JOHNS HOPKINS
BLOOMBERG SCHOOL
of PUBLIC HEALTH

Master of Public Health Program Manual
2019-2020

Part-time\Online

June 2019

MASTER OF PUBLIC HEALTH PROGRAM
PART-TIME/ONLINE STUDENT MANUAL

2019-2020

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THE JOHNS HOPKINS UNIVERSITY
BLOOMBERG SCHOOL OF PUBLIC HEALTH
2019-20 ACADEMIC YEAR CALENDAR

MEMORIAL DAY HOLIDAY	**M May 27**
SUMMER INSTITUTES	**T May 28**
REGULAR SUMMER TERM	**M July 1 – F Aug 23 (39 class days)**

Registration Begins for Summer Institute Terms………………………………………………………	T Feb 12
Registration Begins for Regular Summer Term………………………………………………………	W April 3
Internet-Based/Part-Time MPH New Student Orientation……………………………………………	Sun June 2
Summer Institutes Begin……………………………………………………………………………	Begin T May 28
Regular Summer Term Registration Ends……………………………………………………………	F June 21
NEW STUDENT ORIENTATION ……………………………………………………………………..	Th June 27– F June 28
Instruction Begins for Summer Term ……………………………………………………………………	M July 1
INDEPENDENCE DAY HOLIDAY …………………………………………………………………	Th July 4
Regular Summer Add/Drop Period …………………………………………………………………	M July 1– F July 12 (full term courses only)
Last Class Day of Summer Term ……………………………………………………………………	F Aug 23

1ST TERM	**T Sept 3 – F Oct 25 (39 class days, M-F)**

1st Term Registration Begins for Continuing and Special Student ……………………………………	M June 3
1st Term Registration Ends for Continuing and Special Students ……………………………………	F Aug 16
NEW STUDENT ORIENTATION/ REGISTRATION ………………………………………………	T Aug 27 – Th Aug 29
Instruction Begins for 1st Term………………………………………………………………………....	T Sept 3
LABOR DAY ………………………………………………………………………………………	M Sept 2
Add/Drop Period …………………………………………………………………………………	M Sept 2 – F Sept 13
Last Class Day of 1st Term ……………………………………………………………………………	F Oct 25

2ND TERM	**M Oct 28 – F Dec 20 (38 class days, M-F)**

2nd Term Registration Begins ……………………………………………………………………	F July 19
2nd Term Registration Ends ……………………………………………………………………………	F Oct 18
Instruction Begins for 2nd Term ………………………………………………………………………	M Oct 28
Add/Drop Period …………………………………………………………………………………..	**M Oct 28 – Su Nov 10***
THANKSGIVING RECESS ……………………………………………………………………………	Th Nov 28 – Su Dec 1
Last Class Day of 2nd Term …………………………………………………………………………	F Dec 20
*add/drop extended due to overlap with 1st term grading period	

Internet-Based/Part-Time MPH New Student Orientation ……………………………………………..	**Sun Jan 5**
WINTER INTERSESSION ……………………………………………………………………	**M Jan 6 – F Jan 17**

Winter Intersession Registration Begins ……………………………………………………………	Th Oct 3
Winter Intersession Registration Ends ………………………………………………………………	F Dec 27
MARTIN LUTHER KING, JR. HOLIDAY RECESS …………………………………………………	M Jan 20

3RD TERM	**T Jan 21 - F Mar 13 (39 class days, M-F)**

Registration Begins for 3rd Term ………………………………………………………………………	W Nov 13
3rd Term Registration Ends ……………………………………………………………………………	F Jan 10
Instruction Begins for 3rd Term ………………………………………………………………………	T Jan 21
Add/Drop Period ………………………………………………………………………………………	M Jan 20 - F Jan 31
Last Class Day of 3rd Term ……………………………………………………………………………	F Mar 13
SPRING RECESS ………………………………………………………………………………..	M Mar 16 - F Mar 20

4TH TERM	**M Mar 23– F May 15 (40 class days, M-F)**

Registration Begins for 4th Term ………………………………………………………………………	W Feb 5
4th Term Registration Ends …………………………………………………………………………..	F Mar 13
Instruction Begins for 4th Term ………………………………………………………………………	M Mar 23
Add/Drop Period ………………………………………………………………………………………	M Mar 23 – F Apr 3
Last Class Day of 4th Term ……………………………………………………………………………	F May 15
PUBLIC HEALTH CONVOCATION …………………………………………………………………	T May 19
UNIVERSITY COMMENCEMENT …………………………………………………………………..	Th May 21
RESIDENCY PROGRAM ENDS ……………………………………………………………………	T June 30

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Program Overview

<u>Objectives</u>

The overarching goal of the MPH Program is to provide students with a population perspective on health. The Johns Hopkins MPH Program is designed to:

- prepare students to tackle current and emerging global public health problems
- provide students with critical multidisciplinary training to help solve global health problems
- equip students with foundational public health knowledge and competencies

Students are required to complete a core MPH curriculum that comprises approximately 45-50 of the 80 credits required for graduation. Students have flexibility to customize the remaining elective credits of their curriculum to their areas of interest to achieve an appropriate balance between depth and breadth.

<u>Foundational Public Health Knowledge</u>

All MPH students will attain grounding in foundational public health knowledge as measured by the following learning objectives:

Profession & Science of Public Health
- Explain public health history, philosophy and values
- Identify the core functions of public health and the 10 Essential Services
- Explain the role of quantitative methods and sciences in describing and assessing a population's health
- Explain the role of qualitative methods and sciences in describing and assessing a population's health
- List major causes and trends of morbidity and mortality in the US or other community relevant to the school or program
- Discuss the science of primary, secondary and tertiary prevention in population health, including health promotion, screening, etc.
- Explain the critical importance of evidence in advancing public health knowledge

Factors Related to Human Health
- Explain effects of environmental factors on a population's health
- Explain biological factors that affect a population's health
- Explain genetic factors that affect a population's health
- Explain behavioral and psychological factors that affect a population's health
- Explain the social, political and economic determinants of health and how they contribute to population health and health inequities
- Explain how globalization affects global burdens of disease
- Explain an ecological perspective on the connections among human health, animal health and ecosystem health (e.g., One Health)

Foundational Public Health Competencies

All MPH students will demonstrate achievement of the following competencies:

Evidence-based Approaches to Public Health
- Apply epidemiological methods to the breadth of settings and situations in public health practice
- Select quantitative data collection methods appropriate for a given public health context
- Select qualitative data collection methods appropriate for a given public health context
- Analyze quantitative data using biostatistics, informatics, computer-based programming and software, as appropriate
- Analyze qualitative data using computer-based programming and software, as appropriate
- Interpret results of data analysis for public health research, policy or practice

Public Health & Health Care Systems
- Compare the organization, structure and function of health care, public health and regulatory systems across national and international settings
- Discuss how structural bias, social inequities and racism undermine health and create challenges to achieving health equity at organizational, community and societal levels

Planning & Management to Promote Health
- Assess population needs, assets and capacities that affect communities' health
- Apply awareness of cultural values and practices to the design or implementation of public health policies or programs
- Design a population-based policy, program, project or intervention
- Explain basic principles and tools of budget and resource management
- Select methods to evaluate public health programs Policy in Public Health
- Discuss multiple dimensions of the policy-making process, including the roles of ethics and evidence
- Propose strategies to identify stakeholders and build coalitions and partnerships for influencing public health outcomes
- Advocate for political, social or economic policies and programs that will improve health in diverse populations
- Evaluate policies for their impact on public health and health equity

Leadership
- Apply principles of leadership, governance and management, which include creating a vision, empowering others, fostering collaboration and guiding decision making
- Apply negotiation and mediation skills to address organizational or community challenges

Communication
- Select communication strategies for different audiences and sectors
- Communicate audience-appropriate public health content, both in writing and through oral presentation
- Describe the importance of cultural competence in communicating public health content

Interprofessional Practice
- Perform effectively on interprofessional teams

Systems Thinking
- Apply systems thinking tools to a public health issue

Summary of Graduation Requirements

- A total of 80 credits are required for graduation. Students must complete the MPH core curriculum as detailed in the next section entitled "MPH Core Curriculum."
- At least 60 of the 80 credits must be completed in formal coursework that is not special studies, i.e. independent studies.
- At least 16 of the 80 credits required for graduation must be completed onsite as opposed to being completed online. *As of June 2020, an onsite requirement will no longer be required. Students matriculating in June 2019 will be required to attend the onsite Orientation and 4 credit Problem Solving in Public Health course in Baltimore. No other onsite credits will be required.*
- All courses that are part of the core curriculum must be taken for a letter grade, if the course is offered for a letter grade.
- All students are required to complete an individualized MPH Goals Analysis (Touchpoints 1 – 3) within the CoursePlus Portfolio.
- All students must complete the MPH Practicum requirement, including course 300.615.81 or 300.603.98.
- All students must complete 260.720: *Communications Primer for the Public Health Sciences* and an MPH capstone (xxx.800).
- Students are required to complete 550.860 Academic and Research Ethics at JHSPH during their first term of registration in the program.
- All students must maintain minimum academic standards and have satisfactory grades as detailed on the next page.

