Department of Health Promotion, Education, and Behavior Masters Handbook
Preface

The Graduate Studies Bulletin

The Graduate Studies Bulletin is the official manual of regulations and guidelines for graduate study at the University of South Carolina. Graduate students are expected to read and adhere to the regulations of this publication throughout their matriculation at the University. Students are bound by the bulletin in effect at the time they begin or renew their enrollment in The Graduate School. If they wish to make a change to a subsequent bulletin, they must obtain permission of The Graduate School to do so.

The Graduate Studies Bulletin and this handbook are for information purposes only and do not constitute any contractual agreement between a student and the University of South Carolina. The University reserves the right to make changes in curricula, degree requirements, course offerings, or academic regulations at any time when, in the judgment of the faculty, the president, or the Board of Trustees, such changes are in the best interest of the students and the University.

Carolina Community Student Handbook and Policy Guide

Please refer to the Carolina Community Student Handbook and Policy Guide for policies on the student code of conduct, student grievance, sexual harassment and other areas. The Carolina Community Student Handbook and Policy Guide is available online at http://www.sa.sc.edu/carolinacommunity/.

Acronyms

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<th>Description</th>
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<tr>
<td>ASPH</td>
<td>Arnold School of Public Health</td>
</tr>
<tr>
<td>BIOS</td>
<td>Biostatistics (part of the Department of Epidemiology and Biostatistics)</td>
</tr>
<tr>
<td>COMD</td>
<td>Department of Communication Sciences and Disorders</td>
</tr>
<tr>
<td>ENHS</td>
<td>Department of Environmental Health Sciences</td>
</tr>
<tr>
<td>EPID</td>
<td>Epidemiology (part of the Department of Epidemiology and Biostatistics)</td>
</tr>
<tr>
<td>EXSC</td>
<td>Department of Exercise Science</td>
</tr>
<tr>
<td>GA</td>
<td>Graduate Assistant; Graduate Assistantship</td>
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<tr>
<td>GRE</td>
<td>Graduate Record Examination</td>
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<tr>
<td>HPEB</td>
<td>Department of Health Promotion, Education, and Behavior; also called &quot;Department&quot;</td>
</tr>
<tr>
<td>HSPM</td>
<td>Department of Health Services, Policy and Management</td>
</tr>
<tr>
<td>TOEFL</td>
<td>Test of English as a Foreign Language</td>
</tr>
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<td>USC</td>
<td>University of South Carolina</td>
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Updated: 2016-02-03
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Introduction
Overview of the USC Arnold School of Public Health

The Arnold School of Public Health was established by legislative action in 1974 and was fully accredited by the Council on Education for Public Health (CEPH) in 1979, 1984, 1990, 1996, 2001, and 2010. The mission of the Arnold School of Public Health is to expand, disseminate and apply the body of knowledge regarding prevention of disease, disability, and environmental degradation; promote health and well being in diverse populations; and provide effective, efficient and equitable health services. An integral part of the training of students at the school is participation in research activities. Since the state is experiencing rapid demographic and industrial changes, health problems range from those of a traditional rural setting (infectious diseases, infant mortality, access to health care) to those of a modern industrial setting (impact of new industries on air and water quality and the safety of the workplace). The school has been committed to “action research” since its inception. The importance of dealing with operating programs and defined problems has led to close working relationships with human service programs, health care facilities, and governmental agencies throughout the state and region.

In November 2000, the University of South Carolina announced that the School of Public Health would be named in honor of a longtime Columbia business leader and philanthropist, Norman J. Arnold. The Arnold School of Public Health is in recognition of a gift from Mr. Arnold to the school and for his longtime commitment to improving the health of South Carolinians. The Arnold School of Public Health became only the third school of public health in the United States to be named for an individual. The others are the Rollins School of Public Health at Emory University and the Joseph L. Mailman School of Public Health at Columbia University.

The school contains the Prevention Research Center, the Center for Research on Nutrition and Health Disparities, the Center for Health Services Policy and Research, the Center for Public Health Preparedness, the Cancer Prevention and Control Program, the South Carolina Public Health Institute, the Rural Health Research Center, the Consortium for the Latino Immigration Studies, the Office for the Study of Aging and the Speech and Hearing Center, and actively partners with the Institute for Partnerships to Eliminate Health Disparities.

An integral part of the training of students at the school is participation in research activities. Since the state is experiencing rapid demographic and industrial changes, health problems range from those of a traditional rural setting (infectious diseases, infant mortality, access to health care) to those of a modern industrial setting (impact of new industries on air and water quality and the safety of the workplace). The school has been committed to “action research” since its inception. The importance of dealing with operating programs and defined problems has led to close working relationships with human service programs, health care facilities, and governmental agencies throughout the state and region.
Overview of the Department of Health Promotion, Education, and Behavior

The Department of Health Promotion, Education, and Behavior (HPEB) at the University of South Carolina’s Arnold School of Public Health has as its focus understanding how policy, environmental, institutional, and individual actions can improve the public’s health. This work, usually done in partnership with organizations and communities, uses principles and methods from the social and behavioral sciences to promote health in diverse settings across South Carolina, the US, and the globe.

The department is committed to a three-part mission of:

- Conducting timely interdisciplinary research that attracts extramural funding and generates knowledge leading to improvements in public health practice and outcomes
- Attracting and training talented and motivated students who will work to improve public health
- Providing research-linked service to professionals and communities to advance practice, support the profession, and improve public health

An important motivation for our work is that, in many cases, scientists and practitioners have identified which actions should and can be taken to improve public health, but these actions are often either carried out ineffectively or at too small a scale. For example, at least half of the worldwide annual deaths of 8 million children under five years old can be prevented by proven actions, but we lack sufficient understanding of how to effectively mobilize sociopolitical processes, program design and implementation, and community partnerships to enact these actions. Behavioral and social research, training, and outreach aimed at acquiring, sharing, and applying knowledge about effective mobilization and coordination processes can therefore have large public health impacts.

Programs leading to degrees in health promotion, education, and behavior center on changing health practices. Health education promotion is an activist discipline and employs community development, organizational behavior, policy change and applied communication strategies to promote healthy behaviors by influencing knowledge, attitudes, social support systems, patient/provider relationships, access and barriers to health care, and the environments in which people live, work, and play. Courses emphasizing principles of organizational and individual learning, motivation, behavior change, program planning and evaluation constitute the basis of professional preparation.

The department supports the idea that health promotion, education, and behavior subsume a set of activities which:

- Inform people about health, illness, disability, and ways in which they can protect and improve their health, including more efficient use of the health care delivery system;
- Influence individuals to adopt or maintain healthy practices through skill building;
- Foster teaching and communication skills in those engaged in health education;
- Advocate changes in health care systems and the environment, which will facilitate healthy practices;
- Develop effective health education programs aimed at promoting good health;
- Enhance the health promoter’s role as a model, advocate and leader in health; and,
- Create knowledge through systematic research.
The Department of Health Promotion, Education, and Behavior offers the following degrees and certificates: Master of Public Health (MPH), Master of Science in Public Health (MSPH), Master of Social Work/Master of Public Health (MSW/MPH) (a dual degree with the college of Social Work) Certificate of Graduate Study in Health Communication, Doctor of Philosophy (PhD), and Doctor of Public Health (DrPH).

**Careers for the Master’s Prepared HPEB Professional**

Health promotion, education, and behavior is an eclectic field combining communication skills, behavior change strategies, community organization abilities, program planning and implementation skills, and program evaluation skills. Health promotion, education, and behavior professionals may work in a variety of settings including: health departments, clinics, hospitals, non-profit health organizations, community-based organizations, schools, school districts, and wellness programs in college and corporate settings. The work can also be done at local, county, state, national, or international levels.

Health promotion, education, and behavior professionals may work in a specific setting, as mentioned in the above paragraph. They may also work with people of specific ages (e.g., children, adolescents, adults, older adults), with people at risk for a certain problem (e.g., cardiovascular disease, obesity, cancer, HIV/AIDS, diabetes, unintentional injuries, etc.), or with a specific health behavior (e.g., physical activity, nutrition, tobacco use, etc.). The mission of the hiring organization often determines the foci of health education and promotion work.

Some health promotion, education, and behavior practitioners provide direct services (e.g., education, counseling, materials, etc.) to individuals and groups, while some positions involve largely planning and coordinating programs and services. Many practitioners are involved with coalitions and collaborations that include a number of organizations to advocate for certain health issues and to coordinate and pool resources to address a health issue.

HPEB students are exposed to a variety of the above settings, populations, health problems, and health behaviors. The core skills to succeed at being a health promotion, education, and behavior professional across settings and issues are transferrable. Core courses are designed to help students begin to develop these skills. Professional development is an ongoing process, and continues after students have completed the graduate degree.
Faculty and Areas of Specialization

Lucy Ingram, MPH, PhD, University of Alabama at Birmingham (2003)
Associate Professor
Women's reproductive health; sexually transmitted infection (STI) prevention; racial health disparities; community-based participatory research

Christine Blake, PhD, RD, Cornell University (2006)
Associate Professor
Factors that influence food choice; dietary patterns and situational eating; food meanings, schema, and scripts in context; eating identity; maternal and child nutrition; obesity and chronic disease; qualitative research and mixed methods

Heather M. Brandt, PhD, University of South Carolina (2003)
Associate Professor
Cancer prevention and control; cancer disparities among underserved populations; social and behavioral aspects of human papillomavirus (HPV), cervical cancer, and colorectal cancer; community-based participatory research strategies; health literacy influences on health, behavior, and research participation; women's health

Rachel Davis, PhD, University of Michigan (2008)
Assistant Professor
The role of culture in tailored and narrative based health communication interventions; measurement error due to cultural influences on health survey methodology; interventions to address racial and ethnic disparities related to nutrition behaviors, childhood obesity, and Type 2 diabetes

Daniela Friedman, MSc, PhD, University of Waterloo (2006)
Associate Professor
Health and cancer communications with diverse populations; role of social context, media, and technology in health communication interventions; health literacy measurement; healthy aging and gerontology; cognitive health promotion

Edward A. Frongillo, Jr., PhD, Cornell University (1991)
Department Chair and Professor
Growth, development, and feeding of infants and young children; family stress and parenting; measurement and consequences of food insecurity for children, adults, elders, and people living with HIV; policy and programs for improving nutrition and development; advancing consensus, commitment, and capacity for nutrition in poor countries; design and analysis of longitudinal studies

Instructor and Academic Programs Coordinator
First Aid/CPR; First Year Experience (college students); adult education; international education (TESOL, F-1/J-1)

Sonya Jones, PhD, University of North Carolina, Chapel Hill (2002)
Associate Professor
Nutrition; social and policy determinants of health; youth empowerment and development

Andrew Kaczynski, PhD, University of Waterloo (2007)
Assistant Professor
Built environment and physical activity; parks and recreation management and community health; environmental and policy approaches to active transportation; research methods, program planning and evaluation in public health; youth advocacy for obesity prevention
Xiaoming Li, Ph.D., University of Minnesota, Minneapolis (1992).
Professor and Endowed Chair; Director of South Carolina SmartState Center for HealthCare Quality. Research methodology; psychological measurement; program evaluation; migration; social stigma; mental health; parenting and family function; resilience among children; health risk behaviors and perceptions among minority adolescents and other vulnerable or at-risk populations; behavioral HIV prevention intervention; HIV disclosure; global health; implementation sciences.

