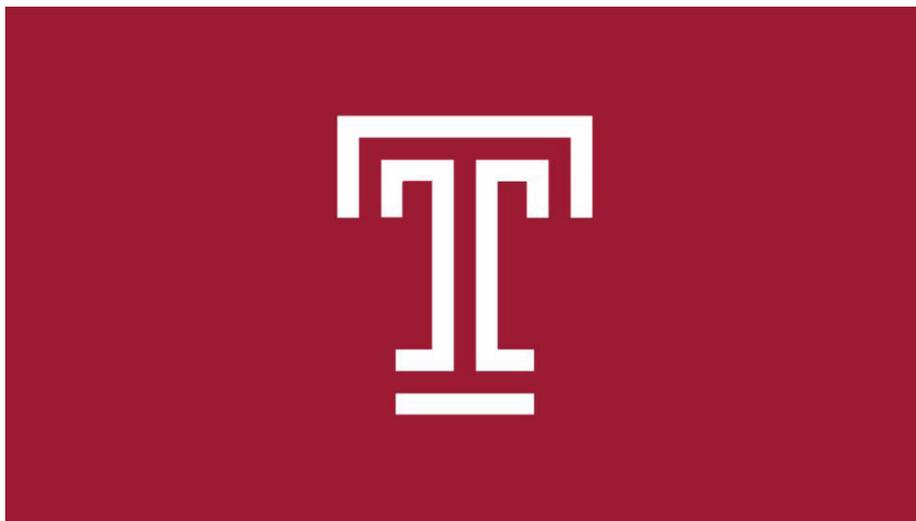


TEMPLE
UNIVERSITY

College of Public Health

**Master of Public Health
Social & Behavioral Sciences
Online Program
HANDBOOK**



**Department of
Social and Behavioral Sciences**

2017–2018

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PROGRAM DESCRIPTION AND MISSION

Welcome to the Program: a message from Dr. Bradley Collins, Director of Graduate Studies

Dear Graduate Students, welcome to the online MPH program in Social and Behavioral Sciences and congratulations for taking this step toward your next academic milestone! Your decision to capitalize on the expanding online training environment and extend your training in social and behavioral sciences coincides with an exciting time in public health. Through online coursework and practicum placements, you will experience the breadth of public health while increasing knowledge in your specific area of interest. Disciplined work in our program will help you develop valuable skills in methods, theory-framed critical thinking and problem solving – skills needed to effectively assess and address behavioral, social, cultural and systems influences on individual and population health.

As part of our commitment to education and training, our highly experienced on-campus course instructors construct and teach our online courses. Our instructors are experts in their respective areas of expertise and many are nationally recognized and award winning teachers and researchers. Importantly, our online instructors are dedicated to the MPH program mission to train students to excel in public health practice. By achieving this mission, our students demonstrate industriousness and mastery of program competencies and personify the values of experiential learning, collaboration and commitment to evidence-based public health practice.

The quality of students' MPH program experience relates closely to the professional relationships they develop with faculty, fellow students and fieldwork supervisors. Because students and faculty come from a variety of professional backgrounds, you will enhance your transdisciplinary experience by working and socializing with others in the College. You can foster positive working relationships by maintaining professionalism and ethical standards, remaining fully engaged in your training and professional development, and by routinely sustaining supportive, bi-directional communication with faculty and students in the program.

We are excited you joined our program. Be curious, disciplined and social - a process I trust will result in a rewarding experience. Best wishes for success!

Sincerely,



Bradley N. Collins, Ph.D.

Professor & Director of Graduate Studies

Welcome to the Online MPH: a message from Dr. Anne Frankel, Online Program Coordinator

Dear Online MPH students,

Welcome to Temple University, and congratulations on taking this step towards your next career milestone!

As an online student, you are continuing Temple University's long tradition of serving students in a manner that accommodates the schedule of their work and life. Temple University was founded by Russell Conwell in 1884 as a night school that tutored working citizens in Philadelphia. These "night owl" students gave rise to our mascot, the Temple Owls. We now have almost 40,000 current Owls and more than 300,000 alumni across the county and world.