Note: A repeated course may only count once toward the 80-credit requirement. Classes taken for audit do not count towards the 80-credit requirement for graduation.

Special Note on Courses Taken at JHSPH While Not Formally Matriculated as an MPH Degree Seeking Student: A limited number of course credits taken at Johns Hopkins prior to matriculation into the MPH Program (e.g., up to 16 as a special student and 40 credits from another degree program) can be applied toward the 80 total credits, provided the courses were completed not more than 5 years prior to the date of matriculation into the MPH Program.

Academic Standards

Students must meet minimum academic standards to remain in the MPH Program. A student's failure to meet any of the criteria below is grounds for being placed on academic warning and/or being dismissed from the program.

1. To maintain good academic standing in the MPH program, students must maintain a minimum cumulative grade point average (GPA) of 2.75. Students with a GPA falling below 2.75 will be placed on academic warning and will have one term, or 12 additional credits of coursework, to raise the GPA to 2.75 or above. Students not meeting the 2.75 minimum after one term may be granted additional term(s) on academic warning if academic progress has been shown in the cumulative GPA. Students on academic warning must meet with their faculty advisor and the MPH Academic Coordinator (Katie Cruit, kcruit@jhu.edu) prior to registering for courses. Students with a cumulative GPA of less than 2.75 may not register for more than 18 credits per term. Any repeated courses count towards this 18-credit limit. [Note: Students with less than a 2.75 cumulative GPA are not eligible to enroll in the Biostatistics 620 course series or the Epidemiology 750 course series].

2. A student who earns a "D" or "F" grade in a course that meets a core requirement must, at the next opportunity, make a second attempt to complete the core requirement either by repeating the same course or by completing another course that meets the same core requirement (if available).

3. Students must complete the *Problem Solving in Public Health* course as part of the Orientation program and matriculation process. Students must also complete the Goals Analysis plan (Touchpoints 1, 2 and 3) within the first two terms of the program. The Epidemiology core requirement must be completed within the first twelve months of matriculation into the MPH program.

4. Students must progress toward degree completion in four years or less, as per their Goals Analysis plan. If additional time is required to complete the degree, it is a student's responsibility to contact in writing (email communication is sufficient) the faculty advisor and the MPH Academic Coordinator (Katie Cruit, kcruit@jhu.edu) to request an extension beyond the four-year limit. An extension request should be submitted to the faculty advisor and the MPH Academic Coordinator at least one term prior to the end of the 4-year limit.

5. Students may not accrue more than 9 credits of "incomplete" coursework at any given time. Students exceeding this limit must immediately contact the faculty advisor and the MPH Academic Coordinator in writing (email communication is sufficient) to discuss their academic situation. Students may not be permitted to register for subsequent terms until the incompletes have been resolved.

6. Students who are inactive (not enrolled in courses) for two terms or more without notifying the MPH Academic Coordinator of their academic plans will be withdrawn from the program. Students who do notify in writing (email communication is sufficient) the MPH Academic Coordinator (Katie Cruit, kcruit@jhu.edu) and faculty advisor of their circumstances may suspend enrollment, assuming that they otherwise have met academic standards as per items 1-5 above.

Academic and Research Ethics at JHSPH

Maintaining the highest level of academic and research integrity is an important responsibility of our faculty and students. To help achieve this goal, all students are required to complete the 550.860 *Academic and Research Ethics at JHSPH* course. The course examines academic and research ethics at JHSPH through a series of online interactive modules:

- Focuses on information about the academic ethics code and responsible conduct of research at the School.
- Explores issues of academic integrity such as proper ethical conduct and referencing, and discusses violations such as plagiarism and cheating, relative to case studies that illustrate situations faced by students and faculty in the academic setting.
- Addresses topics that include responsible conduct of research, authorship, data management, data ownership, guidelines for professional conduct, research fraud or scientific misconduct, federal and institutional guidelines related to research using human and animal subjects and ethical issues involving vulnerable subjects in research.

Students are automatically registered into the Academic and Research Ethics course (PH.550.860) when they matriculate into the MPH program. All JHSPH students are required to complete this non-credit course by the end of the Institute associated with their Orientation program and matriculation (ie: Summer Institute, Fall Institute or Winter Institute).

The ***JHSPH Policy and Procedure Memorandum for Students for Academic Ethics*** can be found at
https://my.jhsph.edu/Resources/PoliciesProcedures/ppm/PolicyProcedureMemoranda/Students_01_Acad emic_Ethics_102606.pdf

Student Handbook on Referencing The purpose of this handbook is to provide students with an overview of the school's standards and expectations regarding referencing and citation.
http://www.jhsph.edu/academics/degree-programs/master-of-public-health/current-students/JHSPH-StudentReferencing_handbook.pdf

MPH Core Curriculum

The core curriculum and associated components of the MPH Program includes grounding in foundational public health knowledge in the profession and science of public health and factors related to human health. All MPH graduates will demonstrate public health competencies that are informed by the critical disciplines in public health (including: biostatistics, epidemiology, social and behavioral determinants of health, management sciences, public health problem-solving, computer applications, demography, environmental health, biological sciences, and public health policy) as well as cross-cutting and emerging public health areas.

The core curriculum also provides an opportunity to apply the skills and competencies acquired during the program to practical public health problems through the MPH practicum experience and the MPH capstone course and project.

The following courses are required of MPH students to meet foundational learning objectives and competencies. These courses and must be taken for letter grade when offered:

- Any <u>one</u> of the following course series in Biostatistics:
  - 140.611 and 140.612: Statistical Reasoning I-II
  - 140.621, 140.622 and 140.623: Statistical Methods I-III
  - 140.651, 140.652, 140.653 and 140.654: Methods in Biostatistics I-IV
- 180.601: Environmental Health (5 credits)
- 260.720: Communications Primer for the Public Health Sciences (1 credit)
- 300.615: The Tools of Public Health Practice (1 credit) ***OR***
  300.603: The Tools of Public Health Practice and Decision Making (3 credits)
- 340.721: Epidemiologic Inference I ***OR***
  340.601: Principles of Epidemiology (5 credits)
- 380.755: Population Dynamics and Public Health (2 credits)
- 550.608: Problem Solving in Public Health (4 credits)
- 550.860: Academic & Research Ethics at JHSPH (0 credits)
- 552.601: Foundational Principles of Public Health (0.5 credits)
- 552.608: Biologic, Genetic and Infectious Basis of Human Disease (0.5 credits)
- 552.609: Psychological and Behavioral Factors that Affect a Population's Health (0.5 credits)
- 552.610: The Social Determinants of Public Health (0.5 credits)
- 552.611: Globalization and Health: A Framework for Analysis (0.5 credits)
- 552.623: Principles of Negotiation and Mediation for Public Health Professionals (0.5 credits)
- 552.624: Application of Negotiation and Mediation for Public Health Professionals (0.5 credits)
- 552.625: Building Collaborations Across Sectors to Improve Population Health (0.5 credits)
- xxx.800: MPH Capstone (course number is affiliated with Capstone Advisor's department)

The following are required of MPH students, but are not formal courses:

- Goals Analysis Plan requirement (please see section "Goals Analysis and Portfolio")
- MPH Practicum requirement (please section "Practicum Experience in Population-based Health")
- Completion of Interprofessional Education Event

In addition to the above courses, students must also complete additional courses to satisfy the MPH foundational knowledge learning objectives and public health foundational competencies. The tables on the following pages list courses that satisfy the foundational knowledge and competency areas and when they are offered.