Emily Mann, PhD, University of Maryland, College Park (2010)
Assistant Professor
Latino health disparities; social determinants of health; community-based participatory research; teenage sexuality; reproductive health; social justice.

Justin Moore, PhD, FACSM, University of Texas, Austin (2003)
Assistant Professor
Implementation of community-based strategies for the promotion of physical activity and healthy eating in youth; epidemiology of physical activity in underserved youth populations; program planning and evaluation; applied statistics in public health

Spencer Moore, PhD, University of Virginia (2000)
Associate Professor
Social environments, social networks, and health; global inequalities in health; inter-organizational networks and public health systems.

Andrew Pope, MPH, DrPH, University of South Carolina (2007)
Clinical Assistant Professor
Evaluation of policy, systems, and environmental change strategies; impact of poverty on health; quality of life for individuals with disabilities

Shan Qiao, PhD, Johns Hopkins University (2012)
Assistant Professor
Health education and health promotion, program implementation and evaluation; adolescent drug use; female sex workers; HIV/AIDS in children and other populations; HIV disclosure and stigma; social relationships and HIV cure; and, implementation science.

Alyssa Robillard, PhD, University of Alabama, Birmingham (2000)
Associate Professor
HIV prevention; sexual health; racial/ethnic health disparities; incarcerated populations (youth and adults); media and youth risk behavior

David Simmons, PhD, Michigan State University (2002)
Associate Professor (joint appointment with Anthropology)
International health; social justice; social and health disparities; health and healing in the African diaspora; community-based participatory research; community-university partnerships

Mindi Spencer, PhD, West Virginia University (2006)
Associate Professor (joint appointment with Institute for Southern Studies)
Gerontological health; health disparities in older adulthood; cultural meanings of health and disability; African American and American Indian elders; health in the American South; caregiving in diverse populations; functional limitations in late-life
Jim F. Thrasher, PhD, University of North Carolina, Chapel Hill (2005)
Associate Professor
Cancer prevention and control; tobacco; health policy; mass media and health communication; social and cultural determinants of health; globalization and global health; mixed methods (i.e., combining qualitative and quantitative methods); measurement development

Gabrielle (Brie) Turner-McGrievy, PhD, RD, University of North Carolina, Chapel Hill (2009)
Assistant Professor
Emerging technologies to create health behavior changes; mHealth and eHealth; vegetarian and vegan dietary approaches in the prevention and treatment of chronic diseases; diet quality and assessment; obesity prevention and treatment

Robert F. Valois, PhD, FAAHB, University of Illinois, Urbana-Champaign (1985)
Professor
Adolescent and school health; adolescent health risk behaviors and quality of life/life satisfaction; health promotion program evaluation; coordinated school health programs; smoking cessation and nicotine dependence

Katrina M. Walsemann, MPH, PhD, University of Michigan (2005)
Associate Professor and Undergraduate Director
Life course theory; social determinants of health; educational inequities in health; racial/ethnic health inequities; institutional discrimination and health; multi-level modeling; longitudinal analysis

Ken Watkins, PhD, University of Michigan (1999)
Clinical Associate Professor; Associate Chair and Graduate Director
Aging and health, diabetes self-management, quality of life, faith and health, self-regulation approaches
Emeritus Faculty

**Donna L. Richter**, Ed.D., University of South Carolina (1982)
HIV/AIDS prevention and research; public health practice; public health leadership; women's health issues; gerontology

**Roger S. Sargent**, PhD, University of South Carolina (1971)
Applied nutrition, weight management; maternal and child nutrition

**Ruth Saunders**, PhD, University of South Carolina (1986)
Physical activity promotion; health promotion programs in organizational settings; social and physical environment interventions; implementation monitoring and process evaluation

Adjunct Faculty

**Frances E. Ashe-Goins**, RN, BSN, MPH
Adjunct Professor
U.S. Department of Health and Human Services Office on Women's Health

**Jean Elizabeth (Beth) Barry**, BS, MPH
Adjunct Professor
SC Program Manager, Alliance for a Healthier Generation, Healthy Schools Program

**Deborah Billings**, PhD
Adjunct Assistant Professor
Director, SC Contraceptive Access Campaign - Advocates for Youth

**Scotty M. Buff**, PhD
Adjunct Assistant Professor
Co-Director, Dissemination Core, Center for Community Health Partnerships, MUSC

**Sandra K. Kammermann**, MS, EdS
Adjunct Instructor
Director, Education and Research, John A. Martin Primary Health Care Center

**John R. Ureda**, DrPH
Adjunct Associate Professor
CEO and President, Insights Consulting, Inc.
Guidelines and Regulations

Students are responsible for information in the University’s Graduate Studies Academic Bulletin and on the Graduate School website, as well as information in the handbook. Please see the HPEB departmental webpage for current students (http://www.sph.sc.edu/hpeb/current.htm) for updated information and links to HPEB and Graduate School forms.

Graduate Academic Bulletin

Frequently requested information from the Graduate Studies Academic Bulletin:

Graduate Admissions – Degree-seeking admission
- Valid Period of Admission
- Additional Coursework
- Registration Requirements
- Course Enrollment, Prerequisites, Course Loads

Degree Requirements
- Concurrent Enrollment
- Special Enrollment (Z-status, GA-underenrolled, Family Leave)
- Master's Program of Study
- Concurrent and Dual Enrollment Programs of Study

Transfer of coursework

After admission to the program in HPEB, students may request to transfer previous courses into the MPH program pursuant to our policy below. Transfer requests are reviewable - course transfer is not automatic.

HPEB policy: Students may transfer up to nine graduate hours of credit taken outside of a completed program of study with approval from the student’s academic advisor. Students requesting to transfer 10-15 hours of such credit must receive approval from the HPEB faculty. Students may transfer a maximum of nine hours of graduate credit from one masters degree program to another. Such transfer requires approval of the HPEB faculty.

All transfer courses must meet Graduate School requirements regarding the six-year period of viability, taken from an accredited institution recognized by USC, carrying graduate credit with a grade of “B” or better, and number of USC reduced tuition rate hours allowed (6), as described in the Graduate Studies Bulletin. Students must complete the Request for Transfer of Graduate Credit at the Graduate School’s Forms webpage.

Students wishing to transfer a course that will replace a similar public health core course housed in another USC department should contact the HPEB Graduate Director to receive approval from that department.
Transient Enrollment Privilege
Revalidation of Out-of-Date Courses
Independent Study
Comprehensive Assessment

**Academic Regulations**
- Academic Credit and Course Policies
- Course Enrollment Load
- Dropping/Withdrawing from a Course
- Grading Policies
- Academic Standard for GPA, Progression, and Graduation
- Academic Suspension
- Student Records and Transcripts

**Frequently requested information from the** [Graduate School website](#)

- Getting Started
- Academics
- Calendar
- Campus Resources
- Forms Library
- Graduate Student Day
- Graduate Management System (GMS)
- International Students
- International Travel Policy
- Paying for Graduate School
- Ombudsman
- Update Application/Admission
Roles and Responsibilities of Graduate Students

Your responsibilities include but are not limited to:

- **Guidelines** - be aware of and follow requirements as stated in the USC Graduate Academic Bulletin, USC Graduate School website, and guidelines provided in the HPEB Masters Handbook.

- **Advisement** - students are responsible for knowing program requirements, taking an active role through all steps of their program and keeping copies of all important records and documents.

- **Keeping the advisor apprised** of your progress and barriers you are experiencing.

- **Deadlines** - be aware of and meet graduate school and university deadlines.

- **Transfer credit** - inform your advisor of your intention to apply for transfer credit immediately during advisement. Transfer credit must be approved as part of your program of study and is subject to approval.

- **Comprehensive examination** – with your advisor, determine the appropriate time for you to take the examination; take appropriate steps to prepare for the exam.

- **Practicum** – be familiar with and follow all guidelines

- **Forms** – Ensure all HPEB and Graduate School forms are submitted through the department at the appropriate times.
Academic Integrity

All students are expected to adhere to the university's policies regarding academic integrity. Students should consult the HPEB website for policy concerning issues related to academic dishonesty. Any student caught violating any of these regulations will be subject to penalties associated with such acts.

Disability Services

Students with disabilities are assisted through the Office of Disability Services. Students with disabilities should contact the Office of Disability Services at 803-777-6744 (TDD) or 803-777-6142 for specific information about services, or accessed online. When students receive the Graduate School's offer of admission, they should notify the Office of Disability Services of their need(s) for specific accommodation(s). The Office of Disability Services is located in the LeConte building at the corner of Pickens and Green Streets in Room 112A.

Financial Aid

To be eligible for Financial Aid, you must enroll for a minimum of nine (9) credit hours at the beginning of the Financial Aid semester (i.e., Fall, Spring, or Summer). If you have specific questions about your situation, you may contact the Financial Aid Office at 803-477-8134.

