritter Annex 911

1301 Cecil B. Moore Ave.

Philadelphia, PA 19122

215-204-5105; theresawhite@temple.edu

COLLEGE OF PUBLIC HEALTH AFFILIATED PRACTICE AND RESEARCH CENTERS

Center for Obesity Research and Education (CORE)

Director: David Sarwer, PhD
Website: [Center for Obesity Research and Education](#)
Phone: 215-707-8633
Address: Temple University School of Medicine;
3223 N. Broad St.
Philadelphia, PA 19140

Health Behavior Research Clinic (HBRC)

Director: Bradley Collins, PhD
Website: [Health Behavior Research Clinic](#)
Phone: 215-204-2849
Address: Ritter Annex 953
1301 Cecil B. Moore Ave.
Philadelphia, PA 19122

Health Disparities Research Lab

Director: Heather M. Gardiner, PhD, MPH
Phone: 215-204-8330
Address: Ritter Annex 956
1301 Cecil B. Moore Ave.
Philadelphia, PA 19122

Risk Communication Laboratory (RCL)

Director: Sarah B. Bass, PhD, MPH
Website: [Risk Communication Laboratory](#)
Phone: 215-204-8330
Address: Ritter Annex 956
1301 Cecil B. Moore Ave.
Philadelphia, PA 19122

Social and Behavioral Health Interventions Lab (SBHI)

Director: Stephen Lepore, PhD
Website: [Social and Behavioral Health Interventions Lab](#)
Phone: 215-204-0315
Address: Ritter Annex 965

1301 Cecil B. Moore Ave. Philadelphia, PA 19122

Important University Websites

You are expected to familiarize yourself with the online information sources listed below and elsewhere in this handbook. They will provide you with the most current information on policies, procedures, and deadlines that govern your graduate studies.

Student Communication, Records, Registration, and Personal Information

Blackboard: <https://templeu.instructure.com/>

TUmail: <https://tumail.temple.edu/>

TUportal (used to access Self-Service Banner): <https://tuportal4.temple.edu/cp/home/displaylogin>

Department Website: Health Services Administration & Policy Department
<https://cph.temple.edu/healthadminpolicy/home>

College of Public Health Information (homepage): <http://cph.temple.edu/>

Graduate School Information: Academic Calendar
<http://www.temple.edu/registrar/documents/calendars/>

Graduate School Homepage: <http://www.temple.edu/grad/>

Listing of Approved Graduate Faculty: <http://www.temple.edu/grad/faculty/index.htm#m>

Graduate Bulletin: <http://bulletin.temple.edu/grad/>

Graduate School Policies and Procedures: <http://www.temple.edu/grad/policies/index.htm>

Graduate Forms: <http://www.temple.edu/grad/forms/index.htm>

Graduate Program Descriptions and Course Descriptions: <http://bulletin.temple.edu/graduate/scd/>

Tuition, Fees, Fellowships, Assistantships: http://www.temple.edu/grad/admissions/tuition_fees.htm
<http://www.temple.edu/grad/finances/index.htm>

International Student Resources International Student Scholar Services: <http://www.temple.edu/iss/>

Intensive English Language Program: <http://www.temple.edu/provost/international/ielp/>

Academic Resources

The Writing Center: Graduate Student Resources

<http://www.temple.edu/writingctr/support-for-writers/graduate-students-faculty.asp>

College of Public Health: Biostatistics Research Support Center

<http://cph.temple.edu/epibio/research/biostatistics-support-center>

Research Databases, Reference Tools, and Media (Paley Library)

<http://guides.temple.edu/public-health-guide>

Teaching and Learning Center: Resources for TAs: <http://tlc.temple.edu/>

Links of Interest (Housing, Social, Wellness Resources)

Tuttleman Counseling Services: <http://www.temple.edu/studentaffairs/counseling/>

Student Health Services: <http://www.temple.edu/studenthealth/>

Temple University Graduate Student Association (TUGSA): <http://tugsa.org/>

Health and Wellness: <http://www.temple.edu/life-at-temple/health-and-wellness>

Housing and Dining: <http://www.temple.edu/life-at-temple/housing-and-dining>

Additional Resources

City Life: <http://www.temple.edu/life-at-temple/city-life>

Arts and Culture: <http://www.temple.edu/life-at-temple/arts-and-culture>

Faculty and Staff Services: <http://www.temple.edu/faculty-and-staff/campus-services>