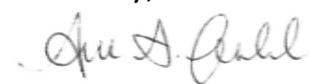
The purpose of this handbook is to familiarize you with the background, structure, and policies of your new academic home, the Department of Social and Behavioral Sciences. As online students, there are a few sections that you should pay particular attention to: contact information for support faculty and staff in the department; technology recommendations and requirements; and online etiquette expectations.

Our promise to you, as the faculty and staff of the Department of Social and Behavioral Sciences, is to guide and support you during this academic journey. That means creating and curating strong instructional materials, providing clear expectations for success, being responsive to inquiries, and connecting you with the public health community both in Philadelphia and in your geographic location.

Your charge, as new and returning graduate students, is to grasp every educational opportunity offered during your years in Temple's online MPH program. This includes fully investing yourself in your coursework, writing, and presenting. It means participating in professional development workshops, utilizing Temple's phenomenal library and career services, and connecting with your fellow students that are studying both online and on campus in Philadelphia. It means becoming part of the Temple Owl alumni network that carries our mission across the world.

We are so excited to have you here, and we'll see you online.

Sincerely,



Anne S. Frankel, Ph.D.

Assistant Professor of Instruction and MPH Online Program Coordinator

Overview of the Master of Public Health (MPH) in Social and Behavioral Sciences Program

Temple University's Master of Public Health (MPH) was originally housed in the Department of Public Health in Temple University's College of Health Professions. This MPH program was one of the first fully accredited programs by the Council on Education for Public Health (CEPH) in the country and Delaware Valley that was located outside of a school of public health. When the College reorganized in 2015 to become the College of Public Health, the Department of Social and Behavioral Sciences was founded and the new MPH Program in Social and Behavioral Sciences was accredited. Prior to 2015, the original Department of Public Health had been training health professionals for over 30 years and developed a strong reputation in the field of public health locally and beyond. The Department of Social and Behavioral Sciences and its graduate programs build on that reputation.

The MPH in Social and Behavioral Sciences is a terminal, professional degree that prepares students to design, implement and evaluate interventions directed toward identified public health problems in communities. This program aims to prepare public health practitioners to identify and assess the needs of populations; plan, implement, and evaluate programs to address those needs; and ensure that the needs of diverse populations are met to improve their overall health status. As defined by CEPH, our MPH curriculum provides instruction that promotes competencies across five core areas of public health: social and behavioral sciences, environmental health, epidemiology, biostatistics, and health administration. Also, the program fosters development of professional public health values, concepts, and ethical practice. Recent and frequent alumni placements have included faculty and administrative appointments in academia across the nation and positions in national and local agencies such as the NIH, Fox Chase Cancer Center, Health Promotion Council, Maternity Care Coalition, Public Health Management Corporation, and departments of health across the country.

The U.S. Department of Labor projects health-related disciplines will grow rapidly in the 21st century. This growth is expected because of globalization, the aging of the population, ongoing public health crises (e.g., substance abuse and addiction, obesity,) cost-containment efforts in medical care, the occurrence of new infectious diseases, emerging bioterrorism threats, the demonstrated value of disease prevention through environmental and behavioral changes. These initiatives continue to expand across specialties related to addiction treatment, healthy

lifestyles promotion, injury and violence prevention, health communication and decision making, and behavioral interventions in disease prevention and management across the spectrum of health conditions. Our department and its programs are positioned to take advantage of these growth trends because of our emphasis on disease prevention and health promotion through research and interventions that target individuals and communities. We are also dedicated to addressing health disparities: improving the health and quality of life of individuals in groups who are at greatest risk for chronic and debilitating health problems.

