BCHS MPH
Student Handbook
2025-2026

Table of Contents

Welcome to BCHS!

This handbook is designed to help you navigate the MPH program. Consult it frequently!

Orientation

For students admitted in the fall, orientation begins when you meet with your academic advisor during the summer to register for the first time. In August, the school will hold orientation events the week before classes begin. At this orientation, students can "plunge" into Pitt Public Health with brief seminars, tours of campus and Pittsburgh, and meet faculty, staff, and continuing students in departmental break-out sessions. It's a fun way to get to meet friends and get to know Pittsburgh, Pitt Public Health, and BCHS.

Course of Study

BCHS master's students complete a set of school core courses, a set of departmental required courses, and a electives. The program is designed to be completed in four semesters of full-time study (Y1 Fall, Y1 Spring, Y2 Fall, and Y2 Spring), though with careful scheduling and full-time study, the degree can be finished in three semesters. Full-time study is considered to be 9-15 credits/semeter. Part-time students are also welcome! Work with your advisor to schedule core courses to fit into your schedule. Students cannot complete the MPH program without registering for some daytime courses.

You are responsible for knowing what you need to do to fulfill the requirements for the MPH program. We will support you in making course-related decisions by posting checklists and information online and by posting sequencing guidelines. But ultimately, the responsibility lies with you!

Pitt Public Health Core Courses

All students must fulfill the Pitt Public Health core requirements. You can waive school core courses if you took an equivalent graduate-level course before coming to PPH. However, note that waiving classes is up to the discretion of the core course instructor and that you are still responsible for fulfilling the credit hours. Waiver forms are available on the PPH Forms Page. The Appendix contains a checklist of required courses. (Joint degree students see the Joint Degree chapter.)

Schedule of PPH core classes

	CREDITS	Fall	SPRING	SUMMER
PUBHLT 2033 Foundations	1	X		
PUBHLT 2034 PHC	2	X	X	X
PUBHLT 2015 PH Bio	2	X		X
PUBHLT 2035 Applications	2	X	X	X
PUBHLT 2022 (X2) Ground Rounds	0	X	X	
BIOS 2011 Preferred for most	3		X	
BIOS 2041 w/strong stats background	3	X		
EPID 2110	3	X		X
EOH 2013	3	X	X	
HPM 2001	3	X	X	

BCHS Core Courses

All students must complete:
a) departmental core courses
b) Approved electives: you must choose at least six credits from an approved list of courses (see Appendix for checklist)
c) Additional electives: students choose electives courses to reach the minimum credits required for the degree. You can choose electives from departmental courses, other SPH departments, or across the University.
d) Practicum (BCHS 2503) (1-3 credits)
e) Essay/thesis (BCHS 2521) (1-3 credits) (Students are allowed to register for a maximum of 4 essay/thesis credits over the course of their studies.)

Schedule of BCHS core classes

COURSES	FALL I	SPRING I	FALL II	SPRING II
School Core	EPID 2110 (3) PUBHLT 2015 (2) PUBHLT 2033* (1) PUBHLT 2022	BIOST 2011 (3) PUBHLT 2022	PUBHLT 2034 (2) HPM 2001 (3)	PUBHLT 2035 (2) EOH 2013 (2)
BCHS Core & required electives	BCHS 2554 (3) BCHS 2525 (3) BCHS 2521 (3)	BCHS 2520 (1) BCHS 2992 (1) BCHS 2990 (1) BCHS 2503 (3) (3) credits approved elective	(3) credits approved elective	
Electives	Certificate students: Check required sequencing	(3) credits	(3+) credits	

Electives

In addition to the required courses listed above, you will choose graduate-level elective courses to meet the required minimum of 45 credits (joint programs may differ). Elective credits can enhance your knowledge in an academic or methodological area of interest and/or fulfill requirements for a certificate. You can take electives outside the department with the permission of your academic advisor. Instructor permission may also be required. If you have completed relevant graduate work elsewhere, you may complete the request for advanced standing credit with your advisor; final approval is given by the Office of Student Affairs. **A maximum of 6 credits can be transferred in.**

Independent Study

If you choose to register for independent study credits, identify a faculty member with whom you will work closely. You will design a course of study and oversee the work. You must complete the independent study form found on the Pitt Public Health Forms page. You will not be allowed to register for independent study credits without this paperwork. Upon completion of the agreed-upon work, you can request that the independent studies be renamed to reflect the content of the work completed. Paul Markgraf can issue you a permission number to register for an independent study and can also complete the name change form.

Suggested Course Sequencing

There are many ways to complete the program. One of the more common ways for students to complete the program is shown below. With careful scheduling, you can also complete the program in three semesters.

This is a suggested sequence only. You can generally take courses in the semester that works for your schedule, certificate requirements, and joint program guidelines. However, it is your responsibility to ensure courses will be offered in the timeline you need to graduate. NOTE: PUBHLT 2022 is not required for joint degree students.

	School Core	BCHS Core & Approved Electives	Electives
Y1 Fall	**EPID 2110** (3) **PUBHLT 2015** (2) **PUBHLT 2033*** (1) **PUBHLT 2022** (0)	**BCHS 2554** (3) **BCHS 2525**** (3)	Certificate students: Check required sequencing
Y1 Spring	**BIOST 2011** (3) **PUBHLT 2022** (0)	**BCHS 2520** (1) **BCHS 2992** (1) **BCHS 2990** (1) **BCHS 2521** (3) (3) credits Approved Elective	(3) credits elective
Y2 Fall	**PUBHLT 2034** (2) **HPM 2001** (3)	**BCHS 2503** (3) (3) credits Approved Elective	2-3 credits
Y2 Spring	**EOH 2013**(2) **PUBHLT 2035** (2)		

*PUBHLT 2033 MUST be taken first Fall semester
**Evaluation Certificate students must take BCHS 2525 Fall Y1

Meeting Credit Requirements

A full credit load is 9-15 credits per term. With approval, enrolled graduate students can take up to six credits not available at Pitt at other institutions and transfer those credits. At least 39 credits must be completed at Pitt.

Undergraduate quality points/undergraduate credits (except for upper-level courses taken with your academic advisor's approval) do not count towards graduation.

If your cumulative QPA falls below 3.0, or if you fail (a grade lower than a C) a core course, you will automatically be placed on academic probation. Students and their advisors will be informed in writing how to remove the probation within an appropriate period. Typically, you will be given two full-time semesters to clear the probation. **You cannot graduate with a cumulative QPA below 3.0 or a failing grade in any required course.**

A grade of B or better is encouraged for all school-wide core courses; if you earn a B-, C+, or C in a school core course, the Educational Policies and Curriculum Committee recommends that you and your advisor discuss the grade, and you are strongly encouraged to re-take the course. However, the committee leaves the decision to the advisor and student. **You must earn a grade of B or better in departmental core courses.**

To graduate, outstanding incomplete grades must be changed to letter grades or S/H. Check with your advisor if you have an incomplete grade in a class that is not required for graduation and you have met the program requirements.

An "I" grade is assigned when extenuating circumstances prevent a student from completing coursework during the semester. Students must request this option, and it is at the instructor's discretion. Students have a year to complete the work and have the grade changed; however, the instructor can set a shorter timeframe.

