Master of Public Health
Social & Behavioral Sciences
HANDBOOK

Department of
Social and Behavioral Sciences
2016–2017
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A MESSAGE FROM DR. STEPHEN LEPORE,
CHAIR OF THE DEPARTMENT OF SOCIAL AND BEHAVIORAL SCIENCES
DEPARTMENT MISSION

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 enrollment, graduate programs, and research. Over the next few years, the college will expand its footprint with a new building 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, and under her leadership, CPH is engaging in a realignment of interdisciplinary research and academic programming.

The Department of Social and Behavioral Sciences was founded in 2015, and I am proud to be its Founding Chair. The department was carved out of the former Department of Public Health, and it is a vital part of the transformation and growth of CPH. The department houses the undergraduate Public Health major, the largest Master of Public Health concentration, 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.

The mission of the Social and Behavioral Sciences Department 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 and exciting urban community, there are endless opportunities for engaging with the community and promoting public health. Students in our programs 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,

Stephen “Steve” Lepore, PhD, Professor & Founding Chair
Dear Graduate Students:

Congratulations for taking this step toward your next academic milestone! Your decision to expand your training in social and behavioral sciences coincides with an exciting time in public health. Through coursework, practicum placements, and extracurricular activities, you will experience the breadth of public health while expanding knowledge in your specific area(s) of interest. You will also be expected to develop valuable skills in methods, theory-framed critical thinking and problem solving. These skills will enable you to effectively assess and address behavioral, social, cultural and systems influences on individual and population health.

Successful MPH students demonstrate industriousness and mastery in coursework as well as the values of experiential learning, collaboration, and commitment to evidence-based public health practice. You are considered a professional in our department. Thus, it is important to stay informed by regularly checking department and college communications. I encourage you to take advantage of the professional development opportunities in the department and college (e.g., colloquium speakers, journal clubs, and seminars.) The more you extend your learning outside the classroom, the more you enable and sustain a dynamic learning community.

The quality of students’ MPH program experience is often tied to the quality of professional relationships formed in graduate school. It is in your best interest to get involved in departmental and college activities and to attend social functions to which students are invited. Because we have multiple degree programs with students from a variety of professional backgrounds, you will enhance your transdisciplinary experience by working and socializing with your fellow students. It is additionally important to foster positive working relationships and build a foundation of professional networks during your practicum training experiences.

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

Sincerely,

Bradley N. Collins, Ph.D.
Associate Professor and Director of Graduate Studies
INTRODUCTION

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 Senior Graduate Program Advisor, Theresa White (theresawhite@temple.edu); and the Academic Coordinator, Ms. Joyce Hankins (joyce.hankins@temple.edu). 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.

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 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.

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).

**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/](https://blackboard.temple.edu/webapps/login/)

TUmail: [https://tumail.temple.edu/](https://tumail.temple.edu/)

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

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/


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

SOCIAL AND BEHAVIORAL SCIENCES & PUBLIC HEALTH AT TEMPLE UNIVERSITY

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, cost-containment efforts in medical care, the demonstrated value of disease prevention through environmental and behavioral changes, and emerging bioterrorism threats. These initiatives continue to expand across specialties related to addiction, 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 is positioned to take advantage of these trends because of its 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. The department was founded in 2015 as part of the expansion from a Department of Public Health to the current College of Public Health. 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 builds on that reputation. 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 Philadelphia Department of Health.
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

DEPARTMENT AND GRADUATE PROGRAM ADMINISTRATION

Department Offices—Main Campus

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

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
## Graduate Administration

<table>
<thead>
<tr>
<th>Administrator</th>
<th>Name</th>
<th>E-mail</th>
<th>Phone (215)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department Chairperson</td>
<td>Dr. Stephen Lepore</td>
<td><a href="mailto:slepore@temple.edu">slepore@temple.edu</a></td>
<td>204-5112</td>
</tr>
<tr>
<td>Director of Graduate Studies</td>
<td>Dr. Bradley Collins</td>
<td><a href="mailto:collinsb@temple.edu">collinsb@temple.edu</a></td>
<td>204-2849</td>
</tr>
<tr>
<td>Senior Graduate Program and</td>
<td>Theresa White MSW, MPH</td>
<td><a href="mailto:theresawhite@temple.edu">theresawhite@temple.edu</a></td>
<td>204-5105</td>
</tr>
<tr>
<td>Admissions Advisor</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Academic Coordinator</td>
<td>Ms. Joyce Hankins</td>
<td><a href="mailto:joyce.hankins@temple.edu">joyce.hankins@temple.edu</a></td>
<td>204-7213</td>
</tr>
<tr>
<td>Departmental Coordinator</td>
<td>Ms. Christyna Witmer</td>
<td><a href="mailto:christyna.witmer@temple.edu">christyna.witmer@temple.edu</a></td>
<td>204-8726</td>
</tr>
</tbody>
</table>