Introduction to the Handbook

This *Graduate Handbook* provides information on advising, faculty, and the specific requirements, policies, and procedures governing the Master of Public Health in Social and Behavioral Sciences. 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 Graduate Studies Blackboard site. You can log into the Blackboard site through the TUportal home webpage. Further information is available from the Director of Graduate Studies, Dr. Bradley Collins (collinsb@temple.edu); the MPH Online Program Coordinator, Dr. Anne Frankel (anne.frankel@temple.edu); the Senior Graduate Program Advisor, Theresa White (theresawhite@temple.edu); and the Academic Coordinator, Ms Joyce Hankins (joyce.hankins@temple.edu). our Contact Department Coordinator, Christyna Witmer (christyna.witmer@temple.edu) with questions about your teaching assistantship (TA) or research assistantship (RA).

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 to your advisor, 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 Social and Behavioral Sciences. 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

Mission statement and welcome message: Dr. Stephen Lepore, Chair

Dear Graduate Students, this is an exciting time to be joining the College of Public Health (CPH) at Temple University. We are experiencing unprecedented growth in our graduate programs and research. Over the next few years, the college will expand its footprint and add 50 faculty members across the 9 public health and health-related professions departments. In 2014, Dean Laura A. Siminoff, an eminent public health social scientist, joined the college. Under her leadership, CPH has successfully engaged in a realignment of interdisciplinary research and academic programming.

I am proud to be the department's Founding Chair. The department was carved out of the former Department of Public Health, and it is a vital part of the growth of CPH. The department houses the undergraduate Public Health major, the largest Master of Public Health concentration, a new online MPH program in Social and Behavioral Sciences, and the largest Public Health PhD Program in the college. The staff members are energetic, welcoming and highly committed to students' success. Our faculty body consists of highly experienced and devoted educators and world-class scholars, who continually strive to bring innovative methods to their teaching, research, and community- and clinic-based health interventions. Most importantly, we care deeply about your professional, intellectual, and personal development as you pursue your advanced degree.

Our department mission is to promote healthy communities and train professionals and scholars who will excel in public health practice and research. We are committed to creating, testing, and disseminating innovative social and behavioral health promotion and intervention programs that effectively address the unmet health needs of vulnerable and underserved populations. Our mission is achieved by leading and engaging in public health education, research, and service efforts, often in collaboration with community partners. We invite each of you to join us in this mission as you develop into public health professionals and scholars.

Because Temple University is located in the heart of a dynamic urban community, there are endless opportunities for engaging with the community and promoting public health. Our students often work closely with researchers to engage in cutting-edge studies designed to understand and improve the health of diverse populations throughout Philadelphia who suffer from a wide range of acute and

chronic illnesses as a result of untoward social conditions or behaviors such as smoking, sedentary behavior, or unhealthy diets. This research is often conducted in partnership with health care providers and public and community health agencies in Philadelphia. As students, you will learn about the theory that drives public health research, become familiar with evidence-based public-health interventions, and develop skills for designing, implementing, and assessing programs to address community health problems. In addition, you will be involved in public health outreach and practice, sometimes by volunteering, but often in the context of an internship or paid job in a community-based public health agency or health care practice.

I hope that you all will use your time at Temple to learn as much as you can about how to make a difference in the health of diverse populations and engage intensely and frequently with your teachers, peers, and the community around you to translate your knowledge and skills into action.

Sincerely yours,

A handwritten signature in black ink that reads "Stephen Lepore". The signature is written in a cursive style with a long, sweeping underline.

Stephen "Steve" Lepore, PhD
Professor & Founding Chair

DEPARTMENT AND PROGRAM ADMINISTRATION

Mailing Address

Ritter Annex, 9th Floor
1301 Cecil B. Moore Ave.
Philadelphia, PA 19122

Program Administration

Ritter Annex, 9th Floor
1301 Cecil B. Moore Ave.
Philadelphia, PA 19122

SBS Program Graduate Administration

Administrator	Name	E-mail	Phone (215)
Department Chairperson	Dr. Stephen Lepore	slepore@temple.edu	204-5112
Director of Graduate Studies	Dr. Bradley Collins	collinsb@temple.edu	204-2849
Online MPH Program Coordinator	Dr. Anne Frankel	anne.frankel@temple.edu	204-9117
Senior Graduate Program and Admissions Advisor	Theresa White MSW, MPH	theresawhite@temple.edu	204-5105
Fieldwork Coordinator	Leslie Daniels, MSW	leslie.daniels@temple.edu	204-9166
Academic Coordinator	Ms. Joyce Hankins	joyce.hankins@temple.edu	204-7213
Departmental Coordinator	Ms. Christyna Witmer	christyna.witmer@temple.edu	204-8726