Course schedules are subject to change; please check the course database for the most up-to-date course listing information: http://www.jhsph.edu/courses

Listing of MPH Core Curriculum Course Options

Course	Title	Credits	Onsite	Online
ASSESSING POPULATION NEEDS (choose one)				
220.601	Foundations of International Health	4	1st	4th
221.688	Social and Behavioral Foundations of Primary Health Care	4	No	Su, 3rd
222.642	Assessment of Nutritional Status	3	2nd	No
224.689	Health Behavior Change at the Individual, Household and Community Levels	4	2nd	No
318.623	Social Policy for Vulnerable Populations in the US	3	2nd	No
380.640	Children in Crisis	3	3rd	No
410.613	Psychosocial Factors in Health and Illness	3	3rd	No
410.614	A New View: Improving Public Health Through Innovative Social and Behavioral Tools and Approaches	4	SI	No
410.616	Social and Behavioral Aspects of Public Health	4	SI	No
410.620	Program Planning for Health Behavior Change	3	1st, WI	4th
410.654 AND 410.655	Health Communication Programs I: Planning and Strategic Design AND Health Communication Programs II: Implementation and Evaluation	4 AND 4	3rd AND 4th	No
BIOLOGIC AND GENETIC FACTORS (552.608 is required)				
552.608	Biologic, Genetic and Infectious Bases of Human Disease	0.5	No	2nd, 4th
BIOLOGY AND PUBLIC HEALTH (choose one)				
Appropriate for all students. Provides a broad introduction to public health biology:				
183.631	Fundamentals of Human Physiology	4	2nd	4th
260.636	Evolution of Infectious Disease	3	1st	No
550.630	Public Health Biology	3	1st	Su, 4th
For students possessing considerable breadth of biological competence, subject to concurrence of the advisor:				
120.603	Molecular Biology of Pandemic Influenza	3	2nd	No
120.620	Fundamentals of Reproductive Biology	3	1st	2nd
120.627	Stem Cells & the Biology of Aging & Disease	3	3rd	3rd
182.640	Food-and-Water Borne Diseases	3	FI, 3rd	No
187.610	Public Health Toxicology	4	1st	2nd
222.641	Principles of Human Nutrition	4	1st	No
223.689	Biologic Basis of Vaccine Development	3	4th	No
260.606	Major Global Infectious Diseases: Prospects for Control	2	WI	No
260.631	Immunology, Infection & Disease	3	2nd	No
260.635	Biology of Parasitism	5	2nd	No
260.650	Vector Biology & Vector-borne Diseases	3	3rd	No

Course	Title	Credits	Onsite	Online
260.656	Malariology	4	4th	3rd
340.612	Epidemiologic Basis for Tuberculosis Control	2	1st	SI, 3rd
340.646	Epidemiology & Public Health Impact of HIV & AIDS	4	1st	2nd
340.654	Epidemiology & Natural History of Human Viral Infections	6	No	1st
340.744	Adv. Topics on Control & Prevention of HIV/AIDS	4	2nd	3rd
380.761	STI's in Public Health Practice	4	No	4th
CAPSTONE PROJECT (_BOTH_ 260.720 and the MPH Capstone are required)				
260.720	Communications Primer for the Public Health Sciences	1	No	1st, 2nd, 3rd, 4th
xxx.800	MPH Capstone	2	4th	Su, 2nd, 4th
COMMUNICATION STRATEGIES (choose one)				
222.654	Food, Culture and Nutrition	4	4th	No
224.692	Formative Research for Behavior and Communication Interventions	4	4th	No
301.645	Health Advocacy	3	4th	No
308.701	Effective Presentations and News Media Interviews: Practical Skills for Public Health Practitioners	3	SI, FI	No
317.610	Risk Policy, Management and Communication	3	2nd	4th
410.650	Intro to Persuasive Communications: Theories & Practice	4	2nd, WI	No
410.651	Health Literacy: Challenges and Strategies for Effective Communication	3	3rd	2nd
410.654 AND 410.655	Health Communication Programs I: Planning and Strategic Design AND Health Communication Programs II: Implementation and Evaluation	4 AND 4	3rd AND 4th	No
410.657	Communication Strategies for Sexual Risk Reduction	3	4th	No
ENVIRONMENTAL HEALTH (180.601 is required)				
180.601	Environmental Health	5	SI, Su	3rd
FOUNDATIONAL PUBLIC HEALTH KNOWLEDGE (_ALL_ the following courses are required)				
552.601	Foundational Principles of Public Health	0.5	No	1st, 3rd
552.609	Psychological and Behavioral Factors that Affect a Population's Health	0.5	No	1st, 3rd
552.610	The Social Determinants of Health	0.5	No	2nd, 4th
552.611	Globalization and Health: A Framework for Analysis	0.5	No	2nd, 4th
HEALTH EQUITY (choose one)				
220.601	Foundations of International Health	4	1st	4th
318.623	Social Policy for Vulnerable Populations in the US	3	2nd	No
330.661	Social, Psychological and Developmental Processes in the Etiology of Mental Disorders	3	3rd	No
380.604	Life Course Perspectives on Health	4	1st	2nd
410.600	Fundamentals of Heath, Behavior and Society	4	1st	No

Course	Title	Credits	Onsite	Online
INTERPROFESSIONAL PRACTICE (_BOTH_ 552.625 and the Interprofessional Education Event are required)				
552.625	Building Collaborations Across Sectors to Improve Population Health	0.5	No	1st, 3rd
N/A	Interprofessional Education Event	0	TBA	No
LEADERSHIP, GOVERNANCE, AND MANAGEMENT (choose one)				
221.602	Applications in Managing Health Organizations in Low- and Middle-Income Countries	3	1st	No
221.608	Managing NGOs in the Health Sector	3	3rd	No
312.600	Managing Health Services Organizations	4	No	3rd
312.601	Fundamentals of Management for Health Care Organizations	3	2nd	No
312.655	Organizational Behavior and Management	2	4th	No
312.700	Leading Organizations	3	SI, 2nd, FI, 3rd	No
380.681	Strategic Leadership Principles and Tools for Health System Transformation in Developing Countries	4	2nd	No
380.880-.883	Lessons in Leadership (ALL four courses required)	4	1st – 4th	No
NEGOTIATION AND MEDIATION (_BOTH_ 552.623 AND 552.624 are required)				
552.623	Principles of Negotiation and Mediation for Public Health Professionals	0.5	No	3rd, 4th
552.624	Applications of Negotiation and Mediation for Public Health Professionals	0.5	3rd , 4th	No
POPULATION DYNAMICS (380.775 is required)				
380.755	Population Dynamics and Public Health	2	Su	1st
PROBLEM SOLVING (550.608 is required)				
550.608	Problem Solving in Public Health	4	SI, FI, WI	No
PUBLIC HEALTH PRACTICE (choose one)				
300.603	Tools of Public Health Practice and Decision Making	3	FI	No
300.615	Tools of Public Health Practice	1	No	Su, 3rd
QUALITATIVE METHODS (choose one)				
224.690	Qualitative Research Theory and Methods	3	3rd	1st
550.604	Qualitative Reasoning in Public Health	2	1st	2nd
552.603	The Role of Qualitative Methods and Science in Describing and Assessing a Population's Health	0.5	No	1st, 3rd