A "W" is given when the student requests permission to submit a "monitored withdrawal" form for a course. This is arranged with the course instructor and may be done up to the deadline specified in the Academic Calendar. If the course is required for graduation, you must register again for the course at a later time.

PITT PUBLIC HEALTH POLICIES AND PROCEDURES

Academic Integrity

Students have an obligation to demonstrate honesty in completing their academic assignments. If you fail to comply with this obligation, the University may take appropriate action. Academic integrity guidelines address issues of plagiarism, collaboration on assignments when individual work is required, and the use of ideas of others without proper citations. **Additionally, each professor can establish policies regarding the use of AI in coursework. Their policy will be stated in the course syllabus. It is your responsibility to understand and comply with these policies.**

You must complete the online academic integrity module in your first semester. You will not be able to graduate until this module is completed. Please see: https://www.sph.pitt.edu/academic-handbook/course-requirements/academic-integrity.

Body
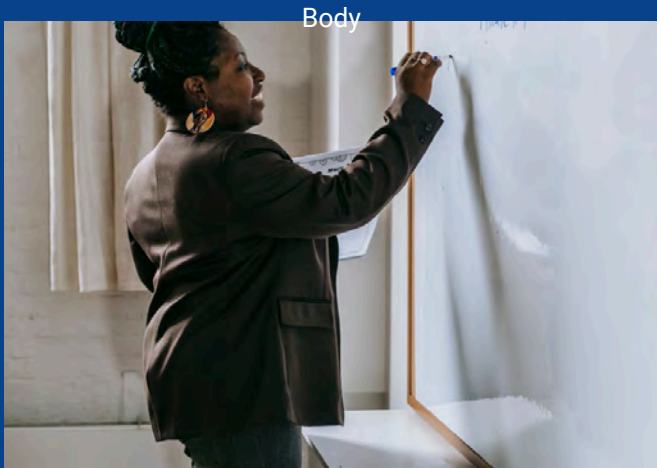
Registration - Forms and Deadlines

Pitt Public Health (PPH) places an advisement hold on your account at the beginning of every enrollment period. PPH uses the "advisement hold" service indicator to track registration. This means that before you can register, you must do the following:

1. Schedule an academic advising meeting with Paul
2. Come to the meeting prepared with your advising worksheet.
3. Schedule classes with Paul's help.
4. Paul will lift your advising hold.
5. You can then self-register through Student Center.

Some classes require a permission number. School core permission numbers can be obtained by emailing Ms. Allison Faett at AMF191@pitt.edu. Other permission numbers should be sought from the instructor.

Registration - Forms and Deadlines

The PPH school core fulfills the 22 foundational and cross-cutting competencies required by CEPH. Additionally, BCHS core classes fulfill six advanced competencies. For a list of these competencies, see: https://publichealth.pitt.edu/behavioral-and-community-health-sciences/academics/mph

Joint Programs

BCHS collaborates on joint programs, which allow students to earn an MPH in BCHS and an additional graduate degree in the School of Social Work, the School of Public and International Affairs, and Anthropology.

General

More information about ALL joint degrees:

- MPH students who decide to apply to a joint program must notify Paul Markgraf and apply to the other participating program no later than the middle of their second semester. You register through Public Health for at least two semesters during your tenure as a student.
- You fulfill all requirements as described below for the program.

- You may waive any public health core courses if you have equivalent graduate coursework AND complete the waiver forms in your first semester. Waivers are not accepted after the first semester. A waiver does not give you the credits, only the opportunity to take other courses.
- You graduate with both degrees simultaneously after completing all requirements.
- Faculty in both schools share advising responsibilities.

Master of Public Health/Doctoral Degree in Social Work (MPH/PhD)

- The joint degree program requires 72 credits, of which 39 credits need to be in Public Health, including the School and Departmental Cores, and six credits of approved electives.
- Students can apply six credits of public health-relevant coursework taken in Social Work to their MPH degree requirements with advisor approval (45 credits -> 39 credits).
- Students complete all thesis/essay requirements for BCHS.

Master of Public Health/Master of Social Work (MPH/MSW)

- This degree program prepares you for roles in state/local public health systems, social welfare organizations, and other areas of public health-related social work.
- This joint program requires a total of 87 credits, of which 45 credits must be in Public Health, including the School and Departmental Cores, and six credits of approved electives (see the MPH checklist, page 31).
- Students can apply six credits of public health-relevant coursework taken in Social Work to their MPH degree requirements with advisor approval (45 credits -> 39 credits).
- Field Placements through Social Work can be taken in place of BCHS 2503. Students are required to complete and submit all Public Health Practicum paperwork and an e-Portfolio.
- Students complete all thesis/essay requirements for BCHS.

MPH/Doctoral Degree in Anthropology (MPH/PhD)

- This degree program prepares you for an academic career encompassing the interdisciplinary competencies of anthropology and public health.
- The joint degree requires 78 credits. The program requires 39 credits in Public Health, including the School and Departmental core courses, and six credits of approved electives.
- Students can apply six credits of public health-relevant credits taken in Anthropology to their MPH degree requirements with advisor approval (45->39).
- The Anthropology fieldwork fulfills the MPH practicum requirement. You are required to complete and submit the required Public Health Practicum paperwork and an e-Portfolio.
- The dissertation fulfills the essay requirement. You are required to complete and submit all essay paperwork, including ILE agreement and ILE assessment forms and requirements for the MPH thesis/essay.
- You may register for Thesis and Practicum credits in Public Health.

MPH/Master of International Development, Master of Public Affairs or Master of Public and International Affairs (MPH/MID/MPA/MPIA)

- These programs prepare you to obtain leadership positions in governmental and non-profit organizations providing public health services or positions in organizations with an international development and health focus.
- The joint degree programs require 78 credits, of which 39 are in Public Health. Six credits of SPIA coursework can be used toward the 39 if the course is not required for the GSPIA degree. GSPIA requires joint program students to be full-time.
- The joint degree requires 6 semesters of study. You register in Public Health for 3 semesters.
- The joint programs require a 300-contact-hour practicum that meets the requirements for Practicum in both schools. You typically arrange practicums through GSPIA, which has numerous valuable contacts for such opportunities. You register for BCHS 2503 to receive public health practicum credits. You are required to complete and submit all Public Health Practicum paperwork and an e-Portfolio.
- Students complete all thesis/essay requirements for BCHS.

DEGREE REQUIREMENTS: JOINT MPH(BCHS)/master's degrees (MSW) or PhD (Social Work)

Program total in Public Health: 45 credits (6 can be shared with Social Work)

MPH students must submit waivers for school and BCHS core courses by the end of the first semester of study.

COURSE	OFFERED	CREDITS	SEMESTER TAKEN
SCHOOL CORE COURSES (18 credits)			
BIOST 2011 Principles of Statistics (strongly preferred) OR	Spring	3	
BIOST 2041 Intro to Statistical Methods (only for students with a strong math background)	Fall	3	
EOH 2013 Environmental Health & Disease	Fall, Spring	2	
EPID 2110 Principles of Epidemiology	Fall, Summer	3	
HPM 2001 Health Policy & Management in Public Health	Fall, Spring	3	
PUBHLT 2033 Foundations in Public Health*	Fall	1	
PUHLT 2015 Public Health Biology	Fall, Summer	2	
PUBHLT 2034 Public Health Communications	Fall, Sp, Sm	2	
PUBHLT 2035 Applications in Public Health **	Fall, Sp, Sm	2	
DEPARTMENTAL (BCHS) CORE COURSES (11+ credits)			
BCHS 2520/2992/2990 Theories of Health Education and Health Promotion/ Systems Theories and Approaches/ Social Dynamics	Spring	1/1/1	
BCHS 2525 Introduction to Applied Research	Fall, Spring	3	
BCHS 2554 Intro to Community Health	Fall, Spring	3	
BCHS 2503 Practicum	Fall, Sp, Sm	1-3	
BCHS 2521 Essay/Thesis	Fall, Sp, Sm	1-3	
APPROVED ELECTIVES (Pick a minimum of 6 credits)			
BCHS 2523 Program Plan & Proposal Writing	Spring	3	
BCHS 2524 Overview of Health Equity	Spring	3	
BCHS 2551 Social Networks & Health	Fall (early)	1	
BCHS 3021 Social Networks & Health II: Computer Methods	Fall (late)	1	
BCHS 2558 Health Program Evaluation	Spring	3	
BCHS 2572 Risk Communication	Alt. Fall	3	
BCHS 2660 Harm Reduction Approaches in Health & Public Health Settings	Fall	1	
BCHS 2608 Intro to CBPR	Spring	1	
BCHS 2609 Translating Research for Policy and Practice	Spring	1	
BCHS 2610 Concept Mapping	Spring	1	
BCHS 2612 Project Management	Alt. Fall	2	
BCHS 2991 Multilevel Analysis	TBD	1	
BCHS 2993 Modeling Health Behaviors	Fall	3	
BCHS 3003 Advanced Evaluation Techniques	Fall	3	
BCHS 3007 Ethnographic and Qualitative Methods	Spring	3	
BCHS 3015 Comm Mapping & Intro Spatial Analysis	TBD	3	
BCHS 3011 Grant Writing	Fall	3	
BCHS 3200 Scale Development & Survey Design in Social & Behavioral Sciences	Spring	3	
BCHS 3506 Implementation Science in Public Health	TBD	3	
PUBHLT 2501 Health Equity Research: Methods and Interventions	Fall	3	
ELECTIVES – Students choose courses from BCHS, other departments, and/or schools			
Advanced standing/transfer credits (up to 6)			
TOTAL credits			

*Students must complete Foundations in their first fall of study.

**Students must have completed all SCHOOL core courses to register for PUBHLT 2035 (concurrent reg. for one is ok).

Additional Requirements:

☐ Thesis/ Essay paperwork completed submitted

☐ ePorfolio completed/evaluated by advisor/submitted

☐ IRB modules completed/paperwork submitted

☐ Academic Integrity module completed/paperwork submitted

☐ Title IX module completed/paperwork submitted

DEGREE REQUIREMENTS: JOINT MPH(BCHS)/ PhD (Anthropology)

Program total in Public Health: 45 credits (6 can be shared with Anthropology)

MPH students must submit waivers for school and BCHS core courses by the end of the first semester of study.

COURSE	OFFERED	CREDITS	SEMESTER TAKEN
SCHOOL CORE COURSES (18 credits)			
BIOST 2011 Principles of Statistics (strongly preferred) OR	Spring	3	
BIOST 2041 Intro to Statistical Methods (only for students with a strong math background)	Fall	3	
EOH 2013 Environmental Health & Disease	Fall, Spring	2	
EPID 2110 Principles of Epidemiology	Fall, Summer	3	
HPM 2001 Health Policy & Management in Public Health	Fall, Spring	3	
PUBHLT 2033 Foundations in Public Health*	Fall	1	
PUHLT 2015 Public Health Biology	Fall, Summer	2	
PUBHLT 2034 Public Health Communications	Fall, Sp, Sm	2	
PUBHLT 2035 Applications in Public Health **	Fall, Sp, Sm	2	
PUBHLT 2022 Grand Rounds	Fall, Spring	0	
DEPARTMENTAL (BCHS) CORE COURSES (11+ credits)			
BCHS 2520/2992/2990 Theories of Health Education and Health Promotion/ Systems Theories and Approaches/ Social Dynamics	Spring	1/1/1	
BCHS 2525 Introduction to Applied Research	Fall, Spring	3	
BCHS 2554 Intro to Community Health	Fall, Spring	3	
BCHS 2503 Practicum	Fall, Sp, Sm	1-3	
BCHS 2521 Essay/Thesis	Fall, Sp, Sm	1-3	
APPROVED ELECTIVES (Pick a minimum of 6 credits)			
BCHS 2523 Program Plan & Proposal Writing	Spring	3	
BCHS 2524 Overview of Health Equity	Spring	3	
BCHS 2551 Social Networks & Health	Fall (early)	1	
BCHS 3021 Social Networks & Health II: Computer Methods	Fall (late)	1	
BCHS 2558 Health Program Evaluation	Spring	3	
BCHS 2572 Risk Communication	Alt. Fall	3	
BCHS 2660 Harm Reduction Approaches in Health & Public Health Settings	Fall	1	
BCHS 2608 Intro to CBPR	Spring	1	
BCHS 2609 Translating Research for Policy and Practice	Spring	1	
BCHS 2610 Concept Mapping	Spring	1	
BCHS 2612 Project Management	Alt. Fall	2	
BCHS 2991 Multilevel Analysis	TBD	1	
BCHS 2993 Modeling Health Behaviors	Fall	3	
BCHS 3003 Advanced Evaluation Techniques	Fall	3	
BCHS 3007 Ethnographic and Qualitative Methods	Spring	3	
BCHS 3015 Comm Mapping & Intro Spatial Analysis	TBD	3	
BCHS 3011 Grant Writing	Fall	3	
BCHS 3200 Scale Development & Survey Design in Social & Behavioral Sciences	Spring	3	
BCHS 3506 Implementation Science in Public Health	TBD	3	
PUBHLT 2501 Health Equity Research: Methods and Interventions	Fall	3	
ELECTIVES – Students choose courses from BCHS, other departments, and/or schools			
Advanced standing/transfer credits (up to 6)			
TOTAL credits			

*Students must complete Foundations in their first fall of study.

**Students must have completed all SCHOOL core courses to register for PUBHLT 2035 (concurrent reg. for one is ok).

Additional Requirements:

☐ Thesis/ Essay paperwork completed submitted

☐ ePorfolio completed/evaluated by advisor/submitted

☐ IRB modules completed/paperwork submitted

☐ Academic Integrity module completed/paperwork submitted

☐ Title IX module completed/paperwork submitted

DEGREE REQUIREMENTS: JOINT MPH(BCHS)/master's degrees SPIA (post 2018)

Program total in Public Health: 45 credits (up to 6 credits shared with SPIA)

MPH students must submit waivers for school and BCHS core courses by the end of the first semester of study.

COURSE	OFFERED	CREDITS	SEMESTER TAKEN
SCHOOL CORE COURSES (18 credits)			
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BCHS 2520/2992/2990 Theories of Health Education and Health Promotion/ Systems Theories and Approaches/ Social Dynamics	Spring	1/1/1	
BCHS 2525 Introduction to Applied Research	Fall, Spring	3	
BCHS 2554 Intro to Community Health	Fall, Spring	3	
BCHS 2503 Practicum	Fall, Sp, Sm	1-3	
BCHS 2521 Essay/Thesis	Fall, Sp, Sm	1-3	
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BCHS 3015 Comm Mapping & Intro Spatial Analysis	TBD	3	
BCHS 3011 Grant Writing	Fall	3	
BCHS 3200 Scale Development & Survey Design in Social & Behavioral Sciences	Spring	3	
BCHS 3506 Implementation Science in Public Health	TBD	3	
PUBHLT 2501 Health Equity Research: Methods and Interventions	Fall	3	
ELECTIVES – Students choose courses from BCHS, other departments, and/or schools			
Advanced standing/transfer credits (up to 6)			
TOTAL credits			

*Students must complete Foundations in their first fall of study.

**Students must have completed all SCHOOL core courses to register for PUBHLT 2035 (concurrent reg. for one is ok).

Additional Requirements:

☐ Thesis/ Essay paperwork completed submitted

☐ ePorfolio completed/evaluated by advisor/submitted

☐ IRB modules completed/paperwork submitted

☐ Academic Integrity module completed/paperwork submitted

☐ Title IX module completed/paperwork submitted

Milestone Checklist

PRACTICUM *(consult student handbook for practicum requirements)*

Practicum Site Selection (start after first semester of study-practicum may begin after 18 hours of coursework)

- ☐ Student schedules appointment with faculty advisor to discuss potential sites
- ☐ Student prepares the Practicum Learning Agreement <u>before meeting</u>
- ☐ Student contacts site to confirm the practicum opportunity is available & obtains required signatures on Learning Agreement Form before the start of the practicum
- ☐ Student creates e-Portfolio
- ☐ Submit Learning Agreement to Paul Markgraf and advisor for student file and upload to e-Portfolio

Practicum Progress

- ☐ Student completes required hours and continues to report on progress to faculty advisor
- ☐ Submit Mid-point Evaluation Form and End of Practicum Evaluation Form to advisor & to Paul Markgraf for student file
- ☐ Give preceptor the Mid-point Preceptor Evaluation Form (at mid-point) and End of Practicum Preceptor Evaluation Form (at end) to complete e-mail.
- ☐ Give advisor End of Practicum Advisor Evaluation Form to complete and email to Paul Markgraf.
- ☐ Submit all completed forms to advisor and Paul Markgraf and upload to e-Portfolio.
- ☐ Student completes e-Portfolio and obtains advisor's final approval.

THESIS/ESSAY *(consult student handbook for thesis/essay requirements)*

- ☐ Establish a thesis(essay) chairperson (main reader) and committee (readers) with advisor at least 1 semester before graduation
    - ☐ Adhere to Pitt Public Health Committee Composition Rules
- ☐ Email Paul Markgraf for approval of committee (readers).

Thesis/Essay Committee Meeting & Proposal Approval (<u>At least one semester before graduation</u>)

- ☐ Schedule meeting with committee (readers).
- ☐ Submit thesis proposal draft to all committee members 2 weeks before meeting.
- ☐ Complete the ILE Essay/Thesis Agreement Form with appropriate signatures & copy to Paul Markgraf.

Thesis/Essay Writing

- ☐ Obtain IRB approval prior to beginning study (append to final document) (if applicable).
- ☐ Develop a timeline for draft completion & communicate with advisor.
- ☐ Send drafts/update advisor on thesis writing periodically throughout the writing process, per schedule. It is school policy that the final draft be submitted 2 weeks before the defense/essay deadline.

If completing an essay:

Essay Submission

- ☐ Submit essay electronically as a "Long Paper" through D-Scholarship.
- ☐ Submit all other paperwork and satisfy requirements by deadlines.
- ☐ Complete/submit signed ILE assessment form.

If completing a thesis:

Defend Thesis

- ☐ Organize a date/time all committee members can meet.
- ☐ See BCHS Student Services Coordinator to schedule a room for the agreed date/time.
- ☐ Submit thesis to committee at least two weeks prior to defense date.

Thesis Submission

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- ☐ Submit Mid-point Evaluation Form and End of Practicum Evaluation Form to advisor & to Paul Markgraf for student file
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- ☐ Give advisor End of Practicum Advisor Evaluation Form to complete and email to Paul Markgraf.
- ☐ Submit all completed forms to advisor and Paul Markgraf and upload to e-Portfolio.
- ☐ Student completes e-Portfolio and obtains advisor's final approval.

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PRACTICUM *(consult student handbook for practicum requirements)*

Practicum Site Selection (start after first semester of study-practicum may begin after 18 hours of coursework)

☐ Student schedules appointment with faculty advisor to discuss potential sites

☐ Student prepares the Practicum Learning Agreement before meeting

☐ Student contacts site to confirm the practicum opportunity is available & obtains required signatures on Learning Agreement Form before the start of the practicum

☐ Student creates e-Portfolio

☐ Submit Learning Agreement to Paul Markgraf and advisor for student file and upload to e-Portfolio

Practicum Progress

☐ Student completes required hours and continues to report on progress to faculty advisor

☐ Submit Mid-point Evaluation Form and End of Practicum Evaluation Form to advisor & to Paul Markgraf for student file

☐ Give preceptor the Mid-point Preceptor Evaluation Form (at mid-point) and End of Practicum Preceptor Evaluation Form (at end) to complete e-mail.

☐ Give advisor End of Practicum Advisor Evaluation Form to complete and email to Paul Markgraf.

☐ Submit all completed forms to advisor and Paul Markgraf and upload to e-Portfolio.

☐ Student completes e-Portfolio and obtains advisor's final approval.

THESIS/ESSAY *(consult student handbook for thesis/essay requirements)*

☐ Establish a thesis(essay) chairperson (main reader) and committee (readers) with advisor at least 1 semester before graduation

    ☐ Adhere to Pitt Public Health Committee Composition Rules

☐ Email Paul Markgraf for approval of committee (readers).

Thesis/Essay Committee Meeting & Proposal Approval (At least one semester before graduation)

☐ Schedule meeting with committee (readers).

☐ Submit thesis proposal draft to all committee members 2 weeks before meeting.

☐ Complete the ILE Essay/Thesis Agreement Form with appropriate signatures & copy to Paul Markgraf.

Thesis/Essay Writing

☐ Obtain IRB approval prior to beginning study (append to final document) (if applicable).

☐ Develop a timeline for draft completion & communicate with advisor.

☐ Send drafts/update advisor on thesis writing periodically throughout the writing process, per schedule. It is school policy that the final draft be submitted 2 weeks before the defense/essay deadline.

If completing an essay:

Essay Submission

☐ Submit essay electronically as a "Long Paper" through D-Scholarship.

☐ Submit all other paperwork and satisfy requirements by deadlines.

☐ Complete/submit signed ILE assessment form.

If completing a thesis:

Defend Thesis

☐ Organize a date/time all committee members can meet.

☐ See BCHS Student Services Coordinator to schedule a room for the agreed date/time.

☐ Submit thesis to committee at least two weeks prior to defense date.

Thesis Submission

☐ Submit thesis electronically through D-Scholarship..

☐ Submit all other paperwork and satisfy requirements by deadlines.

☐ Complete/submit signed ILE assessment form.

Accelerated Bachelor's/MPH

General Information

The Accelerated Bachelor's/Master's Program (aka the 4+1 program) allows Pitt students to complete their undergraduate degree and MPH in 5 years. Students in the 4+1 program complete a Crossover Year (Year 4) and a Graduate Year (Year 5). If students meet the requirements, they receive a Bachelor's degree at the end of Year 4 and an MPH at the end of Year 5. The 4+1 program requires a fall start date (fall of the student's senior year) and full-time student status.

Financial Information

Students in the 4+1 program will be charged undergraduate tuition in Year 4 and graduate tuition in Year 5. Your undergraduate financial aid will continue during Year 4, but not Year 5. If needed, you should discuss your financial aid package with the Office of Admissions and Financial Aid (finaid@pitt.edu).

Year 4 Courses and Registration

Ideally, 4+1 students will complete most of their undergraduate requirements before beginning Year 4. You work with your undergraduate advisor to finish your requirements (including electives) during Year 4. Work with Dr. Fapohunda (Program Director) and Paul Markgraf (Academic Administrator) to plan your Year 4 graduate coursework. Follow the Suggested Course Sequence (see page 3) for the MPH program as much as possible.

You will register for Year 4 through your undergraduate program. You will need permission numbers to register for graduate-level courses during Year 4. These are issued by Student Affairs during registration.

Students are allowed to register for up to 15 credits per semester, which includes both undergraduate and graduate-level courses. Up to 20 graduate credits taken during Year 4 can be applied to the MPH degree (although special permission may be given for up to 24 graduate credits). With prior approval from your undergraduate program, 4+1 students may use graduate courses to fulfill undergraduate electives or required courses.

You will complete your MPH practicum (see next chapter) between Years 4 and 5. All practicum opportunities available to other MPH students will be available to students in the 4+1 program.

Year 5 Courses

During Year 5, you will register as a graduate student during the graduate enrollment period. You must register as a full-time student in both Fall and Spring semesters. Students in Year 5 will follow the same procedures and guidelines as other students in the second year of their MPH.

Community Practicum

Practicum is your opportunity to put your coursework into practice. It's never too early to start planning your experience!

Overview

The supervised community practicum (BCHS 2503) provides students with a practical public health field placement experience. Practicum fills gaps in your experience, allows you to understand how agencies interact with other entities in their communities, and develops a full appreciation of how public health practitioners work in community settings with families, health and social service organizations, policy and governmental institutions, and coalitions.

Finally, you will meet public health professionals who can play an important role in your career development. Your practicum experiences may lead to your essay/thesis, though this is not required.

The department will hold an information session each semester for you to get general information about the practicum and to ask questions. In addition, you should meet individually with your faculty advisor at least one semester before you plan to begin your practicum to plan practicum activities and complete paperwork.

Each MPH student must complete at least 200 hours of work (certificates may require more). The practicum provides you with the opportunity to:

- Apply knowledge and skills acquired in community and behavioral coursework to the real world of public health practice.
- Experience the reality of community-based public health work from a provider's and community's perspective.
- Practice professionalism.
- Benefit the host agency or organization.
- Network with other public health professionals.

Navigating Practicum

BCHS is strongly committed to developing students' ability to work closely and respectfully with communities. To that end, we strongly urge students to review the Code of Ethics adapted from the Society of Public Health Educators (SOPHE) at https://www.sophe.org/ethics/.

If your project involves research with human subjects, you are required to complete the Research Integrity and Human Subject Modules and to submit an application for IRB approval. Modules and application information are available on Pitt's Human Subject Protection Office website.

Fast Facts

Practicum Prerequisites

There are no speific prerequisites, but you must have completed at least 18 credit hours. Most FT students complete practicum the summer between Y1 and Y2. Part-time students should discuss timing with thier faculty advisor.

Certificates

Practicum required for certificates count towards MPH requirements. Some certificates will require more than 200 hours. Check with the certificate director and work with your academic advisor early to plan !

Joint Degree Students

Joint degree students should refer to the specific information for thier degree (p. 11-12) and speak with their faculty advisor.

Choosing a Site

There are many ways to find a practicum. Students may locate practicum experiences on their own, in the area, or outside of Pittsburgh. Practicum sites can be places you already volunteer, work with, intern at, or are interested in learning more about. If you do not have an idea for a practicum, the next step is to speak to your Academic Advisor to help identify possible community agencies. Consider summer internship programs such as Bridging the Gaps or the Pittsburgh Summer Institute. If your Academic Advisor cannot help find an appropriate venue, the MPH Director can help find practicum opportunities.

Another option is for you to assume additional unpaid responsibilities at your place of employment. This work must extend beyond or be something other than your regular duties and apply the knowledge and skills you have learned in the classroom.

Ultimately, it is your responsibility to find an appropriate practicum.

Discuss your choice with your Faculty Advisor, who will verify that all practicum paperwork is completed.

Some questions to think about when choosing a site are the following:

- Will working with this agency offer you the kind of experience you want to gain?
- Will doing your practicum with this agency allow you to apply what you have learned in your coursework?
- Is this practicum placement aligned with your academic and career goals?

Many students find paid practica. In some cases, however, that may not be possible-- talk to your advisor about options including the Mid-Atlantic Training Center, which usually has paid opportunities posted on the bulletin board on the 6th floor of the Public Health building. In all cases, the student must meet agency requirements, (e.g. background checks).

Practicum Content

You must identify five MPH competencies that will be addressed through your practicum work. At least three (but up to all five) competencies must be selected from the 22 CEPH MPH foundational Competencies and two may be from the BCHS departmental competencies. Students will also have to produce two deliverables for their agency or organization, to be identified in collaboration with the preceptor. Competencies and deliverables are clearly outlined in the Practicum Learning Agreement (PLA) (found in the Practicum Portal) which must be completed within 2 weeks of beginning your pracitcum.

The content of the community practicum is determined by several factors including your interests and abilities and the organization's focus and needs.

Practicum work may involve the design of evaluations, development of surveys, implementation of an evaluation plan, administration of surveys, critical literature reviews, design/implementation of health promotion initiatives, community-based participatory health planning, or an assessment of a community's strengths and/or needs.

Reent practicum work undertaken by BCHS students includes the following:

- Developing a mental health provider guide for Spanish-speaking residents;
- Developing and implementing an educational nutrition/exercise program for pregnant teens;
- Evaluating an HIV/AIDS prevention and treatment program in rural Tanzania using ethnography;
- Conducting a literature review on childhood obesity;
- Planning and coordinating a conference on schizophrenia for rural mental health care providers;
- Holding community listening sessions on the impact of COVID-19 on rural communities.

Practicum Supervision and Evaluation

You will need to identify a preceptor at your practicum site. This person must agree to be responsible for overseeing your work in the agency and to serve as the contact point for the practicum. Your Academic Advisor will work with you and the agency preceptor to define the student's responsibilities at the agency, and once agreed on, to complete the Practicum Learning Agreement form. The preceptor will also complete a mid-point and final evaluation through the SPH Practicum Portal. The preceptor acts as the student's supervisor in the field. In addition to receiving on-site guidance from the preceptor, you should meet regularly with your Faculty Advisor. **If problems with the agency arise at any time, you should bring these to the attention of the Academic Advisor as soon as possible.**

SPH Practicum Portal

All documentation for the Practicum must be completed in the SPH Practicum Portal. Portal registration, login, and systems information can be found at: https://www.publichealth.pitt.edu/research-practice/mph-practicum.