Faculty

Faculty members in the Department of Social and Behavioral Sciences have national reputations in research and teaching. Many have received honors and awards. Faculty research provides students opportunities to apply for internships, assistantships and volunteer experiences. Faculty hold degrees and certifications required by accrediting and credentialing bodies. See their webpages provide for details about their research.

Faculty	Name (press control key and click on name for faculty webpage)	E-mail	Phone (215) Office
Department Chairperson	Dr. Stephen Lepore	stephen.lepore@temple.edu	204-5112 Ritter Annex 957
Assistant Professor	Dr. Susanna Anderson	susanna.anderson@temple.edu	TBD
Associate Professor	Dr. Sarah Bass	sbass@temple.edu	204-5110 Ritter Annex 951
Assistant Professor	Dr. Marissa Cloutier	marissa.cloutier@temple.edu	204-1166 Ritter Annex 961
Professor	Dr. Bradley Collins	collinsb@temple.edu	204-2849 Ritter Annex 933
Assistant Professor	Dr. Deirdre Dingman	deirdre.dingman@temple.edu	204- Ritter Annex 964
Professor	Dr. Jennifer Orlet Fisher	jennie.fisher@temple.edu	707-8633 3223 N. Broad St., Rm. 215
Assistant Professor	Dr. Anne Frankel	anne.frankel@temple.edu	204-9117 Ritter Annex 953
Associate Professor	Dr. Chantelle Hart	chantelle.hart@temple.edu	707-8639 3223 N. Broad St., Rm 175
Associate Professor	Dr. Stefan Keller	stefan.keller@temple.edu	204-1693 Ritter Annex 963
Assistant Professor	Dr. Carolyn Parks	carolyn.parks@temple.edu	TBD

Assistant Professor	Michelle Scarpulla	michelle.scarpulla@temple	204-9113 Ritter Annex 904
Associate Dean, Professor	Dr. David Sarwer	david.sarwer@temple.edu	707-8633 3223 N. Broad St., Ste. 175
Dean, Professor	Dr. Laura Simonoff	lasiminoff@temple.edu	204-8624 1700 N. Broad St., Ste. 202B
Associate Professor	Dr. Heather M. Traino	trainohm@temple.edu	204-8330 Ritter Annex 955
Assistant Professor	Dr. Sharon Washington	sharon.washington@temple.edu	204-7535 Ritter Annex 970
Undergraduate Program Director	Caitlin Wolak	caite.wolak@temple.edu	204-9111 Ritter Annex 957

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

CURRICULUM REQUIREMENTS

As defined by CEPH, our MPH curriculum provides instruction that promotes competencies across five core areas of public health: social and behavioral sciences, environmental health, epidemiology, biostatistics, and health administration. MPH students must receive a minimum of B- or better in all six 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 online degree can be completed in three years (with summer classes), and the total credit requirement for each MPH concentration is 45 credits including the following:

Course Requirements

<u>Core Courses</u>		
ENVH 5103	Environmental Health	3
EPBI 5002	Biostatistics	3
EPBI 5101	Fundamentals of Epidemiology	3
or EPBI 5201	Epidemiological Research Methods I	
HPM 5006	Political and Economic Aspects of Health	3
HPM 8112	Public Health Program Evaluation	3
HRPR 5001	Current and Emerging Issues in Public Health and Health Professions	0
SBS 5001	Fundamentals of Public Health	3
SBS 5102	Theoretical Foundations of Health Behavior	3
SBS 8105	Health Communication	3
or SBS 5009	Risk Communication and Public Health	
SBS 8111	Public Health Program Planning	3
<u>Specialty (SBS) Elective (select one of the following)</u>		3
SBS 8004	Understanding Stress and Change (3)	
SBS 8009	Health Psychology (3)	
<u>Additional Electives (examples)</u>		9
SBS 8005	Health Promotion in Vulnerable Populations (3)	
SBS 8006	Addictions and Dependencies (3)	

SBS 8018	Obesity: From Genes to Junk Food (3)	
<u>MPH Fieldwork Experience</u>		6
SBS 9289	MPH Fieldwork I	3
SBS 9389	MPH Fieldwork II	3
TOTAL CREDIT HOURS		45

Three Credit SBS-Specific Elective + 9 Credits of Additional Electives – The MPH curriculum provides 1 SBS-specific elective course plus 3 additional elective courses to craft an area of expertise that fits students’ career goals. At least one “additional” elective course must be taken in the Department (SBS); two may be taken outside the department with approval of the MPH advisor. Exceptions are possible with approval from the Director. Course descriptions can be found in the *Graduate Bulletin*.

More on the MPH Culminating Experience – Fieldwork Practicum

The MPH fieldwork practicum is 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 MPH degree. It is the capstone experience of the program and takes place across two sequential 3-credit courses during the student’s final year in the program. The fieldwork practicum requires a student to synthesize and integrate the knowledge acquired in coursework and other learning experiences and to apply theory and principles in a placement that approximates some aspect of professional practice. The internship or practicum experience occurs in a public health agency or under the supervision of a faculty preceptor and occurs in conjunction with two semester courses (SBS 9289 and 9389) taught by department faculty.

The Practice Office Director (Fieldwork Coordinator), Leslie Daniels (leslie.daniels@temple.edu) maintains a database of potential agencies in the Philadelphia area where a student can conduct fieldwork. Agencies outside of the Philadelphia geographic area are established through conversations between Ms. Daniels and students residing in those geographic areas, as well as through professional organizations and affiliations. 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 SBS fieldwork include epidemiology, biostatistics, fundamentals of public health, theoretical foundations of health behavior, and program planning. Students should refer to the MPH Fieldwork Manual and consult with the Fieldwork Coordinator for detailed information regarding all of the requirements for fieldwork.

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 class meetings and report writing. Students also complete a comprehensive culminating experience report in which they demonstrate achievement of public health core and concentration 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 MPH fieldwork practicum experience, therefore, is integrated into the culminating experience requirement.

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 social and behavioral 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. A dual degree MSW-MPH is available online.

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. Students interested in a dual degree program must apply separately but simultaneously to the MPH and MSW programs at Temple University. 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;
- meeting with your advisor at least once per semester and keeping copies of advising documents;
- 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 Blackboard 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. Theresa White, Senior Graduate Advisor (theresawhite@temple.edu). 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, petitions to switch concentrations, 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

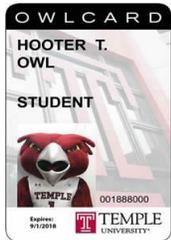
The Office of the Bursar website provides information on tuition rates and registration fees for the current and coming academic year:
<http://www.temple.edu/bursar/about/tuitionrates.htm>.

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 Social and Behavioral Sciences 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.

Advanced Standing

MPH candidates with a BS in Public Health from Temple University who have successfully completed PBHL 3496, Introduction to Community Health, with a grade of B or better are allowed to substitute an elective course for SBS 8111, Public Health Program Planning, in the MPH program. The additional elective is chosen with the help of the MPH Senior Graduate Advisor. Students who have graduated with a B.A. or B.S. in Public Health from any CEPH-accredited school or program can make a written request to the Senior Graduate Program Advisor to substitute electives for SBS 8111. They must demonstrate with a syllabus and transcript that they have taken a course equivalent to PBHL 3496 with a grade of B or better.

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 SBS 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 in the Department of Social and Behavioral Sciences 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

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

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 Social and Behavioral Sciences 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 Blackboard 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 asked 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 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

² See more about people first language here:
https://www.cdc.gov/ncbddd/disabilityandhealth/pdf/disabilityposter_photos.pdf

in the Social and Behavioral Sciences 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

Societies

Faculty and students belong to a number of professional societies. Many of these societies hold annual scientific conferences at which faculty and students can submit abstracts for peer review to be considered for presentation at the conference. Associations also may provide members with routinely distributed peer reviewed publications (for a fee). The variety of societies and professional associations are wide ranging – reflective of the breadth of expertise among faculty in the Department. Below is a short list of organizations in which our department faculty are members, along with the websites to learn more about membership fees and conference schedules.

American Public Health Association (APHA)	apha.org
Associated Professional Sleep Societies (APSS)	sleepmeeting.org
American Society of Preventive Oncology (ASPO)	aspo.org
Obesity Society	obesity.org
Society of Behavioral Medicine (SBM)	sbm.org
Society for Public Health Education (SOPHE)	sophe.org
Society for Research on Nicotine and Tobacco	srnt.org

Student Organizations

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 Social and Behavioral Sciences, Health Services Administration and Policy, 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:

President: Christyna Witmer, cwitmer@temple.edu

Vice President: Alison Hunt-Johnson, alison.hunt-johnson@temple.edu

Secretary & Communications Chair: Grace DeCost, grace.decost@temple.edu

FINANCIAL ASSISTANCE

More in-depth information on financial support for graduate students is detailed 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 Social and Behavioral Sciences. Preference for these positions are given to doctoral level students based on the expectations in doctoral programs. Teaching and Research Assistantships are not currently available for online students. The *Graduate Bulletin* details levels of support, benefits, and the terms and conditions of these types of graduate student support. Assistantships are awarded on a semester or annual basis. Full-time teaching assistants 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

MPH Dual Degree Advisors

Dual Degree	Advisor	E-mail	Phone (215)
MSW-MPH	Dr. Karin Erych-Garg	kgarg@temple.edu	204-1217

Internet and Computer Access and Study Space

The department maintains a student resource room with access to computers, internet and software to support coursework and projects. Students are welcome to study in the resource room. The room number of the resource room is RA-924. There is also study space available in the lobby and elevator area on the 9th floor of Ritter Annex that is regularly used by students.

For online study groups, all students have access to a Personal Room in WebEx

that can be used for pair or group discussions, video, and document sharing. To find your Personal Room, log in to webex.temple.edu. The standing link for a Personal Room can be found under “More ways to join”, or invite fellow students to join by entering the room and using the “Invite and Remind” button to enter email addresses.

Department and 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. Traino, 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://blackboard.temple.edu/webapps/login/>

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

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

Department Website: Social and Behavioral Sciences Department
<http://cph.temple.edu/socialbehavioral/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>

Research, Dissertation & Thesis Handbook and Defense Information

<http://www.temple.edu/dissertationhandbook/index.htm>

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>

APPENDIX

Online MPH Advising Sheet

Student Name:

Date:

MPH CORE COURSES (18 credits)

	Credits	Planned	Completed
SBS 5001 Fundamentals of Public Health	3		
SBS 5102 Theory of Health Behavior	3		
EPIBIO 5002 Biostatistics	3		
EPIBIO 5101 Epidemiology	3		
HPM 5006 Political and Economic Aspects of Health	3		
ENV 5103 Environmental Health	3		
HRPR 5001 Current and Emerging Issues on PH	0		

Social Behavioral Sciences (18 credits)

SBS 8111 Program Planning (pre req: PH 5101, 5002 and 5102 or equivalent)	3		
SBS 8112 Program Evaluation (pre req: PH 8111)	3		
SBS 8105 Health Communication or SBS 5009 Risk Communication and Public Health	3		
SBS 9289 Fieldwork 1 (pre req PH 8111)	3		
SBS 9389 Fieldwork 2 (pre req: PH9289, must be taken consecutively with Field I)	3		
Concentration Elective SBS 8004 Stress and Change	3		

Electives (9 credits)

	3		
	3		
	3		