QUANTITATIVE METHODS (Must complete requirements for _BOTH_ Biostatistics and Epidemiology)				
BIOSTATISTICS (choose one complete sequence) No switching permitted between Biostatistics sequences.				
Provides conceptual understanding of statistical ideas and methods; limited calculations:				
140.611-612	Statistical Reasoning in Public Health I – II*	6	SI, 1st, 2nd	1st, 2nd
Covers statistical concepts and calculations for data analysis; develops statistical computing skills:				
140.621-623	Statistical Methods in Public Health I-III	12	1st, 2nd, 3rd	No*
Presents statistical methods for advanced students. Requires knowledge of calculus/linear algebra:				
140.651-654	Methods in Biostatistics I-IV	16	1st, 2nd, 3rd, 4th	No
EPIDEMIOLOGY (choose one) Must be completed during the 1st year of the MPH Program				
340.601	Principles of Epidemiology	5	SI, Su	No
340.721	Epidemiologic Inference I	5	1st	SI, 3rd
RESOURCE MANAGEMENT AND BUDGETING (choose one)				
221.602	Applications in Managing Health Organizations in Low- and Middle-Income Countries	3	1st	No
312.603	Fundamentals of Budgeting and Financial Management	3	SI	1st, 2nd, 3rd, 4th
318.625	Management of Non-Profit Organizations	3	4th	No
552.621	Basic Resources Management for Public Health	1	No	2nd, 3rd ,4th
552.622	Creating, Implementing and Monitoring Budgets for Projects and Programs	1	No	1st, 2nd, 3rd, 4th
SYSTEMS THINKING (choose one)				
221.654	Systems Thinking in Public Health	3	No	2nd
552.626	Systems Thinking: Concepts and Methods	0.5	No	2nd, 4th

The biostatistics 140.611-612 sequence (Statistical Reasoning in Public Health I-II) can be supplemented by the Data Analysis Workshops I-II (140.613-614) and Advanced Data Analysis Workshop (140.620), which are offered in our intensive learning institutes. Taken sequentially, this biostatistics sequence (140.611-612) and data analysis workshops cover statistical concepts and calculations for data analysis and develop statistical computing skills.

Abbreviation Key

SI = Offered in Summer Institute Term

Su = Offered in Summer Term

FI = Offered in Fall Institute in Barcelona, Spain

WI = Offered in Winter Institute Term

No = Not offered in this format

Modifications of Core Course Requirements

In some exceptional circumstances, students may be granted a modification of some core requirements if they can demonstrate and document that they have previously acquired the associated core competencies. Even if a modification is granted of a core course, 80 credits are still required for graduation. Modifications or exceptions can only be granted in the following core areas:

Biostatistics: Requires taking an examination. Please contact Dr. Marie Diener-West, mdiener@jhu.edu.

Epidemiology: Requires taking an examination. Please contact Dr. David Dowdy, ddowdy1@jhu.edu.

Biology and Public Health: Core course exceptions can be requested by contacting Dr. Gary Ketner, gketner1@jhu.edu. Be prepared to submit the title of the course, name of instructor, textbook used, a summary of course syllabi, and grade received.

All other core requirements must be completed with the approved course options only.

Learning Portfolio and Goals Analysis

<u>Learning Portfolio</u>

The MPH Learning Portfolio is a tool which allows students to reflect on their knowledge, skills and competencies throughout the MPH program. It provides a platform by which students can assess and evaluate their progress towards competency attainment in an ongoing manner. As goals and competency levels change over time, students can link evidence such as course assignments and papers to document one's growth in these areas. Reflections and evidence can be shared with faculty advisors, program administrators, and if desired, prospective employers and others.

The portfolio is organized around five touchpoints. The first touchpoint aids in familiarizing students with the portfolio by requiring them to upload their resume/CV prior to starting the program. The other four required touchpoints for the MPH are targeted towards Goals Analysis self-assessment and curricular planning (Touchpoints 2 & 3), meeting with your faculty advisor (Touchpoint 4), a mid-program progress update (Touchpoint 4) and an end of program re-assessment of competencies and program evaluation (Touchpoint 5).

Touchpoints are made up of three key components: reflections, which allow you to reflect in writing about a specific event or milestone in the program; competencies, which show what specific skills you can now demonstrate based on the activities you discuss in your reflection; and evidence, which are files, links, or other documents which concretely demonstrate that you've achieved the competencies you say you have achieved. When you complete work on such a touchpoint, your advisor and/or academic coordinator will review what you've done and offer commentary and feedback.

Touchpoints are designated by the program, but students are also able to add their own touchpoints for significant events such as a practicum experience or internship not covered by other touchpoints.
Since the portfolio allows students to track their level of achievement for specific core competencies, there are two ways of looking at which competencies you've achieved at any given point in the program. The timeline view lets you page through all touchpoints in your portfolio and see what specific competencies you achieved (and at what specific level) at that point in time, along with your reflections and evidence for a particular touchpoint. The dashboard view shows you all competencies in the program and the most current level that you have selected for those competencies.

The Evidence Library is where you can store files or web links that are provided as evidence towards the achievement of specific competencies as discussed in your reflections. There are tools throughout CoursePlus that make it easy for you to send files from a Drop Box, wiki page, discussion forum post, or peer evaluation to your portfolio.

Finally, you have the option to create publishing views for anyone to see. Publishing views would largely be targeted towards future employers, giving them an opportunity to see an officially– branded JHSPH page which lists the skills you gained while a student in the program and the evidence which shows that you can actually perform those skills. You have full control over publishing views. You decide what goes on each view, and you decide who can see each view.

You will have access to your portfolio and the publishing views therein for five years after you graduate.

Goals Analysis

There are five touchpoints that are targeted towards Goals Analysis: self- assessment and curricular planning, mid-program progress update meetings with your faculty advisor and an end-of-program re- assessment of competencies and program evaluation.

The purpose of the MPH Individualized Goals Analysis requirement is to:

- Describe the goals and competencies which you aim to achieve during your program.
- Plan your MPH education early in your program with the support and guidance of your faculty advisor.
- Serve as a springboard for discussion of career opportunities as the program progresses.

The required Goals Analysis will be completed in the MPH Learning Portfolio and consists of the following touchpoints:

- Touchpoint 1 – Resume/CV: This Touchpoint is included in the Pre-Orientation activities and requires you to upload your resume/CV to your Portfolio within CoursePlus.

- Touchpoint 2 – Self-Assessment: Complete a self-assessment of your current skill levels for the MPH core competencies. Identify the core competencies that you wish to focus on and those that are particularly relevant to your professional future. In your reflection, briefly explain what knowledge, skills and experiences you bring to the program. Identify your goals for the MPH by explaining what you hope to gain in terms of knowledge, skills, professional and personal contacts, and any additional experiences. This touchpoint should be reviewed with your faculty advisor.

- Touchpoint 3 – Curriculum Planning: Students should work with their faculty advisor to complete their curriculum plan and customized competency table. Identify what required courses, electives and special studies you intend to take and when you plan to complete your courses. Develop a term-by-term tentative course plan for your entire MPH program. In your reflection, share how your curriculum plan is aligned with the goals that you identified in Touchpoint 2. List your potential plans for a practicum experience and the specific skills you hope to develop through the practicum. Also, briefly describe one or more capstone topics of interest and possible capstone faculty mentors. Attach your curriculum plan and customized competency table to this touchpoint using the planning templates that are available in the CoursePlus Portfolio Library. *__Please note that if, during the course of your MPH program, changes are made to your course selection that impacts your core course requirements or customized competencies, you must submit a new curriculum plan and competency table to your Academic Coordinator (Katie Cruit: kcruit@jhu.edu). All courses that are linked to your 5 customized competencies must be completed for degree and graduation edibility.__*

The Goals Analysis is intended to be a living document, one which you and your advisor review and update as you make changes in focus and direction throughout the MPH program.

Goals Analysis Key Dates:

Touchpoint 1 Due: Sunday, June 2, 2019
Touchpoint 2 Due: Friday, June 28, 2019
Touchpoint 3 Due: Friday, August 23, 2019

Planning Your Curriculum

Part-time/Online MPH students have flexibility in choosing courses and putting together their academic schedule of courses. Students can mix and match online courses, intensive learning Institute courses, on-site courses at our East Baltimore campus, as well as Johns Hopkins courses at other sites (e.g., Barcelona).