## MPH Dual Degree Advisors

<table>
<thead>
<tr>
<th>Dual Degree</th>
<th>Advisor</th>
<th>E-mail</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>DO-MPH</td>
<td>Dr. Robert Cuzzolino</td>
<td><a href="mailto:bob@pcom.edu">bob@pcom.edu</a></td>
<td>215-871-6770</td>
</tr>
<tr>
<td>MD-MPH</td>
<td>Gerald Sterling</td>
<td><a href="mailto:ghsterli@temple.edu">ghsterli@temple.edu</a></td>
<td>215-707-7846</td>
</tr>
<tr>
<td>MSW-MPH</td>
<td>Dr. Karin Erych-Garg</td>
<td><a href="mailto:kgarg@temple.edu">kgarg@temple.edu</a></td>
<td>215-204-1217</td>
</tr>
<tr>
<td>DMD-MPH</td>
<td>Dr. Marisol Tellez Merchan</td>
<td><a href="mailto:marisol@temple.edu">marisol@temple.edu</a></td>
<td>215-707-1773</td>
</tr>
<tr>
<td>DPM-MPH</td>
<td>Dr. Samuel Spadone</td>
<td><a href="mailto:samuel.spadone@temple.edu">samuel.spadone@temple.edu</a></td>
<td>215-625-5239</td>
</tr>
<tr>
<td>JD-MPH</td>
<td>William Wertheimer</td>
<td><a href="mailto:william.wertheimer@temple.edu">william.wertheimer@temple.edu</a></td>
<td>215-204-1850</td>
</tr>
</tbody>
</table>
College of Public Health Dean’s Office

<table>
<thead>
<tr>
<th>Title</th>
<th>Name</th>
<th>Telephone (215)</th>
<th>E-Mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dean</td>
<td>Dr. Laura Siminoff</td>
<td>204-8624</td>
<td><a href="mailto:lasiminoff@temple.edu">lasiminoff@temple.edu</a></td>
</tr>
<tr>
<td>Assistant to the Dean</td>
<td>Ms. Natasha De Luna</td>
<td>204-8624</td>
<td><a href="mailto:natasha.deluna@temple.edu">natasha.deluna@temple.edu</a></td>
</tr>
<tr>
<td>Associate Dean for Academic Affairs</td>
<td>Dr. Jennifer Ibrahim</td>
<td>204-9657</td>
<td><a href="mailto:ibrahim@temple.edu">ibrahim@temple.edu</a></td>
</tr>
</tbody>
</table>

**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.

<table>
<thead>
<tr>
<th>Faculty</th>
<th>Name (press control key and click on name for faculty webpage)</th>
<th>E-mail</th>
<th>Telephone (215)/Office</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department Chairperson</td>
<td>Dr. Stephen Lepore</td>
<td><a href="mailto:stephen.lepore@temple.edu">stephen.lepore@temple.edu</a></td>
<td>204-5112 Ritter Annex 957</td>
</tr>
<tr>
<td>Associate Professor</td>
<td>Dr. Sarah Bass</td>
<td><a href="mailto:sbass@temple.edu">sbass@temple.edu</a></td>
<td>204-5110 Ritter Annex 951</td>
</tr>
<tr>
<td>Assistant Professor</td>
<td>Dr. Marissa Cloutier</td>
<td><a href="mailto:marissa.cloutier@temple.edu">marissa.cloutier@temple.edu</a></td>
<td>204-1166 Ritter Annex 961</td>
</tr>
<tr>
<td>Associate Professor</td>
<td>Dr. Bradley Collins</td>
<td><a href="mailto:collinsb@temple.edu">collinsb@temple.edu</a></td>
<td>204-2849 Ritter Annex 949</td>
</tr>
<tr>
<td>Assistant Professor</td>
<td>Dr. Deirdre Dingman</td>
<td><a href="mailto:deirdre.dingman@temple.edu">deirdre.dingman@temple.edu</a></td>
<td>204- Ritter Annex 964</td>
</tr>
<tr>
<td>Associate Professor</td>
<td>Dr. Jennifer Orlet Fisher</td>
<td><a href="mailto:jennie.fisher@temple.edu">jennie.fisher@temple.edu</a></td>
<td>707-8633 3223 N. Broad St., Rm. 215</td>
</tr>
</tbody>
</table>
## 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.
**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, petitions to switch concentrations, or requests to reduce course load for one or more semesters.

