

July 12, 2012

**To: ELLEN B. GOLD & STEPHEN A. MCCURDY**, Public Health Sciences Program Chairs

**From: ANDRE KNOESEN**, Graduate Council Chair



**Re: MASTER OF PUBLIC HEALTH GRADUATE PROGRAM DEGREE REQUIREMENTS**

Enclosed is a copy of the Master of Public Health graduate program degree requirements as approved by Graduate Council on May 18, 2012. These degree requirements are now the official requirements for the M.A. in Public Health Graduate Program and will be posted on Office of Graduate Studies program webpage:

[http://www.gradstudies.ucdavis.edu/programs/program\\_detail.cfm?id=107](http://www.gradstudies.ucdavis.edu/programs/program_detail.cfm?id=107)

Thank you for your efforts on behalf of graduate education.

/vm

Enclosure

c: Graduate Program Staff Amber Carrere

**University of California Davis**  
**School of Medicine**  
**Master of Public Health**  
**Degree Requirements**

Graduate Council Approval: June 16, 2011; Revised May 18, 2012

**Master of Public Health (MPH) Degree Requirements:**

**1) Admissions requirements:**

- Applicants must have a baccalaureate degree from an accredited institution with at least a 3.0 grade-point average (GPA) on graduation. Degrees must be conferred by the quarter or semester prior to the program starting in August. Transcripts must be original and sealed.
- Applicants must complete the Office of Graduate Studies online application and supply a CV/Resume, Personal Statement, and three letters of recommendation.
- Applicants must complete and submit results from the [Graduate Record Exam](#) (GRE). For reporting scores, use the Institution Code: 4834 and Department Code: 0616. Applicants must take the GRE by the December test date to insure the scores arrive by the application deadline. The only exception to the GRE requirement is that MCAT scores may be submitted, in lieu of the GREs, by current students in, or recent graduates of, a US or Canadian MD/DO degree program. All GRE scores are valid for a total of 5 years; MCAT scores must be for a test taken within 7 years of application.
- Graduate Studies requires the Test of English as a Foreign Language (TOEFL) if your native language is not English or your undergraduate instruction has not been in English. Applicants must meet the minimum scores, as stated by the Office of Graduate Studies. TOEFL scores expire after two years. Scores that are two or more years old will not be accepted by Graduate Admissions. **IELTS Scores:** As an alternative, you may submit scores from the Academic Modules of the International English Language Testing System (IELTS) designed by the University of Cambridge Local Examinations Syndicate and administered by the British Council worldwide. You are responsible for providing us with an official Test Report Form (TRF) of your IELTS. Remember to order the TRF when you register to take the test. Applicants must meet the minimum score, as stated by the Office of Graduate Studies. IELTS scores expire after two years. Scores that are two years old or more will not be accepted by Graduate Admissions. For reporting scores, please use Institution Code 4834, Department Code 50.
- As a general policy, students will be admitted only in Summer Session II.
- Students can request to defer admissions, but the general practice is to have the students reapply to the program the year they wish to be admitted. For exceptional circumstances the Admissions and Advancement Committee will review requests for deferral and make the decision on a case-by-case basis. Admitted students requesting a deferral need to make a request in writing indicating the reasons and proposed date for deferral.

**A. Prerequisites:**

The following prerequisite courses are required for admission:

- Mathematics (equivalent at least to UC Davis' pre-calculus Math 12)
- Biological sciences (equivalent at least to UC Davis' Biology BIS 1A and 1B or 2A and 2B courses)
- Social sciences (for example, courses equivalent to UC Davis' General Psychology PSC 1, or Cultural Anthropology ANT 2, or Principles of Microeconomics ECN 001A, or Introduction to Sociology SOC 1 courses)

**B. Deficiencies:**

Students can be admitted with missing prerequisites, but the deficiencies must be remedied by earning a grade of "B" or better in the deficient courses prior to starting the program in Summer Session II.

## 2) The Master's Degree (MPH), Plan II:

Plan II requires a minimum of 36 units of graduate and upper division courses, of which 18 units must be graduate courses in the major field. Not more than 9 units of research (299 or equivalent) may be used to satisfy the 18-unit requirement. The MPH degree requires more units (56) than the University minimum (36 units) for master's degrees; see section 3 below.

No thesis is required. Students in the MPH program complete a Practicum Placement as the Capstone/Culminating Experience and write a Final Report at the end of coursework, typically in the Spring quarter of the first year. For details on the Practicum and Final Report, see section 8 below.

## 3) Course Requirements (56 units)

### A. Core Courses: 40 units

#### Biostatistics:

MPM 402	Medical Statistics I	5 units
MPM 403	Medical Statistics II	3 units
SPH 210	Public Health Informatics	2 units

#### Epidemiology:

EPI 205A	Principles of Epidemiology	4 units
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#### Environmental Health Science:

SPH 262	Principles of Environmental Health Science	3 units
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#### Health Services Administration:

SPH 273	Health Services Administration	3 units
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#### Social and Behavioral Influences on Health:

SPH 222	Social and Behavioral Approaches to Public Health Issues	3 units
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#### General Public Health:

SPH 201	Introduction to Public Health	3 units
SPH 290	Seminar in Public Health (1 unit/quarter)	4 units
SPH 297	Public Health Practicum	10 units

A total of 10 academic quarter units are devoted to the practicum project, which corresponds to approximately 300 hours. The practicum course (SPH 297: Public Health Practicum) begins in Winter Quarter, the first year of the program (with about 10 hours of class meeting and individual preparatory work by the student), and continues into the Spring Quarter. Students are encouraged to get an early start on their practice placement and accordingly may receive credit toward the required 10 total units in earlier quarters. Students can enroll in the practicum course early with the permission of the instructor of record. Similarly, students may extend their practicum into the summer and subsequent quarters with approval of the SPH 297 Practicum Experience instructor of record.

### B. Added-Competence Electives for Generalist Specialty Area: $\geq 6$ units

Students choosing the Generalist Specialty Area choose at least 6 units of Added-Competence Electives for this Specialty Area (Table 2). These courses provide added competence in one of the five core disciplines or seven cross-cutting areas of public health.

**C. Added-Competence Electives for the Epidemiology Specialty Area:  $\geq 11$  units**

Students choosing the Epidemiology Specialty Area choose at least 11 units of Added-Competence Elective courses in epidemiology, as shown in Table 3. These courses provide added competence in epidemiology.

**D. Electives:**

Students choose electives reflecting their personal interests. The number of units required will vary depending on the number needed to achieve the total of 56 units required for graduation for each student. (E.g., students may take more than the minimum number of Added-Competence Electives in their Specialty Area, reducing their need for elective units.) The MPH program provides a quarterly list of available electives. Students may select appropriate courses not on the electives list and have them approved by their Graduate Adviser. Electives must be upper-division undergraduate-level or graduate-level courses.

Electives from Family and Community Medicine are approved as electives. MPH students also enrolled in the UCD Nurse Practitioner and Physician Assistant Program can double count or transfer up to 12 units from the following courses so that they apply toward graduation requirements for both programs:

- FAP 350: Ethics. (2 units)
- FAP 367A: Family Practice and Community Health. (2 units)
- FAP 368C: Behavioral Science--Culture and health. (1 unit)
- FAP 372A: Professional Development. (1.5 units)
- FAP 390: Health Care of the Western Farmworker. (2 units)

**D. Summary**

The MPH is accredited by the Council for Education in Public Health (CEPH). CEPH requires 56 quarter units to earn the MPH. All units need to be upper division and graduate level coursework.

- i. The MPH degree requires a minimum of 56 quarter units. All students must complete 40 quarter units of Core courses (including the Practicum and seminar series), Added-Competence Electives according to their Specialty Area (at least 6 quarter units for the Generalist Specialty Area; at least 11 quarter units for the Epidemiology Specialty Area) and a variable number of Elective courses to achieve a total 56 quarter units in all. See table of courses below.
- ii. Grade of at least a B-minus (2.7) grade in each core course AND a GPA of at least 3.0 for all core courses combined AND a GPA of at least 3.0 for all courses combined that are applied to the MPH degree.
- iii. With the approval of the Graduate Adviser and the Dean of Graduate Studies, a student may petition to take one letter-graded course per quarter on a Satisfactory/Unsatisfactory basis, provided the course is exploratory and in an area unrelated to the academic discipline. It cannot be used to fulfill any of the student's graduate program Core or Added-Competence Elective course requirements. It may be used to fulfill elective unit requirements.
- iv. Students failing to meet the MPH requirements for minimum acceptable progress (e.g., for low grades) will meet with their graduate advisor to develop a remediation plan to be considered by the Admissions and Advancement Committee.

- v. Per UC regulations students cannot enroll in more than 12 units of graduate level courses (200) or more than 16 units of combined undergraduate and graduate level (100, 200, 300) courses per quarter.

<b>Table 1: Core Courses (Total 40 units, required of all students)</b>			
<b>Discipline</b>	<b>Course</b>	<b>Quarter/Year</b>	<b>Units</b>
Biostatistics	MPM 402: Medical Statistics I	Fall (year 1)	5
	MPM 403: Medical Statistics II	Winter (year 1)	3
Epidemiology	EPI 205A/MPM 405: Principles of Epidemiology	Fall (year 1)	4
Environmental Health Science	SPH 262: Principles of Environmental Health Science	Fall (year 1)	3
Health Services Administration	SPH 273: Health Services Administration	Winter (year 1)	3
Social and Behavioral Sciences	SPH 222: Social and Behavioral Aspects of Public Health	Winter (year 1)	3
Informatics	SPH 210: Introduction to Public Health Informatics	Summer (year 1)	2
General Public Health	SPH 290: Seminar in Public Health	Summer, Fall, Winter, Spring (year 1)	1/qtr, 4 total
	SPH 297: Public Health Practicum	Winter, Spring, Summer (year 1/year 2)	10
	SPH 201: Introduction to Public Health	Summer (year 1)	3

**Table 2: Added-Competence Electives<sup>1,2</sup> for Generalist Specialty Area (≥6 units) – taken in year 1 and/or year 2**

Added-Competence Electives (for generalist specialty; at least 6 units)	MPM 404: Medical Statistics (by instructor approval)	Spring	4
	PHR 202: Sampling in Health-Related Research	Winter	3
	EPI 205B: Integration of Basic Epidemiologic Principles	Spring	2
	EPI 206/MPM 406: Epidemiologic Study Design	Winter	3
	EPI 220: Problems in Epidemiologic Study Design	Spring	4
	SPH 266: Applied Analytic Epidemiology	Spring	3
	SPH 295: International Health Care	Spring	2
	ECN 132: Health Economics	Fall, Winter	4
	SOC 154: Sociology of Health Care	Fall	4
	CRD 160: Research Design and Method in Community Studies	Winter	4
	FAP: 195: Healthcare to Underserved Populations	Winter	1
	EPI 298: SAS	Spring	3
	NRS 203: Leadership in Healthcare	Spring	4
	SPH 264: Public Health Econometrics	Spring	2
	SPH 211: Infectious Diseases and Global Health	Winter	3
Select courses focusing on social and political features of minorities		Variable	

1: Added-Competence Electives for the Generalist Specialty Area are a group of courses that provide added competence in one of the five core disciplines or seven cross-cutting areas of public health.

2: The MPH program will update and review the list as needed, approved by the MPH Curriculum Committee, and made it available to students.

**Table 3: Added-Competence Electives<sup>1,2</sup> for Epidemiology Specialty Area (≥11 units) – taken in year 1 and/or year 2**

Course name and number	Quarter	Units
EPI 205B: Integration of Basic Epidemiologic Principles*	Winter	2
EPI 206/MPM 406: Epidemiologic Study Design*	Winter	3
EPI 207: Advanced Concepts in Epidemiologic Study Design*	Spring	4
EPI 220: Problems in Epidemiologic Study Design	Spring	4
EPI 251: Environmental Epidemiology	Winter	3
SPH 255: Human Reproductive Epidemiology	Fall	3
SPH 266: Applied Analytic Epidemiology	Spring	3
SPH 211: Infectious Disease and Global Health	Spring	3
EPI272: Cancer Epidemiology	Winter	2
Other epidemiology course approved by student's UCD faculty advisor and MPH Program Director		2-4
A course in SAS or other statistical analysis program, such as Stata or BMDP.		

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**Summary of UCD MPH Specialty Areas and unit requirements:**

Specialty Area	Core Units	Added-Competence Electives	Electives	Total units
Generalist	40 (Table 1)	≥6 (Table 2)	Variable <sup>1</sup>	56
Epidemiology	40 (Table 1)	≥11 (Table 3)	Variable <sup>1</sup>	56

1 The number of elective units required is the number necessary to bring the total number of units up to the 56 quarter units required for the MPH degree. For example, students taking the minimum number of Added-Competence Electives for the Generalist Specialty Area (i.e., 6 units) will need to take at least 10 units of electives. Students taking more than the minimum number of Added-Competence Electives will need to take correspondingly fewer elective units, such that the total quarter units sums to 56.

**4) Special requirements:**

- A. Progress Reports
  - Students meet quarterly with their Graduate Adviser.
  - Each spring students are required to turn in the Office of Graduate Studies progress report.
- B. Residency Requirements
  - Students need to complete a minimum of three quarters, full-time, in residence to earn the MPH degree.

5) **Committees:**

- A. **Executive Committee** - The committee consists of a minimum of six faculty members of the program, a minimum of two MPH students, and one representative from the California Department of Public Health, and the Graduate Program Chair. The Executive Committee is the policy-making body of the MPH Program.
- B. **Curriculum Committee** - The committee consists of the instructors of record for the required core coursework, a minimum of two MPH students, and the Graduate Program Chair. The Curriculum Committee reviews quarterly teaching evaluations, syllabi, and other course material as needed for the required core course work and recommends curricular policy to the Executive Committee.
- C. **Admissions and Advancement Committee** - The Committee consists of a minimum of two faculty members of the program and a minimum of two MPH students. The Committee reviews applications to the program and selects those to be recommended for admission. The Committee also reviews and approves remediation plans for students with inadequate grade-point averages.) Students members of the committee are not party to discussion on the advancement/remediation of other students.
- D. **Community Relations and Development Committee** - The committee consists of a minimum of two faculty members of the program and a minimum of three MPH students. The Community Relations and Development Committee is responsible for program promotion and student recruitment planning.
- E. **Student Representatives** - The Graduate Program Chair will consult with the students regarding membership on the various program Committees. Students are nonvoting members of the program committees. Student representatives may attend annual meetings of the program.

Students serve for a term of one year, with the potential for reappointment. Students serve on the following committees:

1. Executive Committee (a minimum of two students)
2. Curriculum Committee (a minimum of two students)
3. Admissions and Advancement Committee (a minimum of two students)
4. Community Relations and Development Committee (a minimum of three students)

Student recusal from selected matters: The Chair of any committee with student members must excuse the student representatives from meetings during discussion about other students, personnel actions or disciplinary issues relating to faculty, or ranking of existing students for funding.

6) **Advising Structure and Mentoring:**

All incoming students will be assigned a **Graduate Adviser**. Students and advisors are required to meet during the Summer Session II to review the student's academic plan. Subsequent meetings are on a quarterly basis, with additional meetings at the discretion of the student and



advisor. The Graduate Adviser is expected to meet with his or her students on a quarterly basis to assess progress and plan curricular choices. The Graduate Adviser also reviews the student's MPH Practicum project and progress. The mentoring guidelines can be found in the student handbook and online.

**7) Advancement to Candidacy:**

Every student must file an official application for Candidacy (Plan II) for the Master of Public Health Degree after completing one-half of their course requirements and at least one quarter before completing all degree requirements. Students are expected to Advance to Candidacy during Spring quarter of year one (3<sup>rd</sup> quarter). The "Candidacy for the Degree of Master" form can be found online at <http://www.gradstudies.ucdavis.edu/forms/>. A completed form includes a list of courses the student will take to complete degree requirements. If changes must be made to the student's course plan after s/he has advanced to candidacy, the Graduate Adviser must recommend these changes to Graduate Studies. Students must have their Graduate Adviser sign the candidacy form before it can be submitted to Graduate Studies. If the candidacy is approved, the Office of Graduate Studies will send a copy to the appropriate graduate staff person and the student. If the Office of Graduate Studies determines that a student is not eligible for advancement, the program and the student will be told the reasons for deferral. Some reasons for deferring an application include grade point average below 3.0, outstanding "I" grades in required courses, or insufficient units.

**8) Capstone Experience:**

The capstone experience comprises the practicum experience. In their first year students can start their practicum in a public health setting, e.g., state or local county health department, non-profit entity, completing a project of their choosing involving synthesis and application of public health principles. The practicum project involves 300 hours of effort. It includes supervision and written evaluation by the on-site preceptor, the UC Davis faculty advisor, and the instructor of record for the SPH 297: Public Health Practicum course.

The capstone also includes the Practicum Symposium, at which the student showcases his or her abilities in public health, including oral and written communication. The oral presentation is made before an audience of their fellow students, faculty, and preceptors. Part of their oral presentation involves addressing questions that arise from the audience.

The capstone experience also includes a written report describing the public health background for their topic, methods employed in the project, and their results. It also includes a discussion of their project and its results, implications for the future, and recommendations for further work. The written and oral reports allow the student to synthesize and demonstrate mastery of public health principles and programmatic competencies. Students continue to meet in the SPH 297: Public Health Practicum course, where drafts of their written and oral presentations are reviewed and commented on by the instructor of record and their fellow students. Thus, by the time the students make their formal presentation at the Practicum Symposium, they have had significant practice and feedback.

The instructor of record for SPH 297: Public Health Practicum reviews evaluative information from the site supervisor, the UC Davis graduate advisor, the instructor's own observations during the course, oral presentation, and the final written report. Based on this information, the instructor of record assesses the student's success in completing the Practicum experience. Students not completing the Practicum experience satisfactorily will be recommended to the Dean of Graduate Studies for disqualification from the program.

Once all degree requirements are met, the candidates for graduation are forwarded to the MPH Admissions and Advancement Committee for review. The students' Graduate Advisor and the Chair of the Admissions and advancement committee (or designee) will sign the Plan II pass report.

**9) Normative Time to Degree**

The normative time for the MPH degree is Summer session II, Fall, Winter, Spring and an additional summer session or academic quarter. Students are expected to advance to candidacy by Spring quarter of their first year.

**10) Typical time line and sequence of events**

<b>YEAR 1:</b>			
<b>Summer Session II</b>	<b>Fall</b>	<b>Winter</b>	<b>Spring</b>
SPH 290 (1 unit) SPH 210 (2 units) SPH 201 (3 units)	MPM 402 (5 units) SPH 262 (3 units) EPI 205A (4 units) SPH 290 (1 unit) Electives optional (3units)	SPH 297 (2 units) SPH 290 (1 unit) SPH 222 (3 units) SPH 273 (3 units) MPM 403 (3 units) Electives optional (4units)	SPH 290 (1 unit) SPH 297 (8 units) Electives optional (7units) <i>*Capstone Experience</i>
total units: 6	Total units: no more than 16 units	Total units: no more than 16 units	Total units: no more than 16 units

<b>YEAR 2 (as needed):</b>			
<b>Summer Session I</b>	<b>Summer Session II</b>	<b>Fall</b>	<b>Winter</b>
SPH 297 (1-6 units) Electives (variable units) <i>*Capstone Experience</i>	SPH 297 (1-6 units) Electives (variable units) <i>*Capstone Experience</i>	SPH 297 (variable units) Electives (variable units) <i>*Capstone Experience</i>	SPH 297 (variable units) Electives (variable units) <i>*Capstone Experience</i>
Total units: no more than 6 units	Total units: no more than 6 units	Total units: no more than 16 units	Total units: no more than 16 units

*\*Students can complete their capstone experience starting Spring of their first year. Students going into a second year can complete the capstone experience during the quarter they complete the degree.*

**11) Sources of funding.**

The MPH program does not guarantee financial support to students. Financial aid is available to US citizens or permanent US residents; students need to file a FAFSA and should update it each year. Students can look for a teaching assistantship or graduate student research position, but these positions are offered by individual departments and are not guaranteed to the students. The MPH program makes every effort to look for and to offer funded practicum projects. Students should contact the MPH office for funded practicum opportunities.

**12) PELP, In Absentia, and Filing Fee status.**

Information about PELP (Planned Educational Leave), In Absentia (reduced fees when researching out of state), and Filing Fee status can be found in the Graduate Student Guide: <http://www.gradstudies.ucdavis.edu/publications>