COMMUNITY PRACTICUM CHECKLIST

<u>Pre-Practicum Planning</u>

- ☐ Attend a Practicum Workshop at least a semester before beginning practicum.

- ☐ No later than the middle of the second semester (or the semester before the practicum will begin), meet with your Faculty Advisor to plan the practicum.

- ☐ Contact the agency being considered to discuss possible practicum arrangements (at least 1 month before beginning work).

- ☐ The student, faculty advisor, and agency preceptor complete the Practicum Learning Agreement (at least 2 weeks before beginning work).

- ☐ If necessary, complete the IRB Research Integrity & Human Subjects modules (at least 2 weeks before beginning work) and IRB application (must be approved before starting research).

- ☐ Complete any forms required by the agency (e.g. liability release). Forms must be approved by the Dean's Office (at least 2 weeks before beginning work).

<u>Mid-Point</u>

- ☐ Complete the online Practicum Mid-Point Self-Evaluation Form (between 75- 100 hours).

- ☐ The preceptor completes the online Practicum Mid-Point Evaluation Form for Site Preceptors (between 75-100 hours).

<u>Completion</u>

- ☐ The preceptor completes the End of Practicum Final Preceptor Evaluation Form (within 2 weeks).

- ☐ The student completes the End of Practicum Student Evaluation Form (within 2 weeks).

- ☐ The student & advisor complete the End of Practicum Final Form, verifying that all competencies and deliverables were met (within 2 weeks).

- ☐ The student submits the e-Portfolio with all required forms, deliverables, etc.

Essay/Thesis

The Essay/Thesis is your culminating work for your MPH. It's important to start planning early–– it's coming faster than you think!

Overview

The essay/thesis requirement is designed to provide you with an opportunity to integrate the major components of the SPH experience and to apply the principles of public health to analyze a specific topic area. You are also expected to demonstrate verbal and technical proficiency in expository writing. Essays or theses are typically 40-80 pages long, double-spaced, and formatted using the University's ETD template. We strongly urge you to begin your paper in the ETD format. SPH has policies regarding the thesis/essay process that can be found here:

https://www.sph.pitt.edu/academic-handbook/graduation-information/detailed-essay-thesis-and-dissertation-rules

https://www.sph.pitt.edu/academics/forms-handbook/academic-handbook/graduation-information

The topic must be one of public health significance, which is explicitly stated in the essay or thesis abstract. The master's essay/thesis is a scholarly work that reflects the student's acquisition of knowledge, ability to synthesize information into a well-organized, coherent document, and development as a professional.

Thesis/Essay Informational Meeting

Each semseter, we will hold an informational session on the thesis/essay process. Any student is welcome, but those planning on graduating the following semester should plan on attending. An introductory video is also available.

Essay Vs. Thesis-- What is the difference?

The essay and thesis are similar regarding expectations about length, quality, and type. Students may choose to do original research for either option. In BCHS, they differ in only two ways:
1) number of readers;
2) requirement for an oral defense (thesis).

The essay requires two readers and is not orally defended. The thesis requires at least three readers and a public, oral defense. A written copy must be submitted to the members two weeks before the scheduled defense. Both are submitted in the University's ETD format. Essays and theses in BCHS do not differ in quality, content or length.

> Writing tip: Perfection gets in the way of progress. It's fine in early drafts to to make in-text notes like "Need cite here" or "Need more here" and move on. Stick to your draft schedule, even if it isn't perfect!

General Style

Essays and theses should be written in clear, concise prose and should not include an activist stance. If you need guidance, consult Kate L. Turabian's *A Manual for Writers of Term Papers, Theses, and Dissertations*, William Strunk and E.B. White's *The Elements of Style*, T*he APA 7th Edition Style Manual*, or another agreed-upon substitute as a final arbiter of style. You are permitted, and are indeed encouraged, to have someone, including a professional editor, edit your paper for writing style and clarity.

Variations in the internal design of the paper are expected, but all manuscripts must address an issue of public health significance, and most will include the following elements:

- Introduction: the purpose of the study or research, description of the agency or environment of data collection (if relevant), public health significance, and scope or focus of the study or research, including, where appropriate, the hypothesis to be tested; chapter by chapter summary of the paper;
- Literature review: major relevant findings from journal articles, books, and other sources and gaps in knowledge that the study may attempt to fill;
- Methods: how information was collected, analyzed, and limitations or problems; definition of terms and statement of assumptions;
- Findings: results of the data collection or research;
- Discussion: implications of results, synthesis of major trends, analysis of the data and literature review;
- Conclusions: summary of major findings, application, limitations of the study, recommendations for future steps;
- Bibliography.

One Article Option

Master's students may choose the one-article option for the master's thesis or essay. Students will produce an article of publishable quality and will work with their advisor to identify three suitable journals for submission of the article. The article must be logically connected and integrated into the thesis or essay coherently, and sufficient detail must be presented to satisfy the characteristics of a defensible thesis. Paper length may differ for this option.

Types of Projects

One early question to answer is, "What kind of essay/thesis do you want to do? Below are some of the common options students choose.

Originial research

This type of work may involve formulating a hypothesis, data collection and analysis, or it may be a formative or exploratory project. The data may be primary or secondary. Consider the time and financial resources necessary-- you might limit the scope of the research to a demonstration or pilot project. The project could demonstrate a methodology, structure, and/or process.

Critical literature synthesis

A critical literature synthesis involves examining all relevant literature on a specific topic to create a comprehensive "state of the art" document about the subject. This differs from a literature review, which is required for other types of papers. In a critical literature synthesis, the student's ability to analyze, evaluate, and integrate information must be demonstrated. Plan on working early with a Health Sciences librarian (who can be a committee member).

Positon Paper

This kind of paper establishes a specific point of view on an issue. It must be closely reasoned and use all available evidence. The original contribution is your analysis and presentation of a point of view.

Program development/evaluation

You may choose to develop a program/plan for an organization, based on an analysis of agency services and policies. The paper would include an explanation of the logic/need for the proposed program and its feasibility. The original contribution is the student's understanding of the agency's strengths, challenges, and ability to implement the program as outlined. Similarly, if you choose to develop an evaluation, you will use tested and appropriate program evaluation methods to determine the success of a specific program in meeting its objectives and you will make suggestions for improvement in effectiveness or possibly a change in objectives.

Case Study

A case study is acceptable provided the student can find and analyze material from various sources to develop set of lessons or conclusions to be drawn from the case.

Process

Identify Committee

For reader/committee eligibility, students should consult Paul. You should identify your committees(thesis) or readers (essay) for Spring graduation no later than September 1 the semester before, and for Fall graduation no later than January 1 the semester before.

Master's essay:
- Have at least 2 readers.
- One reader must be from the BCHS core faculty list. Most faculty with primary appointments in the Department are considered core faculty.
- One reader must NOT be a core BCHS faculty member. This can be a faculty member in another Pitt Public Health department or another University department.

Master's thesis :
- Have at least 3 committee members
- The committee chair must be on the BCHS core faculty list. Most faculty with primary appointments in the Department are core faculty.
- At least one of the additional committee members cannot be a BCHS core faculty.
- Half or more of the thesis committee members must be core members of at least one Pitt Public Health department.

Complete a Proposal

Meet with your committee/readers: **You need to meet at least once, in person or by Zoom, in the semester BEFORE you graduate.** This meeting is intended to set expectations, discuss plans, agree to a timeline, and set you up for success. Your readers have two weeks to read and return comments to you, so schedule your timeline accordingly.

The next step is to prepare a proposal. You will complete the BCHS-specific Integrated Learning Experience (ILE) form and attach a narrative proposal. The proposal should address the following issues: the overall purpose of the study, the specific questions to be considered, the experimental and conceptual background the student brings to the topic, the research methodology, and the scheduling and timing of tasks.

This proposal must be approved by all readers or committee members (see forms) and submitted to Paul with the signed ILE form, indicating that readers/committee members have agreed to work with the student on the proposed paper. The Essay/Thesis Agreement Form (ILE) can be found on the SPH Forms Page.

When research for a practicum, paper, or thesis involves human subjects, the project must obtain clearance from the University of Pittsburgh Institutional Review Board (IRB). Guidelines for applying for IRB approval are available online at www.irb.pitt.edu. Students must also complete the human subjects research modules, available online through the IRB website; and their research proposals must undergo prior scientific review (approval of the Department Chair).

If you choose a thesis, schedule your defense ASAP to ensure your committee is available.

Process

Write!

Start your draft in the ETD format-- it will save you so much time!   A tutorial is available that outlines the submission requirements: https://etd.pitt.edu.

The University offers ETD workshops several times a semester. We strongly encourage you to attend. Graphs, figures, or charts from original resources requires proper citation and in some cases may require permission from the holder of the copyright.

You must submit at least three drafts of your essay or thesis to your committee, and they may request additional drafts. Discuss any conflicting advice from your committee with your committee chair or advisor.

 All drafts and revisions must have correct spelling, grammar, and punctuation. Check with your advisor for resources available in these areas.

If the essay or thesis schedule is not adhered to, faculty are under no obligation to ensure that students graduate in the desired term. You may have to register for additional credit in a later term and reapply to graduate.

Finish!

Submit final drafts to your committee by the agreed-upon date and hold your defense if you are doing a thesis. Complete and submit the Essay/Thesis Final Assessment (ILE) form found on the SPH Forms Page. Paul will help you prepare your Report on Requirements and ETD form, but it is ultimately your responsibility to see they are submitted on time. You are strongly urged to use Docusign for all paperwork.

Graduation

Before you know it, Graduation Day will be here!

The step is to apply for graduation. Instructions are at: https://www.sph.pitt.edu/academics/forms-handbook/academic-handbook/graduation-information, by the dates indicated. **Deadlines related to graduation are posted on the Pitt Public Health website. Pay close attention to these dates because there is a penalty for late filing, and if paperwork related to the thesis or essay is not submitted on time, your graduation can be jeopardized.** As noted above, faculty are under no obligation to ensure that students graduate when they want to, especially if they have not adhered to agreed-upon timelines and deadlines.

You must be registered for at least one credit in the term in which you graduate unless you have made prior arrangements with your advisor. Additionally, you must have full (not provisional or conditional) status. Also, before you graduate, any incomplete grades in classes required for graduation must be resolved, so please make sure you have cleared those up early.

Pitt Public Health has four graduation dates yearly: December, April, June, and August. However, there is only one ceremony per year, in late April or early May. Pitt Public Health holds a separate ceremony on the same weekend as the University graduation.

Graduates from the previous June, August, and December are invited to participate in the spring ceremony. You will receive information about caps, gowns, and other graduation paraphernalia available at Graduation Central.

Your diploma will come in the mail several weeks after the graduation ceremony.

s a graduate, you can continue your involvement with Pitt through the Pitt Alumni Association . As a dues-paying member of the Pitt Alumni Association, you are entitled to many services, benefits, and programs, such as Alumni Travel, Alumni Publications, access to the University Libraries, discounts at the Book Center/University Press, reduced membership rates at the Pitt Club, and many more.

For more information, check out the Pitt Alumni Association website at www.alumni.pitt.edu.

Frequently Asked Questions

Where are student study areas?

The BCHS room is 6121C.. We share this space with students from HPM. Mailboxes for all BCHS students are here.

The libraries BCHS students use most are Falk Library, located at 200 Scaife Hall, and Hillman Library. The University offers several state-of-the-art computing laboratories; the closest one is located at B-06 Benedum Hall.

Where can I print?

Self-service printing is available at many on-campus locations:
https://www.technology.pitt.edu/services/pitt-print#locations

Can I switch advisors?

Absolutely! We try to match students with faculty whose interests are similar and to accommodate students' preferences. If you feel that working with another faculty advisor would enhance your academic experience, please let Paul know. (And make sure to let your old advisor know-- they won't be mad (I promise), but they do need to know who is keeping track of your progress!)

Can I get a GSR?

Generally, no. It is unusual for MPH students to hold GSRs. Some Course Assistant (CA) or hourly research positions may be available through the Talent Center.

Are scholarships available?

Pitt Public Health Scholarships
PPH offers several scholarships to students. More information about school-level scholarships can be found here:

https://www.publichealth.pitt.edu/home/admissions-aid/tuition-and-financial-aid/types-of-aid/scholarships-and-awards

Departmental Scholarships
Several small awards are available through departmental scholarship funds. More information about scholarships is here: https://www.sph.pitt.edu/bchs/admissions-aid/financial-aid

How can I get involved?

ne of the best ways to meet people and hone your public health and professional skills (to say nothing of having fun) is to get involved with some of the many student organizations available to students. The school maintains a list of some of the most popular here: https://publichealth.pitt.edu/student-orgs

Another valuable experience can be serving on departmental and school committees. If you are interested in some aspect of the Department or School, such as curriculum development, ask how you can get involved. Another way to learn more about the Department and School is to participate in the faculty search process. This involves attending faculty candidate presentations and meeting with faculty candidates. Though this process occurs only occasionally, we urge you to take advantage of the opportunity.

How do I find a student job?

First, read your emails from Paul! He will email opportunities. Students can work in part-time positions up to 20 hours/week in the fall/spring terms, and 37.5 hours/week in the summer. Graduate students don't usually get federal work-study funding.

After creating a Talent Center account, students can access postings for summer jobs and regular student employment. Postings include positions within PPH, at other University departments, and through off-campus employers.

Can I see my student file?

Students have the right to inspect all personally identifiable records maintained by the School and Department and may challenge the accuracy and content of the records through appropriate institutional procedures.

What if I need to take a little longer to graduate?

If a student is not enrolled for at least one credit in a 12-month period, they must reapply to the program through SOFAS Express. Acceptance for readmission may be granted, but with the understanding that the student may be asked to meet some or all of the current program requirements. MPH students have five years from their first enrollment to complete the degree; extensions on the statute of limitations can be granted if the student is making significant progress towards completing the requirements.

Appendix

1. Checklist of requried classes for MPH program
2. BCHS Core Course Waiver Form

DEGREE REQUIREMENTS: MPH, BCHS (2018-) – Program total = minimum 45 credits

MPH students must submit waivers for school and BCHS core courses by the end of the first semester of study.

COURSE	OFFERED	CREDITS	SEMESTER TAKEN
SCHOOL CORE COURSES (18 credits)			
BIOST 2011 Principles of Statistics (strongly preferred) OR	Spring	3	
BIOST 2041 Intro to Statistical Methods (only for students with a strong math background)	Fall	3	
EOH 2013 Environmental Health & Disease	Fall, Spring	2	
EPID 2110 Principles of Epidemiology	Fall, Summer	3	
HPM 2001 Health Policy & Management in Public Health	Fall, Spring	3	
PUBHLT 2033 Foundations in Public Health*	Fall	1	
PUHLT 2015 Public Health Biology	Fall, Summer	2	
PUBHLT 2034 Public Health Communications	Fall, Sp, Sm	2	
PUBHLT 2035 Applications in Public Health **	Fall, Sp, Sm	2	
PUBHLT 2022 Grand Rounds	Fall, Spring	0	
DEPARTMENTAL (BCHS) CORE COURSES (11+ credits)			
BCHS 2520/2992/2990 Theories of Health Education and Health Promotion/ Systems Theories and Approaches/ Social Dynamics	Spring	1/1/1	
BCHS 2525 Introduction to Applied Research	Fall, Spring	3	
BCHS 2554 Intro to Community Health	Fall, Spring	3	
BCHS 2503 Practicum	Fall, Sp, Sm	1-3	
BCHS 2521 Essay/Thesis	Fall, Sp, Sm	1-3	
APPROVED ELECTIVES (Pick a minimum of 6 credits)			
BCHS 2523 Program Plan & Proposal Writing	Spring	3	
BCHS 2524 Overview of Health Equity	Spring	3	
BCHS 2551 Social Networks & Health	Fall (early)	1	
BCHS 3021 Social Networks & Health II: Computer Methods	Fall (late)	1	
BCHS 2558 Health Program Evaluation	Spring	3	
BCHS 2572 Risk Communication	Alt. Fall	3	
BCHS 2660 Harm Reduction Approaches in Health & Public Health Settings	Fall	1	
BCHS 2608 Intro to CBPR	Spring	1	
BCHS 2609 Translating Research for Policy and Practice	Spring	1	
BCHS 2610 Concept Mapping	Spring	1	
BCHS 2612 Project Management	Alt. Fall	2	
BCHS 2991 Multilevel Analysis	TBD	1	
BCHS 2993 Modeling Health Behaviors	Fall	3	
BCHS 3003 Advanced Evaluation Techniques	Fall	3	
BCHS 3007 Ethnographic and Qualitative Methods	Spring	3	
BCHS 3015 Comm Mapping & Intro Spatial Analysis	TBD	3	
BCHS 3011 Grant Writing	Fall	3	
BCHS 3200 Scale Development & Survey Design in Social & Behavioral Sciences	Spring	3	
BCHS 3506 Implementation Science in Public Health	TBD	3	
PUBHLT 2501 Health Equity Research: Methods and Interventions	Fall	3	
ELECTIVES – Students choose courses from BCHS, other departments, and/or schools			
Advanced standing/transfer credits (up to 6)			
TOTAL credits			

*Students must complete Foundations in their first fall of study.

**Students must have completed all SCHOOL core courses to register for PUBHLT 2035 (concurrent reg. for one is ok).

Additional Requirements:

☐ Thesis/ Essay paperwork completed submitted

☐ ePorfolio completed/evaluated by advisor/submitted

☐ IRB modules completed/paperwork submitted

☐ Academic Integrity module completed/paperwork submitted

☐ Title IX module completed/paperwork submitted

Milestone Checklist

PRACTICUM *(consult student handbook for practicum requirements)*

Practicum Site Selection (start after first semester of study-practicum may begin after 18 hours of coursework)

- ☐ Student schedules appointment with faculty advisor to discuss potential sites
- ☐ Student prepares the Practicum Learning Agreement before meeting
- ☐ Student contacts site to confirm the practicum opportunity is available & obtains required signatures on Learning Agreement Form before the start of the practicum
- ☐ Student creates e-Portfolio
- ☐ Submit Learning Agreement to Paul Markgraf and advisor for student file and upload to e-Portfolio

Practicum Progress

- ☐ Student completes required hours and continues to report on progress to faculty advisor
- ☐ Submit Mid-point Evaluation Form and End of Practicum Evaluation Form to advisor & to Paul Markgraf for student file
- ☐ Give preceptor the Mid-point Preceptor Evaluation Form (at mid-point) and End of Practicum Preceptor Evaluation Form (at end) to complete e-mail.
- ☐ Give advisor End of Practicum Advisor Evaluation Form to complete and email to Paul Markgraf.
- ☐ Submit all completed forms to advisor and Paul Markgraf and upload to e-Portfolio.
- ☐ Student completes e-Portfolio and obtains advisor's final approval.

THESIS/ESSAY *(consult student handbook for thesis/essay requirements)*

- ☐ Establish a thesis(essay) chairperson (main reader) and committee (readers) with advisor at least 1 semester before graduation
  - ☐ Adhere to Pitt Public Health Committee Composition Rules
- ☐ Email Paul Markgraf for approval of committee (readers).

Thesis/Essay Committee Meeting & Proposal Approval (At least one semester before graduation)

- ☐ Schedule meeting with committee (readers).
- ☐ Submit thesis proposal draft to all committee members 2 weeks before meeting.
- ☐ Complete the ILE Essay/Thesis Agreement Form with appropriate signatures & copy to Paul Markgraf.

Thesis/Essay Writing

- ☐ Obtain IRB approval prior to beginning study (append to final document) (if applicable).
- ☐ Develop a timeline for draft completion & communicate with advisor.
- ☐ Send drafts/update advisor on thesis writing periodically throughout the writing process, per schedule. It is school policy that the final draft be submitted 2 weeks before the defense/essay deadline.

If completing an essay:

Essay Submission

- ☐ Submit essay electronically as a "Long Paper" through D-Scholarship.
- ☐ Submit all other paperwork and satisfy requirements by deadlines.
- ☐ Complete/submit signed ILE assessment form.

If completing a thesis:

Defend Thesis

- ☐ Organize a date/time all committee members can meet.
- ☐ See BCHS Student Services Coordinator to schedule a room for the agreed date/time.
- ☐ Submit thesis to committee at least two weeks prior to defense date.

Thesis Submission

- ☐ Submit thesis electronically through D-Scholarship..
- ☐ Submit all other paperwork and satisfy requirements by deadlines.
- ☐ Complete/submit signed ILE assessment form.

Department of Behavioral and Community Health Sciences
School of Public Health, University of Pittsburgh
Request For Exemption from MPH Core Course Requirement

To: Designated Core Faculty Professor: _____
         BCHS 2520 Theories of Health Behavior and Health Education – TBD
         BCHS 2992 Systems Approaches – Robert Coulter
         BCHS 2990 Social Dynamics – Kar-Hai Chu
         BCHS 2525 Introduction to Applied Research Methods – Patricia Documét
         BCHS 2554 Intro to Community Health - Jessie Burke

To be completed by the student:

Name: _____

BCHS Core Course for which exemption is requested: _____
_____

Reason for exemption (courses, academic degrees, experience, etc. Use other side if necessary):

_____

_____

_____

_____

To be completed by Student's Advisor:

Recommendation: Approve/Deny

Signature:_____   Date: _____

To be completed by designated Core Faculty:

Signature and Date:
_____

Original copy of signed form must be submitted to Paul Markgraf.