**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.

**HOW TO REGISTER FOR COURSES**

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.

**REGISTRATION**

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 FOR GRADUATE STUDY

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.

GRADUATE SCHOOL POLICIES

The Graduate School provides downloadable versions of forms you must use to request graduate actions such as advanced standing and transfer credit, Leaves of Absence, and other common actions. More information on policies and forms is available in the Student Handbook. For direct web addresses see the list of important university websites above. To save time, bookmark these important links.

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.

ADDITIONAL RELEVANT POLICIES

Accessibility of IT: http://policies.temple.edu/PDF/261.pdf


Discrimination and Harassment: http://policies.temple.edu/PDF/221.pdf

Good Neighbor Policy: http://policies.temple.edu/PDF/142.pdf


Inventions and Patents: http://policies.temple.edu/PDF/159.pdf

Leave of Absence (Graduate): http://policies.temple.edu/PDF/340.pdf

Misconduct in Research and Creative Work: http://policies.temple.edu/PDF/12.pdf

Nondiscriminatory Policy as to Students: http://policies.temple.edu/PDF/38.pdf


Repeating a Course: http://policies.temple.edu/PDF/376.pdf


Sexual Misconduct Resources: http://sexualmisconduct.temple.edu/


Students Called to Active Military Service: http://policies.temple.edu/PDF/374.pdf

Student Conduct Code: http://policies.temple.edu/PDF/365.pdf

Student “Holds” and Service Restrictions: http://policies.temple.edu/PDF/133.pdf

Technology Usage: http://policies.temple.edu/PDF/84.pdf

STUDENTS’ RIGHTS AND RESPONSIBILITIES

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 (for direct web address see list above of important university websites). The application can be completed using Self-Service Banner.
DEADLINES FOR ACADEMIC YEAR 2016–2017

- Fall 2016/December 2016 graduation: October 1st
- Spring 2017/May 2017 graduation: May 18th
- Summer 2017/July 2017 graduation: February 1st

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.

UNIVERSITY STUDENT CODE OF CONDUCT

The Student Code of Conduct governs student behavior at the university. The code covers activities ranging from plagiarism to possession of dangerous drugs. If you violate this code, you can be brought before the University Disciplinary Committee. You should review code details by obtaining a copy of Student Rights, the Student Code of Conduct, and the Disciplinary Procedure at http://policies.temple.edu or in hard copy from the Office of the Dean of Students in the Student Center.

PLAGIARISM POLICY

According to the 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.
The Department of Social and Behavioral Sciences takes plagiarism very seriously, and violators will face serious consequences. 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 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 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 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.

**APPEALS**

You have the right to appeal negative decisions that affect your ability to complete a graduate program. Examples of such appeals include appeals of grades and appeals of the dismissal from a graduate program for failure to receive satisfactory grades, failure to pass qualifying examination within two attempts, or for failure to register continuously. Different committees or administrators, depending on the nature of the appeal, handle these various appeals. For details on Graduate School and CPH policies and procedures for appeals, consult the online *Graduate Bulletin* and the college *Graduate Student Handbook*.

**FINANCIAL AID AND GRADUATE STUDENT SUPPORT**

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](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. 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.

THE MASTER OF PUBLIC HEALTH (MPH) PROGRAM

Temple University’s Master of Public Health (MPH) 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.

MPH SOCIAL AND BEHAVIORAL SCIENCES DEGREE REQUIREMENTS

As defined by CEPH, the MPH curriculum provides instruction that promotes competency in 5 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. 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 degree can be completed in two years (that includes one summer), and the total credit requirement for each MPH concentration is 45 credits including:
18 Credits of Core Courses

*Social and Behavioral Scientific Foundations:*
HRPR 5001 Current and Emerging Issues in Public Health (0 credit)
SBS 5001 Fundamentals of Public Health
SBS 5102 Theories of Health Behavior

*Biostatistics and Epidemiology:*
EPIBIO 5002 Biostatistics
EPIBIO 5101 Epidemiology or EPIBIO 5201 Epi Research Methods I

*Health Policy and Management*
HPM 5006 Political and Economic Aspects of Health

*Environmental Health:*
ENVH 5103 Environmental Health

**Social and Behavioral Sciences Concentration Core (18 credits)**

12 Credits of Social and Behavioral Core
SBS 8111 Public Health Program Planning
HPM 8112 Program Evaluation
SBS 8105 Health Communication *or* SBS 5009 Risk Communication
Concentration elective: Choose at least one from
SBS 8009 Health Psychology, *or* EPIBIO 8011 Social Epidemiology, *or*
   SOC 8391 Medical Sociology

6 Credits of Fieldwork – The fieldwork practicum is the capstone experience of the
MPH educational program and takes place during the student’s final year in the
program. The fieldwork practicum is done over 2 courses:

SBS 9289 Fieldwork I
SBS 9389 Fieldwork II

9 Credits of Electives – The MPH curriculum allows for 3 elective courses that can
be used to craft an area of specialization that fits their particular career goals. At least
1 elective must be taken in the Department of Social and Behavioral Sciences; 2 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.*
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.

More about Concentration Courses

The MPH in Social and Behavioral Sciences prepare students for practice-oriented careers in health promotion, health counseling, and health education, with a focus on addressing the behavioral, social, and cultural factors related to individual and population health, as well as public health program development, implementation, and evaluation. To these ends, students take mandatory courses in program planning, program evaluation, and health or risk communication. Fieldwork is specifically designed for the SBS student to practice these skills in a professional context.
More about Electives

The MPH students in the Social and Behavioral Sciences concentration have a wide variety of electives from which to choose. Working closely with the Senior Graduate Program Advisor, students choose courses within the department, college, or university to meet their individualized educational goals. In some instances students may also receive approval to take a course outside of the university if no comparable course is offered. See the Graduate Bulletin for course offerings, and schedule an appointment to meet with your advisor for more information.

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 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.

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. 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.

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.

OVERVIEW OF MPH TRACK IN SOCIAL AND BEHAVIORAL SCIENCES

MPH Core Courses (18 credits)

<table>
<thead>
<tr>
<th>Course Description</th>
<th>Credits</th>
<th>Scheduled</th>
<th>Completed</th>
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</thead>
<tbody>
<tr>
<td>SBS 5001 Fundamentals of Public Health</td>
<td>3</td>
<td></td>
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<tr>
<td>SBS 5102 Theory of Health Behavior</td>
<td>3</td>
<td></td>
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<tr>
<td>EPIBIO 5002 Biostatistics</td>
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<tr>
<td>EPIBIO 5101 or 5102 Epidemiology</td>
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<tr>
<td>HPM 8003 Political and Economic Aspects of Public Health</td>
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<td>ENVH 5103 Environmental Health</td>
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<tr>
<td>HRPR 5001 Current and Emerging Issues in PH and HP</td>
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Social and Behavioral Sciences Concentration Core (18 credits)

<table>
<thead>
<tr>
<th>Course Description</th>
<th>Credits</th>
<th>Scheduled</th>
<th>Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>SBS 8111 Public Health Program Planning (prereq: EPIBIO 5101, 5002, and SBS 5102 or equivalent)</td>
<td>3</td>
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<td></td>
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<tr>
<td>HPM 8112 Program Evaluation (prereq: SBS 8111)</td>
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<tr>
<td>SBS 8105 Health Communication or SBS 5009 Risk Communication</td>
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<tr>
<td>SBS 9289 Fieldwork I (prereq: SBS 8111)</td>
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<tr>
<td>SBS 9389 Fieldwork II</td>
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</table>
Concentration Elective: Choose at least one from SBS 8009 Health Psychology; SBS 8004 Stress and Change; EPIBIO 8011 Social Epidemiology

Choose 3 electives from the List of Approved Electives (9 credits except dual degree students and students with transfer credits)

<table>
<thead>
<tr>
<th>Credits</th>
<th>Scheduled</th>
<th>Completed</th>
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<tbody>
<tr>
<td>3</td>
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THE MPH CULMINATING EXPERIENCE—FIELDWORK PRACTICE

CEPH requires an integrative capstone experience for all advanced public health degrees. The fieldwork component of the program provides opportunities for MPH students to work closely with community health agencies and research organizations to develop specific public health competencies. Students complete an in-depth fieldwork practicum in one of a wide range of approved agencies, and gain experience in applying the skill set acquired in the academic program.

A database of potential agencies where a student can conduct fieldwork is maintained by the Practice Office Director (Fieldwork Coordinator), Caite Wolak (caite.wolak@temple.edu). 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 report that illustrates 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.

A total of 252 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. The remaining hours are spent in monthly class meetings and report writing. Students complete a comprehensive culminating experience report in which they demonstrate achievement of public health core and concentration competencies.

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/culminating experiences before the placement or project begins. Course prerequisites for fieldwork include epidemiology, biostatistics, fundamentals of public health, theoretical foundations of health behavior, and program planning (for SBS students only). Students should refer to the MPH Fieldwork Manual and consult with the Fieldwork Coordinator for detailed information regarding all of the requirements for fieldwork.

**CERTIFICATE IN GLOBAL HEALTH**

The certificate in Global Health is designed for two different types of students: MPH students and graduate students outside the department, including any graduate student in CPH and any PhD student in the university. With course offerings ranging from environmental health to health policy to content specific areas of public health, the Global Health certificate provides the opportunity for transcripted documentation of proficiency in global health content. In addition, the course of study helps students demonstrate new competencies including the following abilities:

- Analyze the impact of global trends on public health-related problems and systems, including a focus on environmental justice and equity.
- Apply “systems thinking” for resolving organizational problems and building partnerships as well as considering underlying social and political factors.
- Identify the causes of social and behavioral factors that affect health of individuals and populations.
- Describe and discuss public health programs and strategies responsive to the diverse cultural values and traditions of the communities being served.
- Discuss the importance and characteristics of a sustainable diverse public health workforce, including the need for culturally appropriate community engagement and empowerment with diverse communities.

**Required Courses**

Students are required to enroll in a minimum of four approved courses for the Global Health certificate, including one required course (HRPR 5001, Current and Emerging
Issues in Public Health and Health Professions). For students already enrolled in the MPH program, in which Foundations is a required course for all students, the course “double-counts” for the Global Health Certificate.

GLOBAL HEALTH CERTIFICATE REQUIREMENTS

MPH Core Courses (3 credits)

<table>
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<tr>
<th>Course</th>
<th>Credits</th>
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<tr>
<td>SBS 5001 Fundamentals of Public Health</td>
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GHC Core (3 credits)

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<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>HPM 5008 Sem Int’l Health or ENVH 5013 Sem Global Environmental Health</td>
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GHC Electives (6 credits): choose 2 from

<table>
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<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>HPM 8014 Comparative Health Policy</td>
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<tr>
<td>HPM 5107 Complex Emergencies &amp; Forced Migration</td>
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<tr>
<td>HPM 8007 Sem in Maternal and Child Health</td>
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<tr>
<td>GUS 5075 Regional Development</td>
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<tr>
<td>NURS 5558 Local and Global Perspectives in Population Health</td>
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<tr>
<td>CRP 8257 Environmental Policy</td>
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<tr>
<td>GUS 8031 Critical Issues in Globalization, Sustainability, and Social Justice</td>
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<tr>
<td>GUS 8050 Environmental Seminar</td>
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<tr>
<td>SOC 9311 Immigration and Inequality</td>
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<tr>
<td>GUS 5021 International Urbanization</td>
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<td>SSWG 8831 Social Transformation</td>
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<td>POLS 8304 International Organizations</td>
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Current MPH students may follow their regular course of study and choose from the list of classes in approved Global Health courses for their elective options. In this way students could achieve Global Health competencies without compromising their concentration, extending time to complete the program, or incurring additional tuition costs.

For MS or PhD students interested in completing the Global Health Certificate, please meet with Theresa White to determine the appropriate course sequencing.