Information regarding Financial Aid and Scholarships is available at www.sc.edu/financialaid/. Information regarding payment plans is available at the Bursar's webpage: www.sc.edu/bursar/paying.shtml.
Admission

Students may apply for and be enrolled in only one HPEB MPH degree program. We do not allow concurrent applications or enrollment in both programs. Our policy is:

- The HPEB on-campus MPH and HPEB online MPH are two distinct programs; a student is admitted into one of these programs.
- A student in one program (i.e., on-campus or online) should be able to take a course/s in the other program only in exceptional situations where there are extenuating circumstances.

Once fully accepted by the Graduate School, all students should follow the directions for Getting Started and submit immunization and citizenship forms before being able to register for classes.

SC Residents will need to submit the Legal Residency form to receive in-state tuition.

Self-Service Carolina is the portal for students to handle all personal, academic and financial interactions with the university. Set up your account using the IDs provided on your Application Status page. Once in Self-Service Carolina, you will be able to access your university email, view the course schedule, register for classes, view your bill and financial aid, etc.

Advising

Prior to each semester, students should contact their academic advisor to discuss course planning. Advisement must take place prior to clearance by the ASPH Office of Graduate Student Services to register for courses via my.sc.edu.

You are encouraged to review the Part of Term Dates associated with your specific section to ensure that you meet registration and fee payment deadlines.
Graduate Assistantships

Who Exactly is a Graduate Assistant?

A graduate assistant is a fully admitted graduate student who receives a stipend and some educational benefits in exchange for specific services that the student provides. A graduate assistant usually works directly with one or more faculty members, in a university office, or with a specific state agency.

The USC Graduate School offers training and evaluation activities for graduate teaching and instructional assistants (GTAs and GIAs). Our department requires all doctoral students to attend the training for GTAs and GIAs. In addition, all international doctoral students must attend the international teaching assistant working for training and evaluation of oral English skills. If a doctoral student does not attend this training, the department has the right to withdraw any offer of financial support for that student.

Who is Eligible to Receive a Graduate Assistantship?

Any fully admitted student taking nine or more graduate credits is eligible. There is generally no special consideration given for financial need or level of education. Employment is usually made on specific qualifications and skills of the individual. Sometimes the degree program in which a student is enrolled is a consideration. A student receiving other financial assistance in the form of work-study, stipend, or grant from another agency may not qualify to receive a graduate assistantship; but, some scholarships and fellowships may be received at the same time.

Graduate assistants are expected to devote full-time effort to their studies and their assistantship responsibilities. They are, therefore, discouraged from having additional employment on or off campus, during the term(s) for which they are appointed. In addition, regular University employees are not eligible for assistantships.

How do I Apply for a Graduate Assistantship?

There are no specific graduate assistantship applications available for Health Promotion, Education, and Behavior. To be considered for a position, an applicant must indicate an interest in being a graduate assistant on the admissions application form. The student will then be considered for any available graduate assistantships that match their qualifications and skills. Contact the HPEB Academic Programs Coordinator (Dr. Casey Goldston Giraudy) for more information. Students may also review openings on the MySPH website. Continuing students work with their faculty advisor(s) to identify and secure graduate assistantships.

What Types of Work do Graduate Assistants Perform?

The work responsibility of a graduate assistant depends on the skills and work experiences he/she has and the project on which they would be working. Some teach undergraduate courses, grade papers, or proctor testing; others do research and/or assist with administration of programs. If you have any research skills/experience, be
sure to include them on your resume. The assignment/tasks depend on the professional needs of the faculty members/supervisors with whom you work.

**How are Graduate Assistants Selected?**

Faculty members who have positions for graduate assistants review the student applications on file and make selections. Consequently, students are strongly advised to inform the faculty members in their individual program of their interest in an assistantship.

**What Benefits do Graduate Assistants Receive?**

Graduate students from out of state who hold qualifying assistantships are given an automatic tuition reduction to the in-state tuition level. Graduate assistantship paperwork must be completed no later than 25 calendar days from the first day of class in order to qualify for this reduction. In addition, graduate students who hold assistantships in the spring semester and pre-register for the upcoming fall semester automatically are accorded the reduced in-state tuition rates during the summer sessions (Maymester, Summer I, and Summer II).

**GA Work Assignments & Course Load Limits:**

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<tr>
<th>Work Assignments</th>
<th>Minimum</th>
<th>Maximum</th>
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<tr>
<td></td>
<td>10 hours per week (Half-time)</td>
<td>20 hours per week (Full-time)</td>
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Graduate assistants working more than the required hours per week must have approval of the Dean of Graduate School prior to the beginning date of their graduate assistantship appointment.

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<tr>
<th>Course Load Limits</th>
<th>Minimum</th>
<th>Maximum</th>
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<tbody>
<tr>
<td></td>
<td>9 semester hours (1 hr summer)</td>
<td>15 semester hours</td>
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**Academic Fees (Same for all GAs)**

- Per credit hour amount

Graduate Assistantship tuition may increase when the University's tuition increases.

**NOTE:** Graduate assistants DO NOT receive any of the following benefits: free parking stickers; paid activity/technology fees; sick leave or paid holidays; insurance; or reduced textbook rates at either bookstore. Graduate assistants are NOT entitled to faculty benefits or privileges. Graduate assistants may pay separately for health services/activities fees by paying the University fee at the time of registration.

**Do I Have to Make Up Time Missed for Holidays?**

You are not required to work when classes are not in session; but, two weeks notification and the permission of the supervisor are required for not working during USC-recognized holidays. Two weeks notification and the permission of the supervisor are also recommended for any/all vacation days you wish to request.
While USC students are not required to work during days when classes are not in session, the student may be asked to make up the hours if they received pay from the agency for a workday falling on a USC holiday. We advise each student to check with the agency and the supervisor on the agency’s policy, as different agencies have different vacation policies.

Note: Fall break and Spring break are not considered official USC holidays.

**When Will I Know if I Have an Assistantship?**

Assistantships are awarded on a semester basis beginning in late August and/or January. If you receive an assistantship from HPEB, an offer letter will be mailed to you prior to the opening of the semester. Usually assistantships last for two semesters; but, money is allotted for one semester at a time and there is occasionally a turnover of assistantships after one semester period. In this instance, assistantship offers may be extended as openings occur throughout the semester.

**What Should I Do if I Hear About a Possible Position?**

The Department has several recurring assistantships from year to year. Students who identify potential positions for graduate assistantships outside of the recurring positions may contact the Department’s Academic Programs Coordinator for guidance to establish a new assistantship in an area of interest.

**Do I Have to Reapply for an Assistantship Each Semester that I am in School?**

It is a good idea to verify with your supervisor that your position will be funded for each upcoming semester. Paperwork may need to be completed on acquiring a new assistantship position.

**What Other Types of Financial Aid Are Available?**

In addition to graduate assistantships, financial aid is available in the form of part-time jobs, consultancies, work/study opportunities, veterans benefits, and loans. For information on grants, loans and other financial assistance contact the USC Student Financial Aid Office.
Degree Requirements

The following section presents curriculum guidelines for the HPEB Master's and Certificate programs. These guidelines should be used, with the advice of your faculty advisor, to facilitate your successful progression through your graduate program. As a graduate student, you have the primary responsibility for your progression through the program.

The Department of HPEB offers three Master's Programs: Master in Public Health (MPH), Master of Science in Public Health (MSPH), and a dual degree, Master of Social Work/Master in Public Health (MSW/MPH) in conjunction with the College of Social Work.

There are some variations in specific requirements for the various master's degree programs. The general progression of steps is similar for full-time students, as outlined below.

- Begin course work;
- Develop a Program of Study by the end of the first year.
- Complete course work (i.e., required courses and electives) (Course descriptions can be found in USC's Academic Bulletin).  
- Complete the public health practicum, and provide a written report and oral presentation of the practicum project.
- Successfully complete and defend a comprehensive evaluation as part of the practicum presentation.

Most programs can be completed in two years of full-time enrollment including some summer school courses. Master's students must complete all degree requirements within a period of six years as specified by the Graduate School.

Overview of Degree Requirements

Master of Public Health (MPH) (45 hours):
  MPH Course Work (must have Program of Study)
  Basic Public Health Core (15 hours)
  Health Promotion, Education, and Behavior Core (15 hours)
  Cognate Electives (9 hours)
  Public Health Practicum (6 hours)
  Comprehensive Examination
Master of Science in Public Health (MSPH) (45 hours):
  MSPH Course work (must have Program of Study)
  Basic Public Health Core (12 hours)
  Heath Promotion, Education, and Behavior Core (12 hours)
  Cognate Electives (9 hours)
  Research Methods (6 hours)
  Thesis & Comprehensive Examination (6 hours)

Master of Social Work/Master of Public Health (MSW/MPH) Dual Degree
  See School of Social Work website:
  http://www.cosw.sc.edu/academic-program/msw-program/msw-dual-degree

Certificate of Graduate Study in Health Communication
The Certificate of Graduate Study in Health Communication is an interdisciplinary certificate administered by the Department of Health Promotion, Education, and Behavior; the School of Journalism and Mass Communications; and the School of Library and Information Science. This is an 18-hour post-bachelor's program that provides students with opportunities to strengthen their knowledge in health communication content, research methods, and application. Students will select Health Promotion, Education, and Behavior; Journalism and Mass Communications; or Library and Information Science as an interest area.

An applicant for admission to the Certificate of Graduate Study in Health Communication will be evaluated on a combination of factors: undergraduate grades; performance on the GRE; resume describing previous professional experience, especially if that experience is in health communication-related positions; three letters of recommendation; and a written statement of intent, in which the applicant outlines reasons for seeking a graduate-level Certificate in Health Communication. Qualified individuals who are not currently enrolled in a graduate degree can also take the certificate as a stand-alone program.