Catalog and Academic Calendar

For students doing a primarily online approach, the curriculum will be built from a combination of the catalog of online courses and the intensive "institute" offerings. The definitive course catalog is ***http://www.jhsph.edu/courses*** and the current year courses in this catalog should be used for planning. New students should familiarize themselves with the academic calendar for the term dates and registration periods.

Course load and time commitment

Each credit represents, on average, about a three to four-hour time commitment during each week of the eight-week term. Most part-time students take approximately six credits per term. A course load of about eight credits per term is the maximum reasonable course load for someone who is working full-time during that term. Students who matriculated part-time are welcome to take a full-time load in any term when they do not have other significant time commitments. No student may exceed twenty-two credits in a single term.

Sequencing your curriculum

Required core area courses should be completed early in the program, and the epidemiology core course must be completed during the first year of study. If elective courses have prerequisites, these will be listed in the course description. Some course content, such as biostatistics, is delivered in a specific sequence of courses. Certificates may have specific sequences that participants should follow. The capstone is to be completed at or near the end of the program.

Choosing electives

Many of MPH program credits will be in elective courses, and even some of the core courses can be chosen from among a variety of options. Here are some places to look for guidance in choosing electives:

- Your faculty advisor
- The course listings for the Summer, Fall and Winter Institutes (see page 20)
- Searches in the course catalog, using key words for search terms that pertain to your areas of interest
- The certificate programs offered by JHSPH (please see below)

JHSPH Certificate Programs

The School offers certificate programs in specific areas of study. MPH students may pursue a certificate program as some certificate programs may be completed online and through institute courses. For more information, visit: *http://www.jhsph.edu/academics/certificate-programs/* and contact the faculty sponsors of the certificate programs listed on the website.

Listing of certificates that can currently be done via online and institute courses

- Adolescent Health
- Clinical Trials
- Global Health
- Environmental & Occupational Health
- Epidemiology for Public Health Professionals
- Food Systems, the Environment and Public Health
- Health Finance & Management
- Health Communication
- Maternal and Child Health
- Pharmacoepidemiology and Drug Safety
- Quality, Patient Safety & Outcomes Research

Formal concentrations

Part-time students **in the local-Baltimore area**, who can attend daytime on-campus activities year- round and wish to participate in one of the optional concentration areas, should contact the concentration directors. Detailed information about each concentration can be found on the MPH website (*https://www.jhsph.edu/academics/degree-programs/master-of-public- health/curriculum/concentrations.html*) and in the student manual for full-time students. Part-time/online students participating in a predominantly off-campus format will not be able to elect a formal concentration.

Informal focus areas

The formal certificates and concentrations do not comprise all the curriculum areas available to MPH students. There are many content areas where a few or several related courses are offered online and/or in institutes, even if there is not currently a formal track accessible to part-time/online students. More detailed information can be found in the document library at the MPH Students' my.jhsph team portal site. Some examples are listed below.

- Child and Adolescent Health
- Epidemiological and Biostatistical Methods for Public Health and Clinical Research
- Food Systems
- Global Environmental Sustainability and Health
- Humanitarian Health
- Health Leadership and Management
- Health Systems and Policy
- Infectious Diseases
- Women's and Reproductive Health

On-campus work in the intensive institutes

At least sixteen (16) of the eighty (80) MPH degree credits must be completed on campus in a face-to- face setting. Most part-time students will do their on-campus work in the intensive institutes.

Summer Institutes in Baltimore
The Summer Institutes offer short intensive courses in the following areas:

- Health Behavior and Society
- Health Policy & Management
- Environmental Health
- Epidemiology and Biostatistics
- Injury Prevention
- Mental Health
- Tropical Medicine
- American Indian Health
- Health Emergencies in Large Populations

The course schedules for the various Summer Institutes are typically published online in February.

Global Tobacco Control Institute in Baltimore
Two weeks of intensive courses held in Baltimore in October, considered to be part of 1st Term. Offerings are for students pursuing the Global Tobacco Control Certificate.

Fall Institute in Barcelona, Spain
Fall Institute is comprised of several short courses offered in November and is part of 2nd Term. While the Institute is hosted by the Health Policy & Management Department, the courses offered are from multiple departments and the offerings vary from year to year. Courses are held at Universitat Pompeu Fabra in Barcelona and taught in English. The schedule is typically available in late June.

Winter Institute in Baltimore
A variety of one- and two-week course are offered in January. Typically, the offerings include courses in Data Analysis, Tropical Medicine, Native American Health, Health Emergencies, Quality Improvement, and Health Communication, among others. The schedule is typically available in September.

Winter Institute in Washington, DC
All-day courses from one to four days long, pertaining to Health Policy, are offered in January. Courses are held at a Johns Hopkins satellite campus in the DuPont Circle area of Washington. The schedule is typically available in September.

Practicum Experience in Population-based Health

About the Practicum

The intent of the practicum requirement is to engage students in activities aligned with their career goals, as well as activities that demonstrate application of public health concepts and critical thinking relevant to the student's area of specialization. Students will seek out activities that further develop their skill set and add new tools to their professional toolkit. Upon completion of the program, the student will be able to provide evidence of application of these skills to potential employers.

Organizations or agencies that can serve as practicum sites may include local and state public health agencies, community-based organizations, international non-governmental agencies and organizations, data coordinating centers for clinical trials, and JHSPH Centers. In order to count as a practicum, the student must have some engagement in the larger public health practice implications of the work. This could be completed in a variety of ways, as appropriate to the individual projects. Some examples include, but are not limited to, collaboration with others (e.g., end users, data collectors, etc.) to provide/prepare for data analysis and interpretation, partnerships with other public health organizations (e.g., state health department, community organizations) related to study design or implementation; and obtaining input on the work from stakeholders (population impacted by project, other professionals/researchers completing similar work).

Activities completed *prior* to matriculation to the MPH program do not count towards the MPH practicum requirement.

Helpful Links

Practicum Website – http://www.jhsph.edu/offices-and-services/practice-and-training/practicum/
Practicum Opportunity Site – https://my.jhsph.edu/Resources/SearchTools/pos/Pages/home.aspx

General Criteria for MPH Practicum

The following criteria reflect the minimum practicum requirements. A practicum experience:

1) **Applies public health skills and competencies**. Students identify the public health skills and competencies relevant to their area of interest that are most beneficial to their career advancement. Students apply these skills and competencies in concert with knowledge gained from their coursework.

2) **Is framed and carried out within a public health practice context with an established organization or agency**. The practicum is a population-level focused project conducted in a practice context. Students may engage in activities at an individual level, but the primary purpose of the experience is to gain population-level practical experience at an established organization or agency. Students can not solely complete screenings, administer surveys, perform calculations, etc., but must be engaged in the larger public health practice context of the activities, as well as become familiar with the organization's overall purpose and decision-making process. A literature review or data analysis project alone will not meet the practicum requirement. The student must obtain input from the partnering organization and/or from the stakeholders (e.g., population impacted by project, other professionals/researchers completing similar work). There must be a clear link to how the practicum project makes an impact on the targeted population. Students should also develop a deeper understanding of the organization's mission, hierarchy and practices, as well as the challenges faced (funding, politics, efficiency, etc.) in achieving desired goals.

3) **Is supervised**. The practicum preceptor must be qualified to evaluate the student's professional competence and supervise the student throughout the project. The preceptor is directly engaged in the population-level focused practicum activities. Preceptors can be from an organization outside of Johns Hopkins (e.g. community-based organization, health department, private corporation, etc.), or a JHSPH faculty member if the faculty member is directly engaged with or is the lead on a project that meets the practicum criteria. The preceptor provides background information, guidance, and feedback with regards to student progress on well-defined learning objectives related to the student's career growth and development. The student's faculty academic advisor will be kept informed of the student's practicum activities and progress and may provide additional assistance if warranted.

4) **Is a significant (minimum of 100 hours) experience**. The practicum requirement is administered and tracked by the School's MPH Practicum Team. Students can meet practicum requirements in a variety of ways including a single experience or a combination of experiences. Students may work independently or in a team. Activities must be completed during the MPH year to be able to count towards the MPH practicum requirement.

5) **An evaluated experience**. Students are evaluated on the achievement of defined learning objectives and deliverables by the preceptors. As part of the practicum experience students reflect on and evaluate their overall practicum experiences, particularly as they relate to their career goals. A minimum grade of "C" must be earned in courses with a practicum component that are taken towards fulfilling the requirement. Students who register for practicum special studies credits are required to earn a "pass" for the experience to count towards the practicum requirement.

For every practicum experience, students are required to complete the "MPH Practicum Experience Assignments" touchpoint in their MPH CoursePlus portfolio. For every practicum experience, students will upload (1) their approved practicum learning plan, (2) a copy of their responses to the practicum final evaluation, and (3) at least one deliverable from their experience.

Competency-based Learning Objectives for MPH Practicum

Students will need to identify distinct learning objectives for the practicum that address learning and application in at least five of the following twenty-two competencies.

Evidence-based Approaches to Public Health
- Apply epidemiological methods to the breadth of settings and situations in public health practice
- Select quantitative and qualitative data collection methods appropriate for a given public health context
- Analyze quantitative and qualitative data using biostatistics, informatics, computer-based programming and software, as appropriate
- Interpret results of data analysis for public health research, policy or practice

Public Health & Health Care Systems
- Compare the organization, structure and function of health care, public health and regulatory systems across national and international settings
- Discuss the means by which structural bias, social inequities and racism undermine health and create challenges to achieving health equity at organizational, community and societal levels

Planning & Management to Promote Health
- Assess population needs, assets and capacities that affect communities' health
- Apply awareness of cultural values and practices to the design or implementation of public health policies or programs
- Design a population-based policy, program, project or intervention
- Explain basic principles and tools of budget and resource management
- Select methods to evaluate public health programs

Policy in Public Health
- Discuss multiple dimensions of the policy-making process, including the roles of ethics and evidence
- Propose strategies to identify stakeholders and build coalitions and partnerships for influencing public health outcomes
- Advocate for political, social or economic policies and programs that will improve health in diverse populations
- Evaluate policies for their impact on public health and health equity

Leadership
- Apply principles of leadership, governance and management, which include creating a vision, empowering others, fostering collaboration and guiding decision making
- Apply negotiation and mediation skills to address organizational or community challenges

Communication
- Select communication strategies for different audiences and sectors
- Communicate audience-appropriate public health content, both in writing and through oral presentation
- Describe the importance of cultural competence in communicating public health content

Interprofessional Practice
- Perform effectively on interprofessional teams

Systems Thinking

- Apply systems thinking tools to a public health issue

Steps to Completing the MPH practicum

1. Identify general learning objectives for the practicum, to fit your overall academic goals, during the Goals Analysis process. For each practicum experience, a student is recommended to identify one to three competencies to address (the competencies and related learning objectives are listed on the previous page).

2. Complete course *300.615.81 The Tools of Public Health Practice* (1 credit) or *300.603.98: The Tools of Public Health Practice and Decision Making* (3 credits).

3. Find a practicum opportunity, or set of opportunities, to suit your goals (please see p. 25 for more detail regarding the range of opportunities). For students completing the degree part-time, it is best to start identifying opportunities early in the second year in the program. For students studying full- time, it is best to begin identifying opportunities around the start of 1st term of the MPH year.

4. *If you choose a course-based practicum, register for the course. For a course-based practicum, the instructor may give specific instructions that supersede some of the remaining steps [exception: all students must complete Final Report, step 8].*

5. In conference with your prospective preceptor, develop a Practicum Learning Plan that outlines your academic goals for the experience and your role and responsibilities at the organization where the practicum will take place.

6. Submit your Practicum Learning Plan to your Practicum Coordinator and Academic Coordinator, via the web-based form. The approval process generally takes 1-2 weeks from time of submission, and you will hear back from the practicum team once this process is complete, and/or if additional information is required. Once approval is received, you may begin to undertake your practicum.

7. If completing a practicum that is not course-based, and you may opt to register for the appropriate course. (please see Registering for a Customized Practicum Experience, p. 28)

8. At about the half-way point of your practicum experience, submit the required Progress Report (online).

9. After you have completed your experience, report what you did and reflect on your experience via the Practicum Final Report.

10. Complete the required "MPH Practicum Experience Assignments" touchpoint in your MPH CoursePlus portfolio. In this touchpoint you will be asked to upload (1) your approved practicum learning plan, (2) a copy of your responses to the practicum final evaluation, and (3) at least one deliverable from your practicum experience, for *each* practicum experience completed.

Finding Practicum Opportunities

To meet the practicum requirement, the total practicum hours must be at least 100 hours; one may combine multiple experiences of less than 100 hours, to meet the total.

> **Completion of the required 300.615 or 300.603 Tools of Public Health Practice course with a grade of C or higher will earn students 10 practicum hours.**

JHSPH approved courses with a practicum component

Some courses have a real-world practice component, connecting students to outside organizations/agencies. In some cases (Baltimore Community Practicum and PHASE Internship, for example), the course is centered on a fully developed practice experience that fulfills the practicum requirement for all students who complete the course. In other cases, the course instructor may be able to connect only some of the students in the course with practicum experience, and/or may provide more limited experience that meets only a part of the total required practicum hours. Students are expected to complete the didactic course as they engage in the practicum. A letter grade of "C" or better must be earned in each course in order for the practicum hours to count towards the practicum requirement.

Students must submit a Practicum Learning Plan at the beginning of the course to document that they are taking the course to fulfill their practicum requirement. Please see p. 27 for a link to the list of approved courses that include a practicum component.

Customized Practicum Experiences

Students may complete customized practicum experiences coordinated by a JHSPH faculty member or in partnership with an outside JHSPH preceptor. Projects with a JHSPH faculty member (e.g. in conjunction with a course, research study, grant, etc.) are developed and coordinated by the JHSPH faculty member who may or may not serve as the Preceptor. These might be ad hoc opportunities, or institutionalized ones that are offered annually. Some potential practicum projects with faculty may be established projects and are listed on the Practicum Opportunity Site. Students can also arrange other experiences with a faculty member.

Students may also identify customized practicum experiences with an outside JHSPH preceptor in other settings through their own connections, networks, prior work experience, etc. According to the CEPH accreditation document, "Applied practice experiences may involve governmental, non-governmental, non-profit, industrial and for-profit settings or appropriate university-affiliated settings. To be appropriate for applied practice experience activities, university-affiliated settings must be primarily focused on community engagement, typically with external partners. University health promotion or wellness centers may also be appropriate.".[1]

Example customized projects include cost effectiveness analysis of a program, policy analysis and recommendations development with a local health department, budget impact analysis of the financial consequences of a country adopting a new vaccine, defining and analyzing the quality of primary care health services in an international setting, qualitative and quantitative data analysis of poor health outcomes for a specific population, and health curriculum planning and development of health education materials.

> ***All projects require review and approval of the Practicum Learning Plan <u>prior to beginning work on the project</u>.***

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[1] https://ceph.org/assets/2016.Criteria.pdf pg 21

Practicum Opportunity Site – Office of Public Health Practice and Training

https://my.jhsph.edu/Resources/SearchTools/pos/Pages/home.aspx

The Practicum Opportunity Site (POS) lists various potential practicum opportunities that have been identified and vetted by the Office of Public Health Practice and Training and the Student Outreach Resource Center (SOURCE). Opportunities listed in the POS also include general descriptions of JHSPH approved courses with a practicum component and potential practicum opportunities with JHSPH faculty members and outside JHSPH preceptors.

Important Note: For practicum projects identified through the Practicum Opportunity Site, students must still complete a Practicum Learning Plan to have the practicum approved as meeting the MPH practicum requirement.

SOURCE

http://www.jhsph.edu/source/

SOURCE is the community engagement and service-learning center for the Johns Hopkins University (JHU) Schools of Public Health, Nursing, and Medicine. Its mission is to engage the Johns Hopkins University health professional schools and Baltimore communities in mutually beneficial partnerships that promote health and social justice. There are multiple ways to engage in a practicum experience through SOURCE supported activities. However, not all SOURCE projects meet the practicum requirements. Subscribe to the SOURCE Weekly Service Scoop to learn more about the latest community involvement opportunities in Baltimore City (http://source.jhu.edu/programs-and-events/service-scoop/).

Registering for a JHSPH Approved Course with a Practicum Component

If connecting with a practicum experience through one of the approved practicum courses, <u>a student must register for the course but does not need to register for additional special studies.</u>

A list of currently offered courses that have an approved practicum component can be found here: http://www.jhsph.edu/offices- and-services/practice-and-training/practicum/for-students/practicum-courses.html. This list will be continually updated as the year progresses, so please check back regularly to see if a course is being offered.

The list below includes *examples* of approved courses with a practicum component. ***These are subject to change.*** Please use the link provided above to view the most current listing of approved practicum courses.

Course #	Course Title	Total Credits	Approx Hours	Term(s) Offered Onsite	Term(s) Offered Online
Fully meets the 100-hour practicum requirement					
BU 152.740 & BU 152.745	CITYLAB Toolkit & Practicum *(interdivisional)*	6	108	1st -2nd	
550.864	Baltimore Community Practicum	4-6	124-220	2nd - 3rd	
308.851	Public Health Application for Student Experience (PHASE Internship)	6-9	120-230	2nd - 4th	
305.607	Public Health Practice • *Students taking the course <u>on-campus</u> will be required to complete all work for the course onsite in Baltimore.* • *Students taking the course <u>online</u> will complete all work for the course remotely from their home locations.*	4	90	2nd	4th
224.697, 224.698 & 224.699	Qualitative Research Practicum I, II, and III (must also take 224.690-691)	12	100	2nd – 4th	
380.640 & 380.840	Children in Crisis Practicum (Must take 380.640 in 3rd term, and concurrently enroll in Special Studies (380.840) for both 3rd and 4th terms)	7	120	3rd - 4th	
410.677 & 410.678	Theory & Practice in Campaigning & Organizing for Public Health I & II	8	150	3rd - 4th	
Partially meets the 100-hour practicum requirement					
300.712	Formulating Policy: Strategies & Systems of Policymaking in the 21st Century	3	35	2nd	
305.684	Health Impact Assessment	3	25	3rd	
410.610	Health and Homelessness	3	35	3rd	
312.621 & 300.840	Strategic Thinking Service-Learning Seminar	5	50	3rd	
380.612	Applications in Program Monitoring and Evaluation	4	50	4th	

Registering for a Customized Practicum Experience

Part-time students who find their own customized practicum opportunities are not required to register for practicum credit, allowing you to use those tuition dollars for additional didactic course work. Students must still complete the required practicum steps as described on p. 24.

Part-time students who wish to register for practicum credits should review the information below.

Practicum with JHSPH faculty member

If connecting with a practicum experience through a JHSPH faculty member, a student can register for the practicum special study course that corresponds to that faculty member's departmental affiliation (as per the list below). Students should register for one special study credit for each 32 hours of practicum work.

Practicum Supervisor's Department	MPH Practicum Special Studies
Biochemistry & Molecular Biology	120.895
Biostatistics	140.895
Environmental Health and Engineering	186.895
Epidemiology	340.895
Health, Behavior & Society	410.895
Health Policy & Management	300.895
International Health	220.895
Mental Health	330.895
Molecular Microbiology & Immunology	260.895
Population, Family & Reproductive Health	380.895

Other Customized Practicums

If connecting with a practicum that is *not affiliated with a formal JHSPH course or a JHSPH faculty member*, a student may register for special study course PH.550.895.

If completing a practicum with a SOURCE partner and planning to register for practicum credits, a student should register using PH.551.895.

Calculating Credits for Customized Practicum Experiences

As a rule, if registering, you should register for 1 credit per term for every 4 hours *per week* of practicum work. For example, if your practicum project takes about 8 hours *per week* for one term, then you may register for 2 credits for that term. Another way to think about this is to register for one credit for each 32 hours of total practicum work.

In other words, for one term:

32 practicum hours (4 hours per week) = 1 credit
64 practicum hours (8 hours per week) = 2 credits
96 practicum hours (12 hours per week) = 3 credits*

*Tools of Public Health Practice course will earn students 10 practicum hours.

Key Contacts for Practicum

MPH Practicum Coordinator
Serves as main contact for general information and frequently asked questions regarding the MPH practicum experience (students, faculty, preceptors, etc.), and make referrals as necessary. Also assists and supports the development and implementation of practicum opportunities, including recruitment of partners and others in the School.

Paulani Mui
615 N. Wolfe St.
Baltimore, MD 21205
(410) 502-8952
practice@jhu.edu

MPH Program Office
Serves as a practicum contact for the MPH program, leads coordination of tracking the student practicum experience, coordinates and assists with training and educational materials on practicum experience for students, preceptors, and faculty.
Katie Cruit
615 N. Wolfe St., W1015
Baltimore, MD 21205
(410) 955-9348
kcruit@jhu.edu

SOURCE
SOURCE is the community engagement and service-learning center for the Johns Hopkins University (JHU) Schools of Public Health, Nursing, and Medicine. Its mission is to engage the JHU health professional schools and Baltimore communities in mutually beneficial partnerships that promote health and social justice.
615 N. Wolfe St., W1600
Baltimore, MD 21205
(410) 955-3880
source@jhu.edu

Office of Career Services
Provides valuable resources to assist in career development and job search. Services include career counseling, preparing a public health resume, use of database of public health jobs and internships, providing information about employers, and access to growing network of public health professionals.
615 N. Wolfe St., W1600
Baltimore, MD 21205
(410) 955-3034
jhsph.careers@jhu.edu

MPH Capstone Project

Overview

The MPH Capstone project is a requirement for graduation for students in the Master of Public Health Program and is to be completed at the end of or within the final two terms of the program. The MPH Capstone is an opportunity for students to work on public health projects that are of interest to them. The goal is for students to synthesize, integrate and apply the skills and competencies they have acquired throughout the entire MPH program. Completion of the MPH capstone project requires completion of the course, *260.720 — Communication Primer for Public Health Sciences*, and both a written and oral component to your project.

The project is done under the direction of a faculty member, the MPH capstone advisor. The capstone advisor will often be the student's advisor but does not have to be. Students can identify another faculty member to supervise the capstone, if more appropriate. **The capstone advisor must have a primary or joint appointment in the School of Public Health.** Department affiliation for any faculty member in the School can be determined by going to the Faculty Directory at *http://faculty.jhsph.edu*. If you are uncertain as to your capstone advisor's departmental affiliation, check with your advisor or the MPH Program office.

After identifying a capstone advisor and capstone topic, students are expected to communicate regularly with their capstone advisor about their progress. The iterative process between a student and capstone advisor is an important component in the development and completion of the written project. Please see the capstone completion timeline for specific deadlines.

Requirements

1) *260.720: Communications Primer for the Public Health Sciences*
   Students must complete the course, *260.720: Communications Primer for the Public Health Sciences* as part of the MPH Capstone requirement. Students can complete this course at any time during their MPH program, but it ***must be completed no later than the term prior to their capstone presentation***. For example, if you plan to present your capstone project in December (Term 2), you must complete *260.720 Communications Primer for the Public Health Sciences* no later than Term 1, prior to your capstone presentation.

   Please note: As part of this course, you will be required to present in a LiveTalk session. It will be your responsibility to choose the date and time of your presentation and participate as scheduled.

   This course also requires that your computer have a camera and microphone.

2) *MPH Capstone – Course Number and Registration*
   Students are required to register for the 2-credit MPH Capstone in the term that the project will be completed – this includes both the written and oral components. For most students this will be 4th term. More information can be found in the "Registering for MPH Capstone" section.

3) *MPH Capstone - Paper*
   To satisfy the written component, a student must write a paper. The paper must include:
   - An executive summary or structured abstract (limited to 300 words) and references
   - A summary of how the capstone project addresses the areas that you wanted to strengthen, as identified in your MPH Goals Analysis
   - While there are no formal guidelines on the length of the paper, it is expected that the paper will be approximately 20 pages (ranging between 15-25 double-spaced pages) not including references, tables and figures.

Students who have been approved to pursue an optional MPH concentration should follow any additional specific concentration area requirements for the MPH capstone for that concentration.

4) *MPH Capstone - Oral Presentation*

Students are required to give a 15-minute oral presentation (10-minute presentation/5-minute discussion) summarizing their capstone project. Part-time students have the option of presenting online in August, December or May or at the in-person Symposium in May. Students participating in MPH concentrations sometimes present in an alternate venue that is designated by the concentration directors. Students may, with approval of their faculty capstone advisors, be permitted to present at an alternate venue such as a scientific meeting or academic conference.

Possible Forms that the Capstone Project May Take

The capstone project can take many forms including one of the designs below, an expansion of a course, or an internship or practicum opportunity. The overarching principle used to determine if a capstone project is suitable is whether it provides students the opportunity to apply the skills and competencies acquired in the MPH program to a problem likely to be encountered in public health practice. The topic and format of the capstone project is flexible and is developed through discussions between the student and capstone advisor. Some examples of formats or designs for the capstone project include:

Literature Review
The capstone project would be an analysis of an important public health problem through a survey of current literature on the topic. The project would include sections that clearly describe and assess the problem and its magnitude, evaluate its causes and determinants, and discuss prevention and intervention strategies.

Program Plan
The capstone project would involve the development of a plan to implement a public health program. It would address critical issues such as management, fiscal, ethical and logistical issues.

Program Evaluation
The capstone project would involve the evaluation/monitoring of an existing public health program, such as process evaluation, monitoring of outputs and outcomes, impact assessment, and/or cost analysis.

Policy Analysis
The capstone project would involve analysis of the public health implications of a current or proposed policy. The project could include perspectives on economics and financing, need and demand, politics/ethics/law, or quality/effectiveness.

Research Proposal
The capstone project would simulate a grant proposal or research plan. The project would include a clear statement of the research question, the specific aims of the proposal, review of literature, study design, methods of analysis, implications and significance of the work. The research question would be one that is encountered in professional work such as the evaluation of a public health intervention.

Research Report
The capstone project could involve the collection, analysis, and/or interpretation of data to address a public health problem. The project could include sections on the research question, study design, data collection procedures, data analysis, interpretation, and significance of findings.

Secondary data analysis
Typically, the capstone research report is in the form of a secondary data analysis, using an existing data set. Please note that the appropriate IRB approval may need to be obtained for any project that uses data gathered

from human subjects. Even in cases where the data is de-identified, a determination should be sought from the IRB office (see IRB section for further information).

Primary data analysis
Work for the MPH capstone can also involve the collection of data. Data collection for a capstone is usually in the context of an ongoing study. It is typically not feasible to initiate a new study involving primary data collection and requires special approval in the rare cases where feasible (see IRB section below for further information).

Using a course project as an MPH capstone project
*S*ome courses in the School of Public Health require projects that could serve as a basis for an MPH capstone project. Students may use their work from any project-oriented course as a starting basis for their capstone but must build and expand on it for the final capstone project. Building on a project from a course may be helpful to some students because it provides additional structure and support. If a project from a course is used as a starting point for the capstone, the previous work must be placed in the list of references and the advisor will need a copy of the student's original paper. There are numerous courses in the School that are project oriented which could serve as a starting point for the capstone.

JHSPH Institutional Review Board (IRB) Approval for an MPH Capstone

The JHSPH IRB Office (*http://www.jhsph.edu/irb*) is charged with assuring that human subject research studies conducted in the school comply with internal school policies and external regulations designed to protect human subjects. All students who plan to do human subjects research must have IRB approval before working with human data or samples and/or before contacting human subjects. "Human subjects research" is broadly defined to include any activity involving living humans that seeks to test a hypothesis or answer a scientific question. This can include both secondary data analysis and research involving direct contact with subjects.

To determine if your project involves human subjects research, complete the IRB Worksheet at *http://jhsph.us2.qualtrics.com/SE/?SID=SV_1GrF6WBUcNFZCV6*. This worksheet will indicate the additional steps (if any) required to properly document IRB approval of your project.

The following resources are available to assist students with their IRB questions:

- *Navigating the IRB: A Primer for Students and Postdoctoral Fellows http://www.jhsph.edu/offices-and-services/institutional-review-board/student-projects/* (click on the "Student Manual" link on this page). This online IRB Office publication is designed to provide additional information about the IRB process.
- IRB Worksheet at http://jhsph.us2.qualtrics.com/jfe/form/SV_1GrF6WBUcNFZCV6. This is an aid in determining if your project involves human subjects research and requires IRB approval.
- MPH Program Office assistance is available for initial questions. Part-time students should contact Katie Cruit (*kcruit@jhu.edu*).
- Additional assistance is available from Thomas Bradsher at the IRB Office (*tbradshe@jhsph.edu*). The IRB office is in room E1100. Please make sure that you have completed the IRB Worksheet before contacting the IRB Office.

Steps for Getting Started and Completing the Capstone Project

Step 1: Identify a capstone advisor and project.
You should start by identifying a faculty member whose research interests and expertise are in the topic area and/or methodology that you wish to pursue and is available to advise the project. Your faculty advisor may serve as your capstone advisor. Your faculty advisor is a good initial resource for discussing your areas of interests for your project and may refer you to other faculty members whose expertise better matches the type of project that you wish to pursue. Another helpful strategy is to inquire with several faculty members about any current work of theirs that may lend itself to a potential capstone
project. Other resources for identifying a potential capstone advisor are the MPH office, the faculty directory (searchable by keyword), and Collexis.

Step 2: Determine with your capstone advisor whether the project involves "human subjects research".
Once you know where the project data will be coming from, you should complete the online 'IRB Worksheet' (*http://jhsph.us2.qualtrics.com/SE/?SID=SV_1GrF6WBUcNFZCV6*) to determine what additional steps (if any) are needed in regard to securing IRB approval for your project or documenting the existing approval. Please see the previous page for more details about the IRB process.

Step 3: Submit the online MPH Capstone Information Form.
Submission of this form is done two terms prior to the completion of the project. You will need to indicate such information as the name of your capstone advisor, a working title, the aims of your project, and IRB status if applicable, etc. https://jhsph.co1.qualtrics.com/jfe/form/SV_9QqgYWsQ42CU08R

Step 4: Register for the 2-credit capstone, complete bulk of work on your project and submit <u>first</u> draft of paper.
Discuss an overall timeline for completing the various sections of your paper with your capstone advisor in preparation for submission of a first draft for their review. The deadline for submitting the first draft to your capstone advisor is about five weeks before the final deadline for submission of the approved paper. This amount of time allows for revisions to occur in preparation for the final draft submission. Communicating with your capstone advisor about your progress is critical during this phase. This is the time to discuss any issues or concerns that you are encountering as you progress with your work.

Step 5: Submit <u>final</u> draft of paper to capstone advisor for approval.
This submission will be reviewed by your capstone advisor for any final edits and recommendations to be made for final approval and submission to the CoursePlus dropbox.

Step 6: Submit final, <u>capstone advisor approved</u> paper to the CoursePlus drop box (if presenting online, also submit presentation slides).
Submit the final, approved paper to the drop box. Your capstone advisor will submit an online approval directly to the MPH office. *Please note: Students may not participate in the oral presentation unless the capstone advisor's approval and final paper (and slides, if online presentation) are received on time. <u>Papers submitted without capstone advisor's approval will not be accepted</u>.*

Step 7: Give an oral presentation of your project.
Only after the final paper and capstone advisor's approval are submitted, you will complete the oral component of the capstone project by giving a 10-minute presentation of your project.

Step 8: Capstone Course Completion and Grading
The MPH Program office will submit grades for the MPH Capstone course as follows: "Pass" grade for all students that submit an approved capstone paper and complete the oral presentation requirement. A grade of "Incomplete" will be posