

Master of Public Health

Program Manual

Academic Year

Spring-Summer 2015

Department of Public Health

Brody School of Medicine

East Carolina University

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<http://www.ecu.edu/publichealth>

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Executive Summary

The Master of Public Health Program in the Department of Public Health (DPH), at the Brody School of Medicine, East Carolina University, is accredited by the Council on Education for Public Health (CEPH). This program manual is intended for use by students as they consider application for admission, selection of curriculum, and completion of requirements for the Master of Public Health (MPH) degree. This degree requires 45 semester credit hours (c.h.), of which 24-25 are core courses, three credit hours of internship (3 c.h.) and three hours for professional paper (3 c.h.). In-person classes are offered once per week for three hours in the late afternoon or evenings. Many courses are available online. Additional program information is available in the program page at <http://www.ecu.edu/publichealth>.

This manual is also a compilation of philosophy, policies, and procedures of the MPH Program. This manual supplements policies, procedures, and requirements of the ECU Graduate School. Applications to this program must be submitted through the ECU Graduate School. Although this manual contains the most pertinent information, students need to be familiar with the ECU Graduate School Catalog because in case of conflict, policies of the ECU Graduate School take precedence over policies in this manual. The Graduate School Catalog is available at <http://catalog.ecu.edu/index.php?catoid=6>. Students adhere to the version of the catalog in effect at the time of matriculation. The DPH reserves the right to add, delete, or modify all provisions in this manual.

1.0. Background

1.1 About the MPH program. Health status indicators in eastern North Carolina (NC) are among the worst in the nation. The region's diverse population is predominantly rural and disproportionately poor. Meaningful improvement in the health status of the region's population requires a transformation in the practice of public health and medicine emphasizing prevention, health promotion, strategic partnerships, and interventions that provide lasting improvement. Training of public health professionals will provide leadership to implement this transformation. The MPH degree program admitted its inaugural class in fall 2003. In 2012, the MPH program received re-accreditation from CEPH until 2019.

ECU's practice-based program is specifically tailored to individuals working in public health, medicine, and health or health-related agencies without formal training in public health. Individuals with other academic or professional backgrounds with an interest in public health are also encouraged to apply. Courses are offered at times and in formats convenient to working professionals. A dual MD-MPH degree is available to students enrolled at the Brody School of Medicine (BSOM). The program incorporates practice-based teaching, competency-based learning, and evidence-based principles.

Core knowledge areas include epidemiology, health services administration, social and behavioral sciences, environmental health sciences, and biostatistics. An internship and professional paper adds a learning dimension in applied practice and research. This interdisciplinary program, administratively located in the Brody School of Medicine (BSOM), encourages coursework in other ECU colleges and schools to promote integration, cooperation, and communication between medicine, public health, and the many disciplines that contribute to public health.

1.2 What is public health? Public health is the practice of preventing disease and promoting good health within groups of people, from small communities to entire countries.

Public health consists of organized efforts to improve the health of communities. The operative components of this definition are that public health efforts are organized and directed to communities rather than to individuals. Public health practice relies on a multi-disciplinary combination of medical, biological, behavioral, and social approaches to solve complex population-health problems. The definition of public health reflects its central goal – the reduction of disease and the improvement of health in the community.

1.3 What are career opportunities in public health? This ECU MPH is a generalist degree, providing entry-level credentials and basic training for management and leadership positions in public health and the health care fields, one of the fastest growing fields of employment in the nation. The principal focus of the MPH at ECU will be on training a workforce for local and state public health agencies, hospitals and other health and human service providers in North Carolina.

Careers in public health have traditionally included physicians, epidemiologists, health education and health promotion specialists, public health directors, public health nurses, disease investigators, and environmental health specialists. Many other careers related to public health are: nutritionists and dietitians; injury control and prevention specialists; infection control specialists; dentists; veterinarians; pharmacists; occupational health and safety specialists; social workers; mental health and substance abuse counselors; gerontologists and aging services specialists; industrial hygienists; genetic counselors; emergency management specialists; health planners; media specialists; hospital administrators; long term care facility administrators; disease registrars; and, researchers in many other health disciplines. People in each of these careers may have a MPH degree. Sources that describe public health are provided:

- 1) Centers for Disease Control and Prevention: <http://www.cdcfoundation.org/content/what-public-health>
- 2) Association for Schools and Programs in Public Health: <http://www.thisispublichealth.org/>;
<http://www.aspph.org/discover/>

1.4 About Brody School of Medicine and East Carolina University. In 1974, the General Assembly of North Carolina appropriated the funds to establish a four-year medical school at ECU to increase the supply of primary care physicians to serve the state, to improve health status of citizens in eastern North Carolina, and to enhance the access of minority and disadvantaged students to a medical education. The School of Medicine is nationally recognized for success in pursuit of its mission. In 2010, BSOM was ranked as one of the top 10 (7th of 141) medical schools in the United States in terms of its contribution to the social mission of medical education.

ECU, accredited by the Southern Association of Colleges and Schools, is the third largest University of the 16 Campuses in the University of North Carolina system, with an enrollment of over 27,000 students. The Division of Health Sciences includes the BSOM, the College of Nursing, College of Allied Health Sciences and the School of Dental Medicine. While the MPH Program is located in the Department of Public Health of the BSOM, students take MPH and other courses taught by adjunct faculty located in other departments in the University.

The campus is located in Greenville, North Carolina, a city of more than 85,000 people and the hub of business, health care, and education in the eastern region of the state. Greenville is approximately an 80 minute drive west to Raleigh, the state capital. The NC Atlantic Coast beaches can be reached in about 1.5 hours.

2.0 Description of the MPH Program

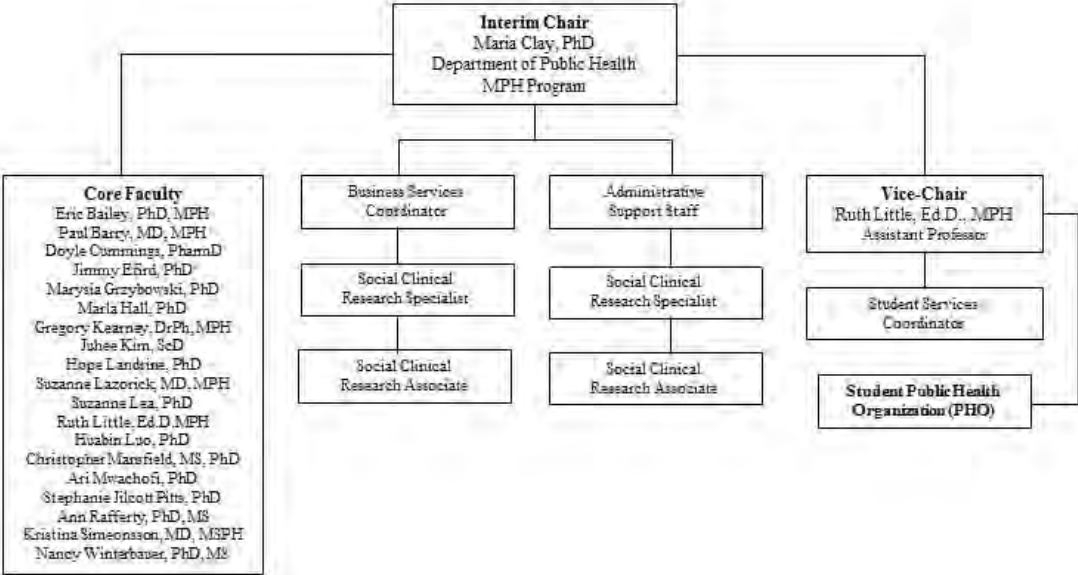
2.1 Mission and Objectives. The mission of the MPH program is to educate, conduct research, provide service, and advocate for improved community health emphasizing rural and disadvantaged regions.

The MPH program attains its mission by reaching the following goals:

1. Provide an educational program for current and future public health professionals responsive to meeting needs in a changing environment, including skills to work in rural and disadvantaged communities.
2. Educate individuals to apply a collaborative approach of evidence-based prevention to address public health issues and manage programs in various settings.
3. Increase the quality and quantity of funded public health-related research, including translational research projects that address established regional priorities.
4. Advance the health of communities, particularly in eastern North Carolina, through community engagement, leadership, advocacy and collaborative efforts with public health agencies and other entities.

2.2 Administration and Organization. The MPH degree program is administered by the DPH. The Program Director is also the Department Chair. Applications are submitted through the ECU Graduate School (not through BSOM) and reviewed by DPH Admissions Committee for admission decisions to the MPH program. Enrollment and registration are administered through the ECU Graduate School. **Exhibit 1** displays an organizational chart of the DPH within the BSOM administrative structure.

Exhibit 1. Organizational Chart of Department of Public Health, Brody School of Medicine, East Carolina University



3.0 Curriculum

3.1 Core Curriculum. Forty-five (45) semester credit hours (c.h.) are required for the MPH degree. As presented in **Exhibit 2**, curriculum requirements are 24-25 hours of required core courses, 14-15 hours of concentration-specific courses and electives, and 6 hours of an internship and professional paper.

Exhibit 2. Summary of Course Requirements by Concentration and Credit Hours

Course Requirements	Area of Concentration		
	Epidemiology	Health Administration	Health Behavior
Core courses	8 (25)	8 (24)	8 (24)
Concentration-specific courses	3 (10)	3 (9)	3 (9)
Capstone courses (Internship & Professional Paper I/II)	4 (6)	4 (6)	4 (6)
Electives	2 (4)	2 (6)	2 (6)
Total MPH Program	17 (45)	17 (45)	17 (45)

Consistent with CEPH accreditation requirements, five substantive areas of knowledge are offered in the MPH program as depicted in **Exhibit 3**. Completion of eight core courses (24-25 c.h.) is required by all students.

Exhibit 3 presents the required core courses by area of knowledge. Core courses that are offered online include: MPH 6000, MPH 6013, MPH 6020, MPH 6010, MPH 6035 and BIOS 7021.

Exhibit 3. Core Courses by Area of Knowledge, Format and Credit Hours

Area of Knowledge	Core Courses	Format	Credit	
		Face-to-face (F2F) or Online (DE)		
Health Services Administration	MPH 6000	Public Health Practice	F2F	3
	MPH 6002	Ethics and Law in Public Health	F2F	3
	MPH 6035	Interdisciplinary Rural Health	F2F/DE	3
Environmental Health	MPH/EHST 6010	Fundamentals of Environmental Health	F2F/DE	3
Epidemiology	MPH 6011	Introduction to Epidemiology	F2F	3
	MPH 6702	Epidemiologic Methods	F2F	4*
Social and Behavioral Sciences	MPH 6013	Behavioral Sciences and Health Education	F2F/DE	3
	BIOS 7021	Biostatistics for Health Professionals I	F2F/DE	3
Biostatistics	MPH 6020	Research Methods	F2F/DE	3
Total credit				24 to 25*

*Epidemiologic Methods, MPH 6702 is 4 credits resulting in 25 core credit hours for Epidemiology Concentration.

All MPH course descriptions can be found in the ECU Graduate Catalog: http://catalog.ecu.edu/preview_entity

Core Courses offered in other Departments:

Introduction to Environmental Health is offered to MPH students under MPH 6010. However, a limited number of students may enroll in Introduction to Environmental Health under EHST 6010. For questions about enrolling in Introduction to Environmental Health, EHST 6010, contact Vickie Best (bestv@ecu.edu).

Biostatistics courses are taught through the Department of Biostatistics in the College of Allied Health Sciences under prefix BIOS. College Algebra is a pre-requisite for BIOS 7021, Biostatistics for Health Professionals. Contact Rhonda Bode, BIOS Student Services Coordinator, to enroll in BIOS 7021 and 7022 (boder@ecu.edu).

3.2 Areas of Concentration and Concentration Program Plans. Students select an area of concentration prior to matriculation.

- Epidemiology (EPI)
- Health Administration (HA) or
- Health Behavior (HB)

The concentration areas represent distinct discipline-specific areas of study that prepare the learner for a career path in their selected discipline: epidemiology, health administration, or health behavior. The curriculum offered within each concentration area is unique to that area of concentration. The courses were designed and are taught by faculty within the concentrations. However, students may take other concentration courses as electives.

Concentration courses may have prerequisites. The Graduate Catalog lists prerequisites for each course, http://catalog.ecu.edu/preview_entity.php?catoid=6&ent_oid=500&returnto=385

Students may change concentrations after consultation with their advisor and with the director of the proposed concentration **prior to completing the first 9-12 c.h.** Students must complete the "Change in Concentration Request Form" and "Change in Academic Advisor Request Form."

Substitution of concentration courses is rare but may be approved by the Academic Advisor after consultation with Concentration Coordinator. Students should explain the request by email to their Academic Advisor, copy the Program Director, Concentration Coordinator and Student Services Coordinator. A decision will be communicated by the Academic Advisor.

Program plans for each concentration are described below. Although the MPH degree may be completed in five semesters, a six semester program plan is recommended for students who enter the program in the spring and working students. Five-semester program plans for full-time students entering in the fall are described below. Your choice of a five or six semester program plan should be made in consultation with your advisor.

3.2.1 Epidemiology Concentration

Epidemiology is defined as the study of the distribution and determinants of health-related states or events in specified populations, and the application of this study to the control of health problems. The goal of epidemiology as a science is to understand the frequency, distribution and causes of disease variation and use this information to improve the health of populations. Results of epidemiologic studies guide policy development in public health and healthcare. Epidemiology is a quantitative science that blends biological and social sciences to design research and analyze data to solve population health questions. Careers in epidemiology at the MPH-level require strong functionality with managing and analyzing data. The coordinator of the Epidemiology Concentration is Dr. Juhee Kim.

Exhibit 4 outlines a typical epidemiology course trajectory for a full-time student intending to complete the program in 24 months. At the time of matriculation, each student should work with their advisor to plan their course of study. All MPH course descriptions can be found in the ECU Graduate Catalog: <http://catalog.ecu.edu/preview>.

Exhibit 4. Epidemiology Concentration, 5 semesters, Full-time, Fall admits

Year 1			Year 2	
Fall 1	Spring 1	Summer 1	Fall 2	Spring 2
MPH 6000 Public Health Practice	MPH 6002 Ethics and Law in Public Health	MPH/EHST 6010 Fundamentals of Environmental Health	MPH 6021 Chronic Disease Epidemiology OR MPH 7205 Nutrition Epi	MPH 6022 Epidemiology of Infectious Diseases OR MPH 6023 Epidemiology of Cancer
MPH 6011 Introduction to Epidemiology	MPH 7202 Public Health Data Analysis	MPH 6905 Field Placement		MPH 6992 Professional Paper
MPH 6013 Behavioral Sciences and Health Education	MPH 6904 Intro to Field Placement	MPH 6013 Behavioral Sciences and Health Education (DE if offered)	MPH 6991 Professional Paper	MPH 7031 Topics in Epidemiology
BIOS 7021 Biostatistics for Health Professionals I	BIOS 7022 Biostatistics for Health Professionals II		MPH 6035 Interdisciplinary Rural Health	
	MPH 6702 Epidemiologic Methods			

Students are assigned one of the following faculty member to guide academic planning and training. Students are responsible for establishing contact with their advisor. Faculty that advise students in the Epidemiology Concentration are listed in **Exhibit 5**.

Exhibit 5: Core Faculty in Epidemiology Concentration

Name	Area of Interest	Email Address
Jimmy Efird, PhD, MS	Methods, CVD, Skin Cancers	efirdj@ecu.edu
Marysia Grzybowski, PhD, MPH	Methods, Infectious Diseases, CVD	grzybowski@ecu.edu
Greg Kearney, DrPH, MPH, RS	Occupational/Environmental	kearneyg@ecu.edu
Juhee Kim, ScD, MS	Nutrition	kimk@ecu.edu
C. Suzanne Lea, PhD, MPH	Cancer and Environmental	leac@ecu.edu

3.2.2 Concentration in Health Administration

Health Administration (HA) prepares students for management careers in the unique environment of health care in a broad range of health services organizations, including hospitals, health systems, physician group practices, long-term care facilities, consulting firms, insurance companies, and others. HA curriculum includes courses on current economic, social, and marketplace issues in the healthcare system. HA emphasizes the conceptual, analytical, and applied skills required for management careers. The coordinator of the Health Administration Concentration is Dr. Ari Mwachofi.

Exhibit 6 outlines a typical Health Administration course trajectory for a full-time student intending to complete the program in 24 months. At the time of matriculation, each student should work with their advisor to plan their course of study. All MPH course descriptions can be found in the ECU Graduate Catalog: http://catalog.ecu.edu/preview_entity.php

Exhibit 6: Health Administration Concentration, 5 semesters, Full-time, Fall admits

Year 1			Year 2	
Fall 1	Spring 1	Summer 1	Fall 2	Spring 2
MPH 6000 Public Health Practice	MPH 6002 Ethics and Law in Public Health	MPH/EHST 6010 Fundamentals of Environmental Health	MPH 6810 Strategic & Financial Management of Health Care Organizations	MPH 6992 Professional Paper
MPH 6011 Introduction to Epidemiology	MPH 6013 Behavioral Sciences and Health Education	MPH 6905 Field Placement	MPH 6991 Professional Paper	MPH 7010 Human Resources Management & Leadership
MPH 6035 Interdisciplinary Rural Health	MPH 6020 Research Methods	MPH 6040 Long Term Care Administration (Elective)	MPH 6700 Health Economics	MPH 6800 Health Policy & Politics
BIOS 7021 Biostatistics for Health Professionals I	MPH 6904 Intro Field Placement		Elective	

Faculty who advise students in the Health Administration concentration are listed in **Exhibit 7**. Students are assigned an advisor to guide academic planning and training. Students are responsible

for establishing contact with their advisor.

Exhibit 7: Core Faculty in Health Administration

Name	Area of Interest	Email Address
Ruth Little, EdD	Public health admin., cult/org competency, community engagement	littlena@ecu.edu
Huabin Luo, PhD	Methods	luoh@ecu.edu
Ari Mwachofi, PhD	Economics & policy	mwachofia@ecu.edu

3.2.3 Concentration in Health Behavior

The Health Behavior concentration offers curriculum in theories of behavior change, program planning, program evaluation and mixed methods research. The goal of the Health Behavior concentration is to train professionals to conduct community health assessments, plan and evaluate health programs, and lead research in aspects of community and behavioral health. The coordinator of the Health Behavior concentration is Dr. Nancy Winterbauer.

Exhibit 8 outlines a typical health behavior course trajectory for a full-time student intending to complete the program in 24 months. At the time of matriculation, each student should work with their advisor to plan their course of study. All MPH course descriptions can be found in the ECU Graduate Catalog: http://catalog.ecu.edu/preview_entity.php

Exhibit 8: Health Behavior Concentration, 5 semesters, Full-time, Fall admits

Year 1			Year 2	
Fall 1	Spring 1	Summer 1	Fall 2	Spring 2
MPH 6000 Public Health Practice	MPH 6020 Research Methods	MPH/EHST 6010 Fundamentals of Environmental Health	MPH 6991 Professional Paper	MPH 6027 Applied Mixed Methods Research
MPH 6011 Introduction to Epidemiology	MPH 6904 Intro Field Placement	MPH 6905 Field Placement	MPH 6035 Interdisciplinary Rural Health	MPH 6992 Professional Paper
MPH 6013 Behavioral Science and Health Education	MPH 7021 Biostatistics for Health Professionals I		MPH 7201 Intro Survey Methodology (Elective)	Elective
MPH 6600 Planning Public Health Programs	MPH 6002 Ethics and Law in Public Health			
	MPH 6605 Program Evaluation			

Students are assigned one of the following faculty members to guide academic planning and training. Students are responsible for establishing contact with their advisor. Faculty that advise students in the Health Behavior concentration are listed in Exhibit 9.

Exhibit 9: Core Faculty in Health Behavior Concentration

Name	Area of Interest	Email Address
Marla Hall, PhD	Health Disparities, Cultural Competency	hallmar14@ecu.edu
Stephanie B. Jilcott-Pitts, PhD	Environmental Change and Obesity	jilcotts@ecu.edu
Ann Rafferty, PhD, MS	Methods, Nutrition	raffertya@ecu.edu
Nancy Winterbauer, PhD, MS, MA	Participatory Research, Public Health Services and Systems	winterbauern@ecu.edu

3.3 Electives. In addition to concentration-specific courses, students take electives. An elective is any graduate level university course (6000 or above) approved by the student's Academic Advisor for which the Instructor grants permission to enroll. For example, some classes may require a pre-requisite. If a student has not taken the pre-requisite, permission from the Instructor must be obtained and communicated to the Academic Advisor. Academic Advisors work with students to choose, mix and match from a broad variety of courses, selecting a pattern that best prepares them for their future in the public health workforce.

Additional biostatistics courses are encouraged for students interested in pursuing a terminal degree in Epidemiology or Health Administration. Public Health courses in the ECU Graduate Catalog can be found at the following link: http://catalog.ecu.edu/preview_entity.php?catoid=6&ent_oid=500&returnto=385

3.4 Internship/Field Placement. An internship consisting of 240 contact hours is required of all students. The field experience or internship offers students the opportunity to integrate and demonstrate the application of academic knowledge with learned public health core competencies in a professional setting through exposure to one or more core functions of essential public health services.

Each semester, the Director of Field Placement, Dr. Ruth Little, will offer at least two meetings to discuss internship interests. MPH 6904 (Introduction to Field Placement), and MPH 6905 (Applied Field Placement) are offered each semester including summers. The internship can be completed during any semester including but not limited to summers. Students should complete their core requirements or majority of their core requirements before being eligible to enroll in MPH 6903.

Students who recently completed an undergraduate degree without substantial working experience enroll in **MPH 6904, Introduction to Field Placement** (1 c.h.) in the spring of year 1 if they will have completed the majority of the core requirements, so that the internship can be completed during the summer between first and second year for students on the 2-year full-time track schedule.

Students are not limited to summer internships; many students enroll during the fall and/or spring semester. In order to register for MPH 6904 after initial meeting, you will need to email Dr. Ruth Little with the following information:

- A statement of purpose stating you have completed the core requirements or in some cases the majority of the core requirements

- Your advisor should be copied on this email that validates their support of enrollment
- The Director of Field Placement will respond to your email with copy to the Student Services Coordinator on the email so you can be registered

After completion of MPH 6904 (1 c.h.) and establishment of the internship preceptor, students may enroll in MPH 6905, Applied Field Placement (2 c.h.). In some cases, students with previous experience in a public health field may want to enroll in MPH 6903, Comprehensive Field Placement (3 c.h.). The Director of Field Placement will work with you in selecting the best option for you.

Field placement is one of the capstone experiences whereby the student and preceptor agency work together within the course structure on a project that is mutually beneficial to the agency and the student. The preceptor is required to have substantial experience in public health leadership. Preceptor availability often varies by time of year. The ECU MPH program has affiliation agreements with many agencies. Students may suggest an agency but a University Affiliation Agreement (UAA) is required with the agency and may take two or more months to establish between the agency and the University. For more information on field placement see: <http://www.ecu.edu/cs-dhs/publichealth/fieldplacement.cfm>

3.5 Professional Paper

A professional paper is required of all students and serves as an applied-learning experience. Dr. Stephanie Pitts (jilcotts@ecu.edu) is the coordinator for the two courses, MPH 6991 and MPH 6992. The professional paper typically describes a public health action, intervention, or an increase in knowledge useful to public health practice that has resulted from the student's internship experience, professional employment, or research. The professional paper is completed over a two semester sequence:

- MPH 6991 (2 c.h.) consists of developing and writing the proposal or protocol, and
- MPH 6992 (1 c.h.) consists conducting/completing the analysis, writing, and presenting the work.

Prerequisites for MPH 6991 are MPH 6000, MPH 6002, MPH 6011, and MPH 6020 or MPH 6702 (**Exhibit 10**). MPH 6991 must precede MPH 6992. Students complete a "concept" sheet that describes the topic and suggested primary professor. The student's Academic Advisor approves enrollment into MPH 6991. Students are assigned and registered to a primary professor for both courses. There is no presentation requirement for MPH 6991. MPH 6992 is the implementation of the proposal produced in MPH 6991. A presentation is required at the completion of MPH 6992.

Exhibit 10: Professional Paper Prerequisites

Prerequisites for MPH 6991
MPH 6000 Public Health Practice
MPH 6002 Ethics and Law in Public Health
MPH 6011 Introduction to Epidemiology
MPH 6020 or MPH 6702 Research Methods
Prerequisites for MPH 6992
MPH 6991 Professional Paper (I)
MPH 6010 Fundamentals of Environmental Health
MPH 6013 Behavioral Sciences and Health Education
MPH 6035 Interdisciplinary Rural Health
BIOS 7021 Biostatistics for Health Professionals I

Students should refer to the Professional Paper Guidelines and examples on the MPH website. The course requirements and paper content are explained in detail at <http://www.ecu.edu/cs-dhs/publichealth/professionalPaper.cfm>.

Students receive a Q for MPH 6991, and when MPH 6992 is completed satisfactorily, the Q in MPH 6991 is converted to R and R is assigned to both MPH 6991 and MPH 6992. The student pays for MPH 6991 and MPH 6992 if either needs to be repeated.

3.6 Certificate Programs

3.6.1 Certificate in Community Health Center Administration (CHCA). (*No longer accepting applications for the CHCA*)

The goal of the CHCA certificate program is to prepare individuals to administer, lead and develop community health centers for North Carolina. The primary objective of the program, offered by the Department of Public Health and the Department of Health Services and Information Management (HIMA) (College of Allied Health Sciences) are to: 1) provide a 15 credit hour curriculum specifically tailored to the unique challenges of creating and administering federally-qualified rural and urban community health centers; and 2) offer the curriculum in a hybrid, DE and face-to-face format. This certificate program was developed in collaboration with the North Carolina Community Health Center Association and the North Carolina Office of Rural Health.

The certificate program is open to any student with an earned baccalaureate degree and an interest in continuing or pursuing a professional career track in developing and/or administering community health centers. The certificate requires completion of 15 c.h. of graduate level courses listed below (**Exhibit 11**). Courses taken in this certificate program may be counted as electives in the Health Administration concentration courses for the MPH degree.

Exhibit 11: Curriculum for Certificate in Community Health Center Administration

Course Name	Offered (DE, F2F)
MPH 6200 Community Health Organization and Leadership	Fall
COHE 6100 Community Health Administration	Spring
COHE 6600 Management of Health Care Operations	Fall
COHE 6310 Health Care Accounting and Financial Administration	Fall
HIMA 6060 Health Informatics	Fall

All courses in **Exhibit 11** are offered F2F and DE. Individuals who are not enrolled in a graduate program related to community health center administration or who do not have significant work experience in a community health center are required to take COHE 6000, MPH 6000, or equivalent.

3.6.2 Certificate in Ethnic and Rural Health Disparities.

The Certificate in Ethnic and Rural Health Disparities (ERHD) prepares professionals to identify, analyze and develop culturally competent projects for specific ethnic and rural communities in the United States and global communities. The certificate program requires 12 c.h. and is entirely online. The ERHD program consists of four online courses offered through the MPH program (**Exhibit 12**).

Exhibit 12: Curriculum for Certificate in Ethnic and Rural Health Disparities

Course Name	Offered
MPH 6005 African American Health	Summer I (DE)
MPH 6007 Global Public Health	Fall (DE)
MPH 6008 Ethnic Health & Health Disparities	Spring (DE)
MPH 6009 Capstone Experience in Ethnic Health & Health Disparities	Summer - 11 week (DE)

Students enroll full-time or part-time. All qualified graduate students must meet the graduate school entry requirements and ERHD program requirements. Credit hours may transfer to the MPH degree program if accepted into the MPH program.

3.7 Registering for Classes. At the beginning of the program, each student meets with the Academic Advisor to map out a course plan, based on the anticipated graduation date.

Students do not register for courses themselves; the Student Services Coordinator completes registration for each student in BANNER. The registration process is as follows:

- The Student Services Coordinator emails the student (copies advisor) a Registration Request Form and MPH Course Schedule, prior to Early Registration each semester
- The student confers with advisor, completes and returns the Registration Request Form to Student Services Coordinator

The form is completed in late October (for spring) and late March (for summer and fall).

BANNER is the University-wide database used to look-up courses, register for courses, review or request transcript, view financial aid status, and many other functions. See <http://www.ecu.edu/cs-admin/studentbanner/>. Please check BANNER to identify which semester the course will be taught. Public Health courses are listed in BANNER/Class Schedule under 'Master of Public Health'.

Distance Education (DE). Several courses in the MPH program can be taken on-line (DE). Course sections ending in 001, are face-to-face classes; courses ending in 601 are DE classes. Registration, course sections, format (DE or F2F), enrollment limitations, and room/time, appear in the online BANNER system, available to the student after an ECU 'pirateID' has been assigned.

4.0 Requirements for Graduation

Policies of the MPH program are consistent with procedures set forth by the ECU Graduate Division, which can be located at the website describing academic regulations: <http://catalog.ecu.edu/content.php?catoid=6&navoid=378>

4.1 Continuous Enrollment or Registration. Taken from ECU Graduate Catalog: Graduate students who have previously registered for all credits in a graduate degree program but who have not completed all requirements (e.g., thesis, professional paper, internship, etc.) must continue to register each semester (except summer terms) until all degree requirements are completed and filed with the registrar. **Students must be enrolled for at least one credit hour during the semester of graduation except summer**, if registered for the prior spring semester. Students who do not complete all degree requirements prior to the published commencement date of the intended term of graduation but complete all degree requirements prior to the first day of class of

the subsequent term may petition the Graduate School for a waiver of the registration requirement for that term.

Students may request a **leave of absence** from the Graduate School for special circumstances, but are not permitted to use university resources during the period of their leave of absence. Students may petition the Graduate School for an exception to the continuous registration requirement if all degree requirements are completed prior to the first day of class in the next term.

4.2 Leave of Absence, Readmission, and Withdrawal. Students enrolled in graduate degree programs who take a leave of absence of one or more semesters (excluding summer terms) must notify their Graduate Program Director and Student Services Coordinator. Students will also be required to file a readmission application prior to returning. During a leave of absence students will not be permitted to utilize university resources.

Students who take a leave of less than three years may file an application for readmission online at www.ecu.edu/gradschool/. There is no fee for readmission for less than three years. These applications should be presented to the Graduate School at least two weeks prior to the opening of registration for the semester or summer term in which the student wishes to resume graduate work. Students wishing to change graduate degree or certificate programs after a leave of absence must submit a new admissions application.

Students who take a leave of absence of three or more years must submit a new complete application and pay application fee to be considered for admission to their former program. Students readmitted after a leave of absence of three years or more will be required to meet new or changed degree requirements. For information on time limitations, view *Residence and Graduate Requirements* found at www.ecu.edu/cs-acad/grcat/regulations.cfm#resreqmts.

When a graduate student drops all courses in a semester in which he or she is enrolled the student must officially withdraw. Students registered on campus must apply for official withdrawal to the Office of Registrar. Students withdrawing for medical/counseling reasons should complete the procedure within thirty days after the last class attendance. All other students withdrawing should complete this procedure immediately after the last class attendance. After classes have ended, no withdrawal, except in the case of severe medical emergency, can be filed. A graduate student withdrawing by the last day for graduate students to drop courses without grades as given in the Graduate School calendar will not receive grades. A graduate student withdrawing from school after the last day for graduate students to drop courses without grades shall receive a grade of F for all classes which he or she is failing at the time unless, in the judgment of the Dean of the Graduate School, the failures were caused by circumstances beyond the student's control. The Academic Calendar is located at: <https://www.ecu.edu/cs-acad/fsonline/senate/fscalend.cfm>

If the student wishes to resume the program after withdrawing, they will be required to fill out a readmission application. Please see timelines stated in above paragraph.

4.3 Grades required for graduation. In order to remain in good academic standing, graduate students must maintain a minimum cumulative GPA of 3.0 once they have a total of 9 credit hours attempted. A 3.0 cumulative GPA is required for graduation. Students will be placed on probation for one period if a student's GPA falls below 3.0. The probationary period will last for the term(s) in which the next nine credit hours are attempted. The student may be dismissed from the MPH program if the GPA does not or cannot meet 3.0 within nine credit hours. The Program Director or

Dean of Graduate School makes termination decisions at the completion of the academic probation period. Two grades of C may be grounds for probation. One grade of F may be grounds for probation or dismissal regardless of the semester the F was received or whether the GPA fell below 3.0.

A student cannot graduate with "Incomplete" on the ECU Graduate Transcript. A student should make arrangements to convert the Incomplete to Complete, and receive a grade with both the Instructor of the course and their Academic Advisor. A student has one calendar year to replace the "Incomplete." If a student does not meet the one year deadline, the incomplete will automatically turn into a grade of F which cannot be removed from the official transcript. A student must be registered to receive a grade and be a registered student in the semester in which the 45 credits are completed.

4.4 Requesting to Graduate. In order to receive a diploma, student must complete two forms, available through the Graduate School website:

[http://catalog.ecu.edu/content/Application for Graduation](http://catalog.ecu.edu/content/Application_for_Graduation)

Requirements are consistent with the ECU Graduate School, including:

- a graduate summary completed and signed by the Program Director
- a completed graduate application

Graduate Student Graduation Summary Form (also called Graduate Summary Form) should be reviewed with your Academic Advisor, who approves the form's content. The Form is given to MPH Student Services Coordinator, who obtains Chair's signature. A copy is filed in the student folder and forwarded to the Registrar's Office via email; student is copied on email.

Graduate Graduation Application. Students "Apply for Graduation" through Banner Self Service via OneStop the semester prior to the semester of intended program completion/graduation.

4.5 Competencies. Consistent with objectives of the MPH program, student achievement of competencies is assessed during their enrollment in the core classes. Students who do not meet core competencies identified through course learning objectives are reported to the Academic Advisor. Students will be required to successfully conduct remediation to accomplish the competency before graduation. The remediation process can be discussed with the student's Academic Advisor. Students attain 20 basic public health competencies prior to graduation and competencies are measured in the professional paper and internship (Appendix 1-2). Competencies are measured at several points throughout the curriculum, such as course work, internship and professional paper.

4.6 Student Code of Conduct. Integrity of MPH Program, students, and faculty is extremely important. All students are expected to abide by the ECU Code of Student Conduct. Plagiarism, cheating, and other misconduct are not expected among our students and will be dealt with according to the ECU Code of Conduct. Details of Brody BSOM at East Carolina University MPH Code of Student Conduct can be found in MPH Program web page at http://www.ecu.edu/cs-dhs/publichealth/upload/Code_of_Student_Conduct.pdf.

5.0 Application and Admission

Applications are considered for the MPH Program for the fall and spring semesters.

5.1 Application Deadlines. Deadlines for submission of applications are April 15 for fall semester and October 15 for spring semester.

For questions about core courses with a MPH prefix, contact MPH Student Services Coordinator, Ms. Kelly Bass at mph@ecu.edu, 252-744-4079.

5.2 Non-Degree Seeking Students. Students may take coursework as non-degree students. Non-degree seeking students may be permitted to register up to two weeks before classes begin with the permission of the Department Chair. Completing courses as a non-degree student offers no assurance that a student will be accepted into a graduate program at some future date. If a student is accepted into a program at a future date, no more than nine (9) non-degree credits may be counted towards a degree or certificate program, and then, only by consent of the Department Chair.

5.3 Admission Requirements. Admission to the MPH degree program requires the student to meet the minimum admission requirements for graduate study as established by the ECU Graduate School and University, as well as, the following requirements established by the Master of Public Health Program. Medical students and residents arrange a different degree plan to achieve 45 credit hours. Non-degree seeking students must obtain permission to enroll in any MPH classes.

Applicants should follow the online application process of the ECU Graduate School:
<http://catalog.ecu.edu/content.php?catoid=6&navoid=339>

1. Submission of Graduate School Application online.
2. Submission of one official transcript from **every** college or university attended.
3. An acceptable score on the Graduate Record Examination (GRE) within the past five years.
4. Three letters of recommendation from persons familiar with the applicant's academic and professional capabilities, achievements, work experience, and/or personal qualities.
5. A resume or curriculum vitae.
6. A Statement of Intent (less than 600 words) explaining why the applicant wishes to pursue the MPH degree and how her/his future career goals are related to the degree.

5.4 How to Apply. Applicants for the MPH program or Certificate programs apply by completing a "self-managed" application to the ECU Graduate School. The application process is explained in the website for the ECU Graduate School at the <http://www.ecu.edu/cs-acad/gradschool/>.

If you attended ECU as an undergraduate or other graduate programs, your ECU transcript will automatically be retrieved (if coursework was after 1991). Otherwise, applicants must have transcripts sent to ECU.

Non-degree applicants must submit a non-degree application online with the application fee and an official transcript showing a bachelor's degree from an accredited institution. **Please note that financial aid is available only for degree seeking students.**

5.5 MPH-MD Dual Degree Program. The MPH degree requires 45 c.h. for physicians. Medical students may complete the program by taking MPH course work during a leave of absence between the second and third year of medical school as well as during summer vacations. A leave of absence to pursue the MPH degree may be granted to students in the BSOM who have been accepted into the MPH program, have completed Step I of the USMLE, and are in good standing in the medical

school. Physicians and residents apply through the ECU Graduate School. The MPH Program accepts ETHC 9001 as a replacement of MPH 6002 Ethics & Law for medical students at Brody School of Medicine who wish to pursue the MPH-MD dual degree program.

5.6 Qualifications Required for Admission. To qualify for regular admission to the ECU Graduate School, an applicant must have an overall undergraduate GPA of 2.7 or a senior year GPA of 3.0, and a satisfactory GRE score. Acceptance into the Master of Public Health Program is determined by the graduate faculty based on evaluation of the applicant's record of scholarship, standardized test scores, professional experience and accomplishments, the writing skills displayed by the Statement of Intent, and three references. Verbal, written, and quantitative skills are required of graduate students entering the MPH program. The ability to use computers and standard software in basic public health applications is a requirement for graduate work and proficiency is the responsibility of the student. The faculty of the MPH program establishes guidelines for admissions into the MPH Program. Graduates are admitted by a formal letter from the ECU Graduate School.

Note: A student may be deemed a "Conditional Admission" if they do not meet either one or both the GPA and GRE requirements. The student may convert into "Regular/Good Academic Standing" when he/she obtains a 3.0 GPA in the first attempted nine credit hours. If a student does not obtain a 3.0 GPA in the first nine attempted hours, then the student is recommended for Program Termination by the ECU Graduate School.

5.7 Transfer of Credits from other programs. Requests for transfer of courses taken prior to enrollment must be made at the time of admission and be approved by the Director of the MPH program and the Dean of the Graduate School. The course must be a graduate course and not an undergraduate course. Students should complete: 1) the Request to Transfer Credits 2) provide the course syllabus of the requested transfer course 3) make the transfer credit request to the MPH Program Director. See this link:

<http://www.ecu.edu/cs-acad/gradschool/Academic-Policies-and-Forms.cfm>

If the student is in a Master program at ECU and wishes to transfer into the MPH program, up to 9 c.h. are eligible for consideration. Up to 12 c.h. of a student's course work may be transferred from a school or program accredited by the CEPH. The course credit must appear on the prior transcript and the student should provide a copy of the syllabus.

5.8 Equal Opportunity Policy of East Carolina University

ECU is committed to equality of opportunity and does not discriminate against applicants, students, or employees based on race, religion, color, creed, national origin, sex, age, sexual orientation, or disability. Please see details at <http://www.ecu.edu/edc/>.

6.0 Financial Costs and Financial Aid

Because the duration of completion of the program will differ for each student, the financial commitment by semester will differ for each student. Costs are calculated based on the number of credit hours enrolled during one semester. Summer session is considered a separate semester for cost purposes. Distance education courses have an additional charge. DE courses in the summer may be the most costly. As tuition is expected to change, please see the Financial Services/Cashier website for the latest information: <http://www.ecu.edu/cashier/tufee.cfm>

6.1 Financial Aid, Assistantships, and Remissions. While graduate education is financed primarily by personal savings and loans, the university provides limited financial support for graduate study through several mechanisms:

- Graduate Assistantship
- Work Study
- Out-of-State tuition remission
- Graduate Scholar Awards

Students gaining regular admissions are eligible for consideration of a ***Graduate Assistantship*** (GA-ship). Selected full time students (enrolled in ≥ 9 c.h.) receive a stipend for 20 hours of work per week during fall, spring, and summer semesters. Contracts are established at the beginning of each semester. Pay rates are normally: \$5,000.00 per semester. Pay rates can be adjusted based on budgetary needs by the department. Time-sheets are submitted bi-monthly to the supervisor. Service is usually assisting faculty in teaching or research. Having a GA-ship during year 1 does not guarantee renewal in year 2.

Information about financial aid can be found at http://www.ecu.edu/financial_serv/.

7.0 MPH Program Faculty and Advisors

Maria Clay, PhD, is the Interim MPH Program Director and Interim Chair of the Department of Public Health. Information about MPH faculty and instructors can be found at <http://www.ecu.edu/cs-dhs/publichealth/faculty/index.cfm>

The MPH program has a diverse external advisory board with exceptional experience to draw upon for planning and guidance. The Advisory Board, which meets bi-annually, is composed of local, state, and national public health practitioners as well as faculty and administrators of other academic public health programs.

8.0 Frequently Asked Questions about the ECU MPH program

- **How many credit hours are required for graduation?** 45 semester credit hours.
- **Are all students required to complete an internship in public health?** Yes. The internship is an integral component of the MPH Program. Students with substantial previous field experience may petition to be exempt from the internship requirement or a portion thereof. Exemption is at the discretion of the MPH Program Director.
- **How long will it take to complete the degree requirements?** It depends on whether you pursue this on a full-time basis or part-time. Students can complete the program in 2 to 4 years.
- **Can I transfer courses from another master of public health program or graduate school?** With approval of the program director and Dean of the Graduate School, up to 12 credit hours may be transferred, depending on how well a course matches the ECU MPH course substituted and accreditation standards.
- **Are courses offered in the evening?** Most courses are offered in the late afternoon or early evening once per week for three hours.
- **Can I take courses on-line?** The MPH program was not designed to be offered completely online in a distance education format. Many courses are available in distance education

format, but some core and concentration courses are not offered online. Courses with sections ending in 601 are online courses. Courses with section 001 are face-to-face courses. Some courses are offered in both formats, but this varies by semester. Courses meet 1 day per week for 3 hours typically after 3 pm.

- **How do I apply?** Through an application to the ECU graduate school at <http://www.ecu.edu/gradschool>. All supplemental materials will need to be sent to the Graduate School.
- **What is the application deadline?** Deadlines for submission of admission applications are April 15 for fall semester and October 15 for spring semester. **Prospective students are strongly urged to apply well before the deadline.** Late admission considered based on program capacity.
- **Are students accepted only for fall admission?** No, the MPH Program admits students for the spring semester as well.
- **What is the minimum GPA required?** Until the program has experience upon which to judge the ability of students to successfully complete the MPH program, the minimum standards of the ECU graduate school apply - a minimum overall undergraduate GPA of 2.7 or a senior year GPA of 3.0.
- **What entrance exams and scores are required?** The Graduate Record Exam (GRE) is used as one gauge of an applicant's ability to successfully complete the program. We require applicants to take the GRE. A combined GRE score of 300 or greater is desirable. Acceptance into the program is based on evaluation of the applicant's record of scholarship, standardized test scores, professional experience and accomplishments, the essay, references, and interview (if conducted). Potential exceptions include applicants pursuing the dual MD/MPH degree, or practicing professionals with a clinical degree, such as medical residents, fellows, or family nurse practitioners. Neither the MCAT nor MAT exams are accepted.
- **Must I take the Graduate Record Exam if I have already completed a graduate degree?** It depends on what the graduate program was, how recently you completed it, and what your grades were in the program. If you are interested in waiving the GRE, you must receive written consent from the MPH Program Director **BEFORE** the application deadline.
- **How do I find more about the Graduate Record Exam (GRE)?** Go to <http://www.ets.org/gre>
- **Is there any financial aid?** Financial Aid is limited. See the information at <http://www.ecu.edu/financial/>
- **Is the program accredited?** ECU is accredited by the Southern Association of Colleges. The MPH Program was fully accredited in 2012 for seven years by Council on Education for Public Health.

Contact information

Student Services Coordinator: Ms. Kelly Bass

Brody School of Medicine at East Carolina University, Department of Public Health
600 Moye Boulevard, Lakeside Annex 7 & 8, Mailstop 660, Greenville, NC 27834

Tel: (252) 744-4079, Fax: (252) 744-4008

Email: mph@ecu.edu

Appendix 1: 20 Core Competencies in Basic Disciplines of Public Health

Competency	ASPH Description
Biostatistics	<ul style="list-style-type: none"> ▪ Apply descriptive techniques commonly used to summarize public health data (BIOS 7021, MPH 6020) ▪ Apply common statistical methods for inference (BIOS 7021, MPH 6020) ▪ Interpret results of statistical analysis found in public health studies (MPH 6011, MPH 6020) ▪ Use vital statistics and other public health records in the description of population health characteristics and in public health research and evaluation (MPH 6020)
Environmental Health	<ul style="list-style-type: none"> ▪ Specify approaches for assessing, preventing, and controlling environmental hazards that pose risks to human health and safety (MPH 6010)
Epidemiology	<ul style="list-style-type: none"> ▪ Describe a public health problem in terms of magnitude, person, time, and place (MPH 6011, MPH 6903, MPH 6991) ▪ Calculate basic epidemiology measures (MPH 6011, BIOS 7021) ▪ Comprehend basic ethical and legal principles pertaining to the collection, maintenance, use, and dissemination of epidemiological data (MPH 6011, MPH 6991) ▪ Recognize the principles and limitations of public health screening programs (MPH 6000, MPH 6011)
Health Policy and Management	<ul style="list-style-type: none"> ▪ Identify the main components and issues of the organization, financing, and delivery of health services in the US (MPH 6000) ▪ Use the principles of program planning, development, budgeting, management, and evaluation in organizational and community initiatives (MPH 6000)
Health Behavior	<ul style="list-style-type: none"> ▪ Describe the role of social and community factors in both the onset and solution of public health problems (MPH 6013, MPH 6035, MPH 6903, MPH 6991) ▪ Identify basic theories, concepts, and models from a range of social and behavioral disciplines that are used in public health research and practice (MPH 6013, MPH 6020, MPH 6903, MPH 6991) ▪ Use evidence-based approaches in the development and evaluation of social and behavioral science interventions (MPH 6013, MPH 6020) ▪ Describe steps and procedures for the planning, implementation, and evaluation of public health programs, policies, and interventions (MPH 6000, MPH 6013)
Health Communication	<ul style="list-style-type: none"> ▪ Develop cogent and persuasive written materials regarding public health topics (MPH 6013, MPH 6903, MPH 6991) ▪ Deliver oral presentations using recognized criteria for effective information dissemination (MPH 6000, MPH 6903, MPH 6992)
Diversity	<ul style="list-style-type: none"> ▪ Demonstrate sensitivity to varied cultural, ethnic, and socioeconomic backgrounds of individuals and groups including: education, health, literacy, race, gender, age, profession, political preferences, health conditions, religion/spirituality, place of origin, sexual orientation, and lifestyle (MPH 6035)
Program Planning	<ul style="list-style-type: none"> ▪ Prepare proposals for funding from internal and external sources (MPH 6000) ▪ Apply evidence-based concepts in public health decision-making (MPH 6000)

BIOS	Biostatistics
COHE	Community Health
COMM	Media Communications
EHST	Environmental Health Sciences
HIMA	Health Information Management
MPH	Master of Public Health
PADM	Public Administration

Appendix 2: Competencies in Culminating Experience

Culminating Experience	Competencies
Professional Paper (MPH 6991)	<ul style="list-style-type: none"> ▪ Describe a public health problem in terms of magnitude, person, time, and place ▪ Comprehend basic ethical and legal principles ▪ Describe the role of social and community factors in both the onset and solution of public health problems ▪ Identify basic theories, concepts, and models from a range of social and behavioral disciplines that are used in public health research ▪ Develop cogent and persuasive written materials regarding public health topics
Professional Paper (MPH 6992)	<ul style="list-style-type: none"> ▪ Deliver oral presentations using recognized criteria for effective information dissemination
Field Practicum (MPH 6903, MPH 6905)	<ul style="list-style-type: none"> ▪ Describe a public health problem in terms of magnitude, person, time, and place ▪ Describe the role of social and community factors in both the onset and solution of public health problems ▪ Identify the basic theories, concepts, and models from a range of social and behavioral disciplines that are used in public health research and practice ▪ Develop cogent and persuasive written materials, regarding public health topics ▪ Deliver oral presentations using recognized criteria for effective information dissemination
Field Practicum (MPH 6904)	<ul style="list-style-type: none"> ▪ Describe a public health problem in terms of magnitude, person, time, and place ▪ Identify the basic theories, concepts, and models from a range of social and behavioral disciplines that are used in public health research and practice ▪ Develop cogent and persuasive written materials regarding public health topics

Public Health Competencies – Specific to Area of Concentration

Epidemiology Concentration Competencies

1. Critically evaluate public health literature through application of fundamental principles and methods of epidemiology,
2. Develop a foundation for designing valid and efficient protocols to address public health problems,
3. Apply quantitative skills to analyze, interpret, and synthesize epidemiologic data related to public health issues.

Health Administration Concentration Competencies

1. Apply methods of quality improvement, financial management, budgeting, planning and evaluation for health programs,
2. Describe the organizational, financial, policy, economic, legal and ethical issues in the US health system,
3. Employ systems thinking to build partnerships, manage resources and to solve problems in public health.

Health Behavior Concentration Competencies

1. Design a theoretical framework and/ or a logic model to guide intervention development and/ or data collection for program evaluation,
2. Design health promotion and disease prevention interventions that address implementation and evaluation and target multiple levels of the social ecological framework,
3. Use qualitative and quantitative methods to analyze data regarding programmatic needs, performance, and evaluation,
4. Use formative, process, intermediate, and outcome measures to plan and evaluate public health interventions.