To earn the certificate, students must complete:

1. The certificate core (9 hours):
   
   HPEB 711  Applied Health Communication
   SLIS 749  Health Sciences Information Resources
   JOUR 702/803 Communication Theory/Seminar in Mass Communication Theory and Theory
   Construction OR
   JOUR 772  Seminar in Health, Science, and the Media

2. Six (6) directed elective hours from an approved list, depending on the student's interests as approved by the student's faculty advisor. Some potential elective courses include: Concepts and Methods in Health Promotion (HPEB 700), Theoretical Foundations of Health Promotion (HPEB 701), Planning Health Promotion Programs (HPEB 702), Seminar in Health, Science, and the Media (JOUR 772), Risk Communication (JOUR 773), Health Information Retrieval in Electronic Environments (SLIS 743), and Consumer Health Resources and Information Services (SLIS 758).

3. A three credit-hour practicum or project in the student's home department.
Examples of practica/internships include appointments with local agencies involved with health communication, or work on an active research project. Faculty members work closely with students to help them secure the practicum.
Important Terms Used in the Following Section:

**Academic Advisor:**
The faculty member selected to advise you in your academic program; the person who approves your courses for registration and helps determine your Program of Study.

**Dean of Graduate School:**
The Dean of the Graduate School signs off on all paperwork involving progression through graduate programs; all paperwork goes through HPEB Graduate Director prior to being sent to Graduate School.

**Graduate Director:**
The faculty member in HPEB responsible for signing off on documents (such as the Program of Study) that are filed with the Graduate School.

**Practicum Advisor:**
The faculty member selected to direct your practicum experience; not necessarily the same individual as your academic advisor.

**Practicum Mentor ("Preceptor"):**
The individual who agrees to serve as your supervisor at the site of your practicum.

**Practicum Seminar Instructor:**
HPEB faculty member conducting Practicum seminar.

**Thesis Advisor:**
The faculty member selected to direct your thesis (for those in MSPH); not necessarily the same individual as your academic advisor.
Master of Public Health (MPH) (45 hours)

**Goal:** To prepare public health professionals to serve as agents of social and behavioral change through the promotion of community and personal wellbeing.

**Learning Outcomes and Curriculum Requirements**

Upon completion on MPH coursework, students will be able to:

1. Demonstrate an understanding of the history and fundamental concepts constituting the breadth of public health, with the goal of developing an interdisciplinary approach to public health practice.
   
   **Courses:**
   - HPEB 700-Concepts and Methods in Health Promotion
   - HSPM 700-Approaches and Concepts of Health Administration
   - EPID 700-Introduction to Epidemiology
   - BIOS 700-Introduction to Biostatistics
   - ENHS 660-Concepts of Environmental Health Science

2. Prepare to become effective agents in the development and promotion of informed decision-making and health behavior change in individuals, institutions and communities.
   
   **Courses:**
   - HPEB 701-Theoretical Foundations of Health Promotion
   - HPEB 702-Planning Health Promotion Programs
   - HPEB 707- Health Promotion Research Methods
   - HPEB 710-Evaluation of Health Promotion Programs
   - HPEB 748-Community Health Development.

3. Demonstrate an understanding of how health promotion, education and behavior is carried out in various settings with respect to various health practices, and demonstrate the ability to apply formal learning in practice settings.
   
   **Courses:**
   - Elective courses (3)
   - HPEB 798A-Public Health Practicum Seminar/Fieldwork
   - HPEB 798B-Public Health Practicum Fieldwork
HPEB MPH Program
Milestones Toward Degree

Application and admission

Coursework (39 hours)
Complete and submit program of study

Practicum courses and fieldwork
(6 hours)

Practicum written report and oral presentation
Comprehensive evaluation - written response and oral defense

Application for graduation
## Master of Public Health (MPH): Course Sequence

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Credit</th>
<th>Sequence</th>
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<tbody>
<tr>
<td>HPEB 700</td>
<td>Concepts &amp; Methods in Health Promotion</td>
<td>3</td>
<td>1st year - Summer or Fall</td>
</tr>
<tr>
<td>HPEB701</td>
<td>Theoretical Foundations of Health Promotion</td>
<td>3</td>
<td>1st year - Fall</td>
</tr>
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<td>HPEB 702</td>
<td>Planning Health Promotion Programs</td>
<td>3</td>
<td>1st year - Spring</td>
</tr>
<tr>
<td>HPEB 707</td>
<td>Health Promotion Research Methods</td>
<td>3</td>
<td>1st year - Spring</td>
</tr>
<tr>
<td>HPEB 710</td>
<td>Evaluation of Health Promotion Programs</td>
<td>3</td>
<td>2nd year - Fall</td>
</tr>
<tr>
<td>HPEB 748</td>
<td>Community Health Development</td>
<td>3</td>
<td>2nd year - Fall</td>
</tr>
<tr>
<td>ENHS 660</td>
<td>Concepts of Environmental Health</td>
<td>3</td>
<td>Fall, Spring, or Summer</td>
</tr>
<tr>
<td>EPID 700</td>
<td>Introduction to Epidemiology</td>
<td>3</td>
<td>Fall, Spring, or Summer</td>
</tr>
<tr>
<td>BIOS 700</td>
<td>Introduction to Biostatistics</td>
<td>3</td>
<td>Fall, Spring, or Summer</td>
</tr>
<tr>
<td>HSPM 700</td>
<td>Approaches &amp; Concepts for Health Administration</td>
<td>3</td>
<td>Fall or Summer</td>
</tr>
<tr>
<td>HPEB 798A</td>
<td>Public Health Practicum Seminar</td>
<td>3</td>
<td>After/during final HPEB core courses</td>
</tr>
<tr>
<td>HPEB 798B</td>
<td>Public Health Practicum Fieldwork</td>
<td>3</td>
<td>Final semester</td>
</tr>
<tr>
<td>Electives</td>
<td>Cognate Courses</td>
<td>9</td>
<td>Variable</td>
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<tr>
<td><strong>TOTAL</strong></td>
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<td><strong>45</strong></td>
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</tbody>
</table>

Successful completion of comprehensive exam | Conclusion of 798B
**Master of Science in Public Health (MSPH) (45 hours)**

**Goal:** To prepare applied researchers in public health education who may test the relevance of specific social and behavior change theory in solving public health problems.

**Learning Outcomes and Curriculum Requirements**

Upon completion on MSPH coursework, students will be able to:

1. Demonstrate an understanding of the history and fundamental concepts constituting the breadth of public health disciplines, with the goal of developing graduates who are interdisciplinary in their approach to public health practice.
   
   **Courses:**
   - HPEB 700-Concepts and Methods in Health Promotion
   - PUBH 700-Perspectives in Public Health
   - EPID 700-Introduction to Epidemiology
   - BIOS 700-Introduction to Biostatistics

2. Prepare to become effective agents in the development and promotion of informed decision-making and health behavior change in individuals, institutions and communities.

   **Courses:**
   - HPEB 701-Theoretical Foundations of Health Promotion
   - HPEB 702-Planning Heath Promotion Programs
   - HPEB 710-Evaluation of Heath Promotion Programs
   - HPEB 748-Community Health Development.

3. Demonstrate an understanding of how health promotion, education and behavior is carried out in various settings with respect to various health practices, and demonstrate the ability to apply formal learning in practice settings.

   **Courses:**
   - Completion of a thesis proposal, a research project, and a thesis defense; six semester credit hours of thesis preparation (HPEB 799)

3. Demonstrate an understanding of basic research and statistical skills necessary for the design, implementation, and reporting of the results of an applied research project.

   **Courses:**
   - BIOS 700-Introduction to Biostatistics
   - EPID 700-Introduction to Epidemiology
   - HPEB 707-Health Promotion Research Methods
   - HPEB 710-Evaluation of Health Promotion Programs
   - Three credit hours of advanced BIOS, EPID, research design, or program evaluation
   - HPEB 799-Thesis Preparation (six hours)
HPEB MSPH Program
Milestones Toward Degree

Application and admission

Coursework (39 hours)
Complete and submit program of study

Thesis
(6 hours)

Comprehensive evaluation - occurs with thesis defense

Application for graduation
Master of Science in Public Health (MSPH): Suggested Course Sequence

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Credit</th>
<th>Suggested Order (1=first; 5=last)</th>
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<tbody>
<tr>
<td>HPEB 700</td>
<td>Concepts &amp; Methods in Health Promotion</td>
<td>3</td>
<td>1st year – Summer or Fall</td>
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<td>HPEB 702</td>
<td>Planning Health Promotion Programs</td>
<td>3</td>
<td>1st year - Spring</td>
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<tr>
<td>HPEB 707</td>
<td>Health Promotion Research Methods</td>
<td>3</td>
<td>1st year - Spring</td>
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<tr>
<td>HPEB 710</td>
<td>Evaluation of Health Promotion Programs</td>
<td>3</td>
<td>2nd year - Fall</td>
</tr>
<tr>
<td>HPEB 748</td>
<td>Community Health Development</td>
<td>3</td>
<td>2nd year - Fall</td>
</tr>
<tr>
<td>EPID 700</td>
<td>Introduction to Epidemiology</td>
<td>3</td>
<td>Fall, Spring, or Summer</td>
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<td>BIOS 700</td>
<td>Introduction to Biostatistics</td>
<td>3</td>
<td>Fall Spring, or Summer</td>
</tr>
<tr>
<td>PUBH 700</td>
<td>Perspectives in Public Health</td>
<td>3</td>
<td>Variable</td>
</tr>
<tr>
<td>Elective</td>
<td>Advanced statistics, research design, or program evaluation</td>
<td>3</td>
<td>Variable</td>
</tr>
<tr>
<td>HPEB 799</td>
<td>Thesis Preparation</td>
<td>6</td>
<td>Nearing end of coursework</td>
</tr>
<tr>
<td>Electives</td>
<td>Cognate Courses</td>
<td>9</td>
<td>Variable</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td><strong>45</strong></td>
<td></td>
</tr>
</tbody>
</table>

Successful completion of thesis At end of coursework
Master of Social Work/Master of Public Health (MSW/MPH)

Graduates of the dual degree MSW/MPH program can expect to find employment in traditional health care settings that rely on the medical model of intervention as well as in settings that use a social health mode. Students may choose either the Health Promotion and Education (HPEB) track or the Health Services Policy and Management (HSPM) track in the MPH program. Students normally spend the equivalent of three years in their studies for their dual MSW/MPH degrees. Students complete the MSW/MPH with the HPEB track in 84 hours instead of the 105 hours required to complete the two degree programs separately. Students participate in two field placements, one in public health and one in social work. For more specific degree information, go to http://www.cosw.sc.edu/academic-program/msw-program/msw-dual-degree
Comprehensive Examination

Students enrolled in the HPEB MPH (and dual degree) program are required to take a written and oral comprehensive examination in conjunction with the practicum project. The comprehensive examination is a part of the culminating/capstone experience of the MPH program and is designed to assess students’ level of mastery of the core competencies (See Appendices) acquired through HPEB core courses. For students in the MSPH program, the comprehensive examination occurs with the final thesis defense.

Eligibility

Students must be in good academic standing (i.e., GPA > 3.0 and no grades below a C in core courses), and must have completed all HPEB core coursework and be registered for HPEB 798B. Students must register with the Graduate Director to take the examination.

Note: Students with disabilities are assisted through the Office of Disability Services. Students seeking accommodation should contact the Office of Disability Services at 803-777-6744 (TDD) or 803-777-6142 for specific information about services, or access online at http://www.sa.sc.edu/sds/.

Format of the Comprehensive Examination

The comprehensive examination is administered as a take-home examination. The examination is intended to assess students’ critical thinking ability as a key determinant of overall mastery of the core competencies in HPEB. The exam contains questions from the core courses, in three sections: 1) Program Planning, 2) Program Implementation, and 3) Program Evaluation.

Each section of the exam addresses a set of HPEB MPH competencies (see appendices) from the HPEB program, which are addressed in core courses:

HPEB 700: Foundations and Methods of Health Promotion
HPEB 701: Theoretical Foundations of Health Promotion
HPEB 702: Planning Health Promotion Programs
HPEB 707: Health Promotion Research Methods
HPEB 710: Evaluation of Health Promotion Programs
HPEB 748: Community Health Development

Each competency emphasized in the question is scored according to the student’s application of critical thinking skills in the response provided. Answers are evaluated with regard to the following criteria:

- Purpose: The extent to which the response addresses the question.
- Subject Matter Knowledge: The appropriateness and quality of supporting evidence.
- Depth and Breadth of Understanding: The degree to which the response demonstrates understanding and integration of concepts.
Responses must be communicated clearly enough (i.e., well-written) to permit the faculty who read them to make a valid judgment of students' knowledge and critical thinking skills. Responses should be the original work of the student, written in the student’s own words, and not copied or paraphrased from some other work. The department adheres to the University of South Carolina Honor Code. It is the responsibility of every student at the University of South Carolina Columbia to adhere steadfastly to truthfulness and to avoid dishonesty, fraud, or deceit of any type in connection with any academic program. Any student who violates this Honor Code or who knowingly assists another to violate this Honor Code shall be subject to discipline, including the possibility of dismissal from the academic program.

Examination Procedures

Examination questions will be provided to students **six weeks** prior to the scheduled practicum presentation. **Students are responsible for registering with the Graduate Director for the examination a minimum of eight weeks prior to the scheduled practicum presentation.**

This is a take-home examination – any non-human resource may be used in answering questions, but responses should be the student’s original work. Responses are due to the Graduate Director at least **two weeks** prior to the scheduled practicum presentation. (See the next section of this handbook for more information about the HPEB practicum.) Information regarding the examination is discussed in detail during HPEB 798A.

Two graders (the faculty practicum advisor and another full-time HPEB faculty member) will review the student’s response to examination questions, and will provide written feedback to the student via email.

Students should incorporate the written feedback into the final version of the written comprehensive examination, and provide a point-by-point response in a separate document, which is due at the practicum presentation.

After the presentation of the practicum experience, the site preceptor will leave the meeting, and the comprehensive oral examination will take place. The oral examination will cover material from the core courses and the student's final written portion of the examination. The two graders will provide scores on the oral and written sections of the comprehensive examination within one week of the oral presentation.

After the oral and written examinations have been evaluated, scores are reported to the Graduate Director. HPEB faculty vote on all comprehensive exam results, and students are notified via email of the results.

Comprehensive examination results are either **Pass or Fail**. Students who pass the examination may apply for graduation. Students who fail the comprehensive examination may appeal to retake the written and oral examination after one, but no more than two, regular academic semesters following the first administration. Students have a maximum of two administrations to pass the comprehensive examination. Students who fail the second comprehensive examination administration will have their admission to the program cancelled, and do not progress toward the degree.

**IMPORTANT:** **Passing the comprehensive examination is a requirement for graduation.** Questions about the examination should be directed to Ken Watkins (Graduate Director) or the student’s academic advisor.
**HPEB Practicum (HPEB 798A/B)**

The HPEB MPH practicum experience takes place over two terms. As part of the experience, students participate in a structured seminar (HPEB 798A) that focuses on professional development goals, identification of field placement location, and preparation of the practicum contract. The field placement part of the practicum (798B) involves 250 contact hours over 1-2 terms, requiring regular progress reports and a final written report.

**Practicum Goals**

The goal of the practicum is to strengthen a student’s personal understanding of the realities of public health programs in applied settings. This is achieved by familiarizing the student with the practice of public health education to help the student identify with the profession; organizational and administrative dimensions of public health promotion; and functional activities of a specific setting.

The following objectives are presented to guide the achievement of this goal. Planned experiences contribute to the student’s preparation by offering an opportunity for application of skills within the framework of an appropriate field organization through:

- Experiences in working with and without supervision within the organization;
- Exploration of the ongoing planning, implementation, and evaluation activities in health education and promotion programs of the organization;
- Familiarization with the organizations’ public health mission; and
- Actual working involvement in health promotion/education activities within the organization.

**MPH Practicum Overview**

The Practicum Seminar (HPEB 798A), a three-hour course, will assist students in preparing for their fieldwork and ensure all necessary requirements (and forms) are completed. Students, faculty practicum advisors, and preceptors must complete appropriate registration through MySPH. The contact person for MySPH is Xavery Hopkins (hopkinsx@mailbox.sc.edu). After completion of the practicum contract, the student begins supervised fieldwork. Students also prepare for the comprehensive examination during this part of the practicum.

Students continue in the fieldwork experience in three credit hours of HPEB 798B: Public Health Practicum under their practicum faculty advisor. Each faculty member has a distinct HPEB 798B registration code and students must contact their Faculty Practicum Advisor to obtain this code before enrolling. Take home comprehensive exam questions are administered six weeks prior to the student’s oral presentation and written report. An oral presentation and written report of the practicum experience are required at the conclusion of 798B. The oral and written comprehensive examination occur at this time as well.
Setting, Practicum Requirements and Participant Roles

Setting

Numerous state and federal departments and agencies, as well as private hospitals, private organizations, and other health-related organizations, provide locations for practica and projects.

Practicum Requirements

Overview of Practicum Seminar (HPEB 789A, three credit hours)

The following is an overview of the steps (not necessarily in this order) that students are required to complete during HPEB 798A: Practicum Seminar.

- Program evaluation

Students will engage in a review of personal progress in program competencies, and from that will prepare goals and objectives for continuing professional development.

- Identify Practicum Site and Preceptor

Students are responsible for identifying and securing a practicum site and preceptor. A variety of strategies may be employed to assist students in this regard. Practicum opportunities are posted in the MySPH Opportunity Manager (http://mysph.sc.edu/). Opportunities are also posted internally in the Department via bulletin boards, flyers, and electronically via student listserv communication. Students may approach potential sites and/or preceptors based on their interests or on increasing their exposure to areas beyond their interest and current “expertise.” The practicum preceptor should be qualified to supervise students’ work and available to provide meaningful feedback on a daily or near daily basis. The practicum can be located outside of the Columbia area, outside of the state, or outside of the country. Specific information for the preceptor is located in MySPH.

- Identify Faculty Advisor for Practicum

Each student will be assigned a HPEB faculty practicum advisor, who is not necessarily the same person as the student’s faculty academic advisor. A student may request assignment to a specific faculty member, dependent upon the faculty member's availability and interest. The primary factor in selecting a faculty practicum advisor should be the ability of the faculty member to assist in the development of the practicum contract and provide assistance throughout the practicum field placement (i.e., HPEB 798B).

- Develop Practicum Contract and Begin Practica Fieldwork

The practicum contract should be completed immediately following the first four weeks of 798A, and fieldwork should begin at that time. A completed, signed, and dated Practicum Contract is necessary before a student can begin his/her fieldwork. Students are ultimately responsible for negotiating the Contract with both the site preceptor and their faculty
practicum advisor. This contract is for the student’s protection, as it will ensure that all parties agree upon the deliverables and experience within a pre-defined time frame. The contract should define clear expectations for accomplishments in the practicum. Contact information should be provided for all parties (i.e., student, site preceptor, and faculty practicum advisor). Although there is much variation among HPEB practica, they all have in common a focus on one major project, activity, or experience in public health promotion/education. A total of 250 contact hours is required for a practicum; this time is distributed over terms.

- Prepare for Comprehensive Examination

In HPEB 798A, students should review and gather materials for the comprehensive examination. The process for the examination is described in the preceding section of this handbook.

Overview of Practicum Fieldwork (HPEB 798B, three credit hours)

The following is an overview of steps that students are required to complete during HPEB 798B: Practicum (“field placement”) semester.

- Carry Out Practicum

Students will continue at the practicum field site and have primary contact with their site preceptor, who functions as a mentor. Students are expected to keep their faculty practicum advisor updated as needed. If a problem arises, students are to inform their faculty practicum advisor as early as possible.

- Submit Comprehensive Examination Responses

Examination responses are due to the Graduate Director at least two weeks prior to the scheduled practicum presentation, at the conclusion of 798B.

- Present Results of Practicum Experience

Students should follow guidelines for oral practicum presentation, which were provided in HPEB 798A. Each student is required to orally present his/her practicum experience and project publicly before the end of the 798B term. Students are to arrange the specifics of the presentation (e.g., presentation date and time) with their faculty practicum advisor and site preceptor. The student may present in person or via video conferencing (e.g., Skype™, Adobe Connect™, Google Plus™).

HPEB MPH students are responsible for notifying the department regarding practicum presentations. The student should provide the following information via email to both Casey Goldston Giraudy (goldston@mailbox.sc.edu) and Pam Metz (pmetz@mailbox.sc.edu):

- Practicum title
- Practicum agency/location
- Your name, earned degree
- Practicum site preceptor
- Practicum faculty advisor
• Complete and Submit a Practicum Report

Criteria and guidelines for the final practicum report are provided during the practicum seminar. Each student who successfully completes a practicum must submit an electronic copy of the report to Pam Metz (777-7096, pmetz@mailbox.sc.edu).

**Additional Information:**

A student's practicum cannot be part of their existing job or Graduate Assistantship (GA). It is possible to carry out a practicum at an existing job or GA only if it is above and beyond job and GA requirements and results in 250 additional contact hours. This exception can only be granted with the consent of your faculty advisor in consultation with the Graduate Director. Students are not generally, but may be, remunerated for their practicum placements or work. The practicum is considered the culminating, or capstone, experience of the MPH curriculum much like a project, or a thesis. The practicum is a professional position and one in which students are representatives of ASPH and USC. Students, therefore, are expected to conduct themselves in a professional manner at all times.

The student is expected to:

- Take initiative in defining competencies to be developed, selecting an appropriate setting for practice activity, developing clear work and learning objectives, and completing work and learning tasks by the dates agreed upon. A final written report of the practice experience is required and will be placed in the Department files.
- Arrange appropriate meetings with faculty advisor and mentor, including the final oral presentation.

The practicum faculty advisor is expected to:

- Advise the student in developing work and learning proposals.
- Communicate with the student and practicum site preceptor as necessary.
- Provide ongoing advice and guidance as needed or required.
- Review student’s final oral presentation of practicum experience.

The practicum site preceptor is expected to:

- Assist students in defining activities of potential use to his or her organization.
- Review student’s proposal and practicum contract for usefulness to organization and provide on-site direction to the work component of the practice.
- Provide the student with logistical support within the organization.
- Review student's final oral presentation of practicum experience.
Thesis Requirements and Guidelines

A thesis is required for students in HPEB seeking the MSPH degree. Selection of a topic and work on the thesis are approved and directed by a faculty committee that is approved by the department and by the Graduate School. Before beginning to work on the thesis, students should obtain and read a copy of the Graduate School's general thesis regulations found online at: http://gradschool.sc.edu/students/thesisdiss.asp?page=td

Any student who uses University facilities or confers with faculty on thesis work must be officially enrolled for at least one hour of academic credit.

Graduate School Guidelines for Appointment of Thesis Committees

Thesis committees should be composed of faculty from the Columbia campus. Only in extraordinary cases will faculty from another accredited institution or holders of the terminal degree who are not associated with the University be allowed to direct theses or to serve as committee members.

Tenure track faculty at any rank who hold the doctorate or the discipline’s terminal degree, whose units offer graduate programs, and tenured faculty at the rank of full professor who do not hold the terminal degree may serve on or chair thesis committees. Research, clinical, and adjunct faculty at any rank, who hold the terminal degree, may serve on and chair thesis committees with approval of the unit and The Graduate School. Instructors and lecturers who do not hold the terminal degree may serve as members of thesis committees with permission of the unit and The Graduate School. Emeritus or emerita faculty, with permission of the unit and The Graduate School, may continue to chair theses of students under their direction at retirement and be appointed members of thesis committees. In HPEB, the thesis committee must include at least two HPEB faculty members and one member from outside the department.

Purpose of the Thesis

The thesis is a capstone experience and is enhanced through the student’s application of principles and methods learned during coursework through the preparation of a research manuscript. The MSPH thesis must be original research designed to answer specific questions and to synthesize new information contributing to the understanding and solution of public health problems.

Manuscript Style

Health Promotion, Education, and Behavior students are expected to write a manuscript style thesis. With this type of thesis the results section is written as a journal article. Only one manuscript is needed to meet thesis requirements; but, the student may write more than one manuscript. As scientists, it is valuable to have publications on the curriculum vitae when applying for jobs or other academic programs.

Thesis Requirements

Students write the first three chapters (Introduction, Literature Review, Methods) and Chapter 5 (Discussion) in traditional thesis format. Chapter 4 (Manuscript/s) follows the format for the journal to which students plan to submit the manuscript. Each journal provides a section to authors that include information on manuscript length, number of tables and graphs, and reference style. In general terms, this format differs from that of a traditional thesis in that Chapter 4 is replaced with a manuscript.
Students are expected to be the first author of any article they write as a thesis. The order of author listing must be discussed with all committee members at the thesis proposal defense.

**Thesis Outline**

Below is a suggested outline for the thesis.

**Chapter 1 - Introduction/Background**

a. **Problem identification:** State the problem.

b. **Problem definition:** Describe the nature, background, social, and economic costs of the problem. This section should include a brief review of previous research related to the problem to support the student’s points. What gaps in the literature have not been addressed?

c. **Formal statement of problem:** What are the broad objectives/aims of study? Identify the theoretical framework that will guide the research. This is the link between the problem and research design. What are the specific research questions/hypotheses the student will address?

d. **Justification of research:** How will the student’s study add to the body of science? Information should be included to demonstrate why the research is being done.

e. **Preview** Provide a brief description of what will be presented in each chapter.

**Chapter 2 – Literature Review**

The literature review synthesizes previous research to facilitate an understanding of the problem. It provides the preface for the present research problem and justifies the importance of the present thesis project. Sources of literature include historical and recent publications, vital statistics, data from relevant agencies, communications from experts, etc. The chapter includes specific discussion of the nature of the problem, i.e. descriptions of agencies involved with the problem, research studies which have investigated the problem, summaries of reviews of the problem, and the relevance of the problem to the target population. Findings from other studies need to be discussed in past tense with conclusions and recommendations in the present tense. Also include subsections regarding theoretical background for the study. The final paragraph summarizes findings and restates the study objective. Length will vary according to topic and amount of prior research.

**Literature Review Outline**

The following elements should be included:

a. **Introductory paragraph**
   Present an outline of the literature review and justification of literature selected.

b. **Body of the literature review**
   Organize by subheadings. Ensure a logical flow both between and within each subheading. Organizational options may include but are not limited to: 1) Historical to recent studies; 2) Weaker to stronger design; 3) General to specific studies, and; 4) Topic. For each reviewed study, tersely state findings, conclusions
or recommendations, and methodological issues pertinent to the study. End each subsection with a few specific summary statements.

c. Summary of current status of problem
State overall findings and specific strengths and limitations of the literature. End with concise statements on how the proposed research project will build on the literature. Restate the study aims/hypotheses. Present theoretical/conceptual model for the study.

Chapter 3 - Methodology

The methodology section should include as many details as necessary to allow another researcher to replicate the study. The following information should be included:

a. Describe the study design.

b. Identify the target population, study subjects and sampling technique. Include information on the setting in which data collection takes place.

c. Define the variables to be collected and analyzed. Describe measures and clearly state the questions from which these variables are derived. Define terms and variables in the study.

d. Describe data collection procedures (e.g., interview, survey, chart abstraction) and the instrument(s) used. Clearly identify quality control procedures used during data collection. Describe procedures used to protect human subjects (informed consent, confidentiality).

e. Describe the overall analysis plan and specific procedures.

Chapter 4 - Manuscript/s

Thesis students will work with committee members to plan one distinctly significant focus for manuscripts; but, an additional manuscript is optional. The following provides a generic outline for manuscripts: Manuscript Title; Format; Abstract; Introduction; Methods; Results; Discussion; References. Students must select potential journals for manuscript submittal and follow the instructions to authors provided by those journals. Describe findings as they relate to each specific research question.

Chapter 5 - Summary, Implications and Recommendations

Concise and comprehensive summary of the thesis: synthesis discussion of the publications resulting from the research, findings, implications, and future research. Describe the overall conclusions that can be reached from the analyses. Discuss results from previous research that are pertinent to the findings. Describe the limitations and implications of the research and findings. Identify possible areas of future research.

All theses must meet Graduate School requirements. Please refer to the following URL:
http://gradschool.sc.edu/students/thesisdiss.asp?page=td
The deadline for submission of theses for each academic session is also posted on the Graduate School Web page.
Timeline for Completion of Thesis Work

1. Select a thesis committee. Before initiating major thesis work, the student will select a thesis committee chairperson from HPEB whose interests and expertise complement the student’s research interests. The thesis committee should include a minimum of two HPEB faculty and one faculty member outside of the department.

2. Choose a topic at least two semesters prior to the planned graduation date.


4. Submit the thesis proposal to the thesis committee. The proposal briefly outlines the thesis topic, hypothesis, and proposed methodology. The proposal is a contract between the student and the committee members, and ensures that everyone has agreed upon the format and content of the thesis. All committee members are required to sign it as an acknowledgement of approval of the proposal. The student will prepare a written thesis proposal outlining:

   • The general problem to be addressed with adequate literature support.
   • The specific objectives of the study and how accomplishing these objectives will contribute relevant new knowledge to the field; objectives must be supported by a literature review.
   • Methods for accomplishing the objectives.
   • The time, equipment, money, and other resources required.

The committee will review the appropriateness of the proposal; at least one meeting of the entire committee with the student will take place for proposal acceptance before major thesis work begins. It is the student’s responsibility to reserve a meeting room and the proposal meeting.

The major portion of the thesis work itself (field, laboratory, literature analysis) will be conducted by the student in close collaboration with the thesis committee (especially the thesis Chairperson). Any changes in the former plan, as set forth by the proposal, must be agreed upon the committee. Except under unusual circumstances, the student will be registered for thesis work during the semester or session of graduation.

The student will obtain IRB approval prior to conducting the research. Information about this process can be obtained from the committee chairperson or on-line.

It is the policy at the University of South Carolina that no research or investigation involving human subjects, without regard for source of funding, may be undertaken until the approval of the Human Subject Institutional Review Board has been obtained.

During the semesters that students plan to conduct research and analyze data, students should enroll in HPEB 799 under the appropriate section (assigned) according to thesis advisor in the Master Schedule for that semester of session.

In consultation with the committee chair, submit draft copies of the sections to the thesis committee as the student completes them.

Complete data collection by the beginning of classes for the semester in which the student intends to graduate.
A completed first draft of the thesis must be submitted to the thesis chairman at least 60 days prior to the end of the semester of graduation.

At the completion of the thesis work, and at least 30 days before graduation, the student will present an informative seminar defense of the results of his/her thesis research. The student is responsible for arranging and announcing the seminar, which will be open to all interested parties (students, faculty, agencies, etc.) There are two equally important purposes for the seminars:

• To transmit information which has been culminated from a concentrated body of work on the original research project. Thus, the presentation will be of considerable interest to colleagues and should be concise, well organized, and supported by well-planned visual aids.
• To serve as an important learning process for the student in executing an informative presentation and in responding to the discussion and criticism of fellow students and faculty.

The open seminar will be followed by a critical review of the thesis by the student’s thesis committee, with suggestions of improvement, publication, etc. This review will be followed by the formal acceptance or rejection of the student’s thesis as partial fulfillment of the MSPH degree. The thesis defense satisfies the written and oral comprehensive examination requirements.

In addition, MSPH students are responsible for notifying the department regarding thesis presentations. At least one week prior to the presentation, the student should provide the following information via email to both Casey Goldston Giraudy (goldston@mailbox.sc.edu) and Pam Metz (pmetz@mailbox.sc.edu):

Thesis title
Your name, earned degree
Thesis advisor
Day, Date, Year of your presentation
Time of your presentation
Room/Building location
Street Address/Zip (if not in HESC)

This information will be published on the department’s main webpage and posted in the front office.

To reserve a room and/or equipment for your presentation, please contact Pam Metz (HESC 216, 777-7096, pmetz@mailbox.sc.edu).

In general, students are required to present the research project (generally a 20-30 minute presentation of the Background, Methodology, Results and Discussion) to the audience and allow for a question and answer period (usually 10-15 minutes). Students should also bring to the defense copies of the official Graduate School signature form.

IMPORTANT: Graduate School guidelines for thesis preparation may be obtained from the Graduate School website: http://gradschool.sc.edu/thesisdissertation/thesis.htm

Examination/Defense Location

Combined oral and written examinations are held in HPEB for three purposes: 1) comprehensive examination for doctoral students, 2) dissertation defense for doctoral students, and 3) thesis defense for MSPH students. These
examinations should be conducted on campus, and all committee members should be physically present with the student. Under exceptional circumstances, some committee members (but not the chair) may be located off-campus for the examination, connected via telephone or video-conferencing to the student, chair, and other committee members who are on campus. Also under exceptional circumstances, the student, the chair, and perhaps other committee members may be located off-campus for the examination, connected via telephone or video-conferencing to other committee members who are on campus. Regardless of circumstances, the chair must be physically located with the student for the examination.
Resources and Information

**USC International Student Services**

International Programs for Students is located in Room 123 of the Byrnes Building. International student services provide a wide range of services for international students, including pre-arrival information, orientation programs, immigration advising, personal assistance, and student programs and activities. The office is staffed by professionals with specialized training and expertise working with international students. International Student Services may be reached at (803) 777-7461 or [http://www.ip.sc.edu/](http://www.ip.sc.edu/).

**Disability Services**

Students with disabilities are assisted through the Office of Disability Services. Students with disabilities should contact the Office of Disability Services at 803-777-6744 (TDD) or 803-777-6142 for specific information about services, or accessed online at [http://www.sa.sc.edu/sds/](http://www.sa.sc.edu/sds/). When students receive the Graduate School’s offer of admission, they should notify the Office of Disability Services of their need(s) for specific accommodation(s). The Office of Disability Services is located in the LeConte building at the corner of Pickens and Green Streets in Room 112A.
## Appendices

### Appendix I. Health Promotion, Education, and Behavior Competencies

<table>
<thead>
<tr>
<th>Health Promotion, Education, and Behavior Competencies</th>
<th>Primarily gained through required courses</th>
<th>Secondarily gained through elective or other required courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Demonstrate an understanding of fundamental principles and practices in health promotion, education, and behavior.</td>
<td>HPEB 700, 701, 702, 710, 748</td>
<td>HSPM 700, EPID 700, ENHS 660 HPEB electives</td>
</tr>
<tr>
<td>Demonstrate an understanding of principles and practices in epidemiology, and tools for translating epidemiological findings into public health action.</td>
<td>EPID 700, BIOS 700</td>
<td>HPEB 700, HPEB 748 HPEB electives</td>
</tr>
<tr>
<td>Demonstrate an understanding of public health statistical applications.</td>
<td>BIOS 700</td>
<td>HPEB 707, HPEB 710 HPEB electives</td>
</tr>
<tr>
<td>Demonstrate an understanding of philosophy, principles, and practices in health services, policy, and management.</td>
<td>HSPM 700</td>
<td>HPEB 700, HPEB 748 HPEB electives</td>
</tr>
<tr>
<td>Demonstrate an understanding of environmental health from the perspective of the earth as a complex, dynamic system.</td>
<td>ENHS 660</td>
<td>HPEB electives</td>
</tr>
<tr>
<td>Students will understand and develop the ability to apply proven social science, health and behavior theories in the planning, implementation, and evaluation of health education and promotion programs.</td>
<td>HPEB 700, 701, 702, 710, 748, 798</td>
<td>HPEB electives</td>
</tr>
<tr>
<td>Develop skills and knowledge to work effectively with culturally diverse individuals and communities, and to apply principles for ethical conduct in health promotion, education, and behavior.</td>
<td>HPEB 748</td>
<td>HPEB 700, 702 HPEB electives</td>
</tr>
<tr>
<td>Demonstrate an ability to research, develop, implement, and evaluate a program involving health behavior change at the individual, agency, or community level.</td>
<td>HPEB 798A &amp; 798B (Practicum seminar &amp; fieldwork)</td>
<td>HPEB electives Cognate courses</td>
</tr>
<tr>
<td>Demonstrate effective written and oral skills for communication with different audiences in the context of professional public health activities.</td>
<td>HPEB 798A &amp; 798B (Practicum seminar &amp; fieldwork)</td>
<td>HPEB electives Cognate courses</td>
</tr>
</tbody>
</table>
### Appendix II. Competencies for HPEB Core Courses in MPH/MSPH Degree Programs

<table>
<thead>
<tr>
<th>DOMAIN</th>
<th>COMPETENCIES</th>
</tr>
</thead>
</table>
| Public heath values and acculturation          | • Understand the public health values of social change, social justice and tolerance  
• Understand public health history and heroes  
• Understand public health purpose and methods  
• Understand public health systems and services  
• Understand public health core competencies  
• Understand the historical development and structure of federal, state, local, and non profit health agencies  
• Begin to develop an identity as a public health and health education professional and become involved in professional organizations  

Covered as primary focus in: HPEB 700  
Covered as secondary focus in: HPEB 798 |
| Cultural competence                            | • Understand the importance of cultural competence in public health practice  
• Understand the role of cultural and social factors in health and health behavior  
• Understand the importance of creating a racially, ethnically, and linguistically diverse public health workforce  
• Apply skills for adapting public health education practice to the needs of diverse populations (e.g., use appropriate vocabulary, illustrations etc in materials)  
• Apply skills for interacting with diverse others  

Covered as primary focus in: HPEB 748  
Covered as secondary focus in: HPEB 700, 701, 702, 707, 710 |
| Ethical practice                               | • Understand basic principles and guidelines for ethical practice in health education and health promotion  
• Understands the importance of creating a culture of ethical standards within organizations and communities  
• Demonstrate ethical (sensitive, confidential) conduct in practice, research, data collection and storage, and program management  
• Maintains security, privacy, and confidentiality of personal and public health information within local and enterprise systems  

Covered as primary focus in: HPEB 707, 798  
Covered as secondary focus in: HPEB 700, 701, 702, 710, 748 |
| Analytical skills                              | • Understand and apply skills for defining problems and developing a plan for addressing them  
• Understand how data illuminate ethical, political, and public health issues  
• Understand basic research designs used in public health  
• Understand basic research methodologies  
• Be familiar with existing sources of data and how to use them  
• Understand, interpret, and translate published reports and |

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*Covered as primary focus in:* HPEB 700, 701, 702, 707, 710, 748  
*Covered as secondary focus in:* HPEB 798
| Collaboration skills                                                                 | • Understand the importance of collaboration within the (health) organization, among health and other organizations, and between (health) organization and the community.  
• Understand and apply skills in team building, coalition building, and partnership development.  
• Understand and apply skills in networking with professional and lay leaders.  
• Understand contributions of multiple fields in addressing public health issues [interdisciplinary work]. |
| Communication                                                                       | • Understand elements for effective communication.  
• Understand the role of communication in marketing, social marketing, and media advocacy in health education and promotion.  
• Communicate effectively both in writing and orally.  
• Apply skills to present health-related information to professional and lay audiences.  
• Apply communication skills to participate in and lead groups.  
• Be able to frame an issue so that it is acceptable to specific stakeholders (e.g., your supervisor, clients, etc.).  
• Apply skills for communicating information effectively via multimedia, graphics development, and other software applications to multiple audiences. |
| Informatics                                                                         | • Apply computer literacy skills/word processing, presentations, electronic communications, Internet.  
• Manage information systems to collect, retrieve, and use data and information.  
• Perform effective data retrieval and information searches and judge value of electronic health-related information.  
• Uses internet and world wide web effectively to acquire and disseminate public health information.  
• Access and use software to manage, analyze, report, and present data (e.g., EPI Info., Access, SAS, SPSS, etc.) and to manage projects.  
• Apply skills for communicating information effectively via multimedia, graphics development, and other software applications to multiple audiences.  
• Maintains security, privacy and confidentiality of personal and public health information within local and enterprise systems. |
<table>
<thead>
<tr>
<th>Covered as secondary focus in: HPEB 700, 701, 702, 710, 798</th>
</tr>
</thead>
</table>
| **Theory** (social science, education, learning, and health behavior theories)  
Understanding and using proven social science, health and behavior theories to affect change at the individual, organizational, and community levels.  
- Understand how theories have been used in contributing to health of individuals, organizations, and communities.  
- Understand strengths and weaknesses of behavioral theories and how theoretical components are used  
- Be familiar with studies showing application of theory to practice.  
- Apply skills affecting change at individual, organizational, and community levels to guide planning, implementation, and evaluation of health education and promotion programs  
**Covered as primary focus in:** HPEB 701  
**Covered as secondary focus in:** HPEB 700, 702, 710, 748 |
| **Advocacy/Policy Development**  
Understanding how public health policy is developed and changed; developing skills to affect change in policies at local, state, and national levels.  
- Understand how policies are developed, changed, and implemented at multiple levels (local, state, national)  
- Understand the legislative process at the local, state, and national levels  
- Apply strategies to influence key decision makers  
- Apply skills to affect change in policy  
- Understand the role of policy in systems change  
**Covered as primary focus in:** HPEB 748  
**Covered as secondary focus in:** HPEB 700, 702 |
| **Program Planning**  
Applying program planning skills including conducting assessments, writing measurable goals and objectives, describing resource needs, developing realistic action plans, and preparing proposals and reports.  
- Understand and apply skills for conducting assessments including individual, organizational, environmental factors, community readiness, and trends  
- Understand and apply skills using qualitative and quantitative methods for needs assessment  
- Understand and apply skills for writing measurable goals, objectives  
- Be able to describe staffing needs required to carry out a project  
- Understand and apply skills for budget development including determining priorities  
- Understand and apply skills for developing realistic action plans  
- Understand and apply skills for proposal and report preparation  
**Covered as primary focus in:** HPEB 702  
**Covered as secondary focus in:** HPEB 700, 710, 748 |
| **Program Implementation**  
Understanding setting specific issues and developing skills to translate a plan into action steps and carry it out, keeping appropriate records and documentation, and monitoring program implementation.  
- Understand the importance of and identify organizational strengths, weaknesses, opportunities, and threats  
- Understand the importance of sustainability  
- Understand setting specific issues  
- Able to translate a plan into action steps and carry out  
- Able to keep appropriate records and documentation  
- Understand and apply skills for program development  
- Understand and apply skills to monitor program implementation and budget |
<table>
<thead>
<tr>
<th>Covered as primary focus in: HPEB 702</th>
<th>Covered as secondary focus in: HPEN 700, 710, 748</th>
</tr>
</thead>
</table>
| **Organizational Effectiveness/Leadership Development** | • Understand organizational dynamics (how the agency is organized, how to get things done thru the system)  
• Understand organizational structure, the environment in which the organization exists, and its relation to professional practice  
• Understand the importance of identifying a mentor in an organization  
• Understand how to be a facilitator of a learning organization  
• Understand and apply skills to assess shared values in an organization  
• Understand and apply skills to promote actions based on shared values and vision of the organization  
**Covered as primary focus in:** HPEB 798  
**Covered as secondary focus in:** HPEB 748 |
| **Evaluation** | • Understand the relationship between program planning, implementation, and evaluation  
• Understand and distinguish among process, impact, and outcome objectives and evaluation  
• Be able to design an evaluation plan including threats to validity  
• Understand and apply measurement skills in evaluation  
• Understand approaches to evaluating community initiatives (e.g., Kansas model)  
• Understand appropriateness of qualitative and quantitative methods  
**Covered as primary focus in:** HPEB 710  
**Covered as secondary focus in:** HPEB 702, 707 |
| **Community Development** | • Understand inter and intra-organizational dynamics  
• Understand and apply skills in capacity building  
• Understand and apply skills in ecological approaches to health promotion.  
• Understand and apply skills in community organizing  
• Understand and apply skills for working with different community sectors (e.g., schools, churches, agencies, etc.).  
• Understand and apply skills for working effectively with diverse others  
**Covered as primary focus in:** HPEB 748  
**Covered as secondary focus in:** n/a |
Student's Name ________________________________________________________________

Phone ___________________________ Email __________________________________________

Project Title _________________________________________________________________

Agency/Organization __________________________________________________________

Location (City/State/Country) __________________________________________________

Beginning Date ___________________________ Ending Date __________________________

Please complete the following information on a separate sheet and attach. Student, faculty practicum advisor, and mentor sign below:

1. Specify specific learning objectives/outcomes.
2. State work tasks to be performed by the student.
3. Specify the experiences to be undertaken (including strategy, methods, resources, settings).
4. Specify the criteria for assessment of learning results and work performance.
5. Describe in detail any special conditions, arrangements, or restrictions.
6. Give time sequence for achieving the desired results and how progress will be monitored. (Specify dates on which Student, Faculty Advisor and Mentor will consult).

Faculty Advisor:

Signed ___________________________ Date __________________________

Phone ___________________________ Email ______________________________________

Student:

Signed ___________________________ Date __________________________

Phone ___________________________ Email ______________________________________

Mentor Statement: The above statements represent my understanding of what the student has agreed to do with the organization and I am hereby agreeing to provide the necessary supervision and support expected of a Mentor in carrying out this work. I will monitor this student to ensure that policies and legal restraints of this organization, such as those governing confidentiality of records or trade secrets are not violated.

Signed ___________________________ Date __________________________

Phone ___________________________ Email ______________________________________

Title ________________________________________________________________
Department of Health Promotion, Education, and Behavior

PRACTICUM PRESENTATION GUIDELINES

(Details of the practicum presentation should be discussed with
Faculty Practicum Advisor – the following are general guidelines only)

I. Provide Overview of Project (Introduction)
   A. Setting/Population
   B. Health Problem/Issue
   C. Goals/Objectives/Timeframe
   D. Program Description
   E. Relevant Literature

II. Describe Process/Activities (may be organized by objectives, chronological order, etc.) (Methods)
   A. Specific Activities Undertaken
   B. Barriers and How Handled Barriers
   C. Activities/Events that Worked Well

III. Describe/Display Accomplishments, Results, or Any Other Products and
Summarize Accomplishments Relative to Objectives (Results)

IV. Discuss "Lessons Learned;" Make Recommendations or Conclusions
    (Discussion)
Department of Health Promotion, Education, and Behavior
PRACTICUM NOTEBOOK GUIDELINES
(Details of practicum notebook should be discussed with
Faculty Practicum Advisor – the following are general guidelines only)

The notebook generally parallels the presentation, although there is a lot of variation from project to project. Some notebooks are written as reports with full narrative; some are written in more outline form; and some are more like portfolios, with documentation of correspondence, materials created, etc.

I. Cover Page

II. Contract/Objectives

III. Overview of Project (Introduction)
   A. Setting/Population
   B. Health Problem/Issue
   C. Relevant Literature
   D. Program Description

IV. Process/Activities of Project/Practicum (may be organized by objectives, chronological order, etc.) (Methods)
   A. Specific Activities Undertaken
   B. Barriers and How Handled Barriers
   C. Activities/Events that Worked Well

V. Display Accomplishments, Results, or Any Other Products and Summarize Accomplishments Relative to Objectives (Results)
   (This could include assessments developed or used; educational materials developed, results of focus groups, minutes of coalition meetings, etc.)

VI. "Lessons Learned", Recommendations or Conclusions (Discussion)

VII. Other Documentation, Relevant Materials, Reference List, etc.
Department of Health Promotion, Education, and Behavior  
PRACTICUM NOTEBOOK CHECKLIST  
(Details of practicum notebook should be discussed with  
Faculty Practicum Advisor – the following are general guidelines only)  

___ Cover Page  

___ Contract/Objectives  

___ Overview of Project (Introduction)  
    ___ Setting/Population  
    ___ Health Problem/Issue  
    ___ Relevant Literature  
    ___ Program Description  

___ Process/Activities of Project/Practicum (may be organized by objectives, chronological  
    order, etc.) (Methods)  
    ___ Specific Activities Undertaken  
    ___ Barriers and How Handled Barriers  
    ___ Activities/Events that Worked Well  

___ Display Accomplishments, Results, or Any Other Products and Summarize  
    Accomplishments Relative to Objectives (Results)  
    (This could include assessments developed or used; educational materials developed,  
    results of focus groups, minutes of coalition meetings, etc.)  

___ "Lessons Learned", Recommendations or Conclusions (Discussion)  

___ Other Documentation, Relevant Materials, Reference List, etc.
Forms

All forms required by the Graduate School and HPEB should be submitted through the Graduate Director. Necessary forms can be found at Graduate School forms and on the HPEB Current Students websites.
### Information and Forms

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<th>Event</th>
<th>HPEB information and forms</th>
<th>Graduate School forms</th>
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<td>Application</td>
<td><a href="http://www.sph.sc.edu/hpeb/current.htm">http://www.sph.sc.edu/hpeb/current.htm</a></td>
<td><a href="http://gradschool.sc.edu/DocLibrary/">http://gradschool.sc.edu/DocLibrary/</a></td>
</tr>
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<td></td>
<td>Change in application (deferment, change of degree)</td>
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<td>Change of Status (COS)</td>
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<td>Program of study</td>
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<td>Masters Program of Study (MPOS)</td>
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<td>Program of Study Adjustment Form (POSA)</td>
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<td>Request for Transfer of Graduate Credit (GRTC)</td>
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<td>Masters comprehensive examination</td>
<td>Masters comprehensive exam</td>
<td>MPH Comprehensive Exam Registration Form</td>
<td>Masters Thesis Signature and Approval Form (GTSF)</td>
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<td>MPH – Register for exam in HPEB 798B</td>
<td>Masters Comprehensive Exam Verification Form</td>
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<tr>
<td>Completion of thesis (MSPH) or practicum (MPH) and graduation</td>
<td>Thesis committee approval (MSPH)</td>
<td>Approval of HPEB Thesis Committee</td>
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<td>Thesis proposal (MSPH)</td>
<td>Master’s Degree Requirement Notification Form</td>
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<td>Notification Form</td>
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<td>Thesis defense (MSPH)</td>
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<tr>
<td>Practicum presentation (MPH)</td>
<td>Master’s Degree Requirement Notification Form</td>
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<tr>
<td>Graduation</td>
<td>See this handbook.</td>
<td>Application for Graduation (AS-126)</td>
<td></td>
</tr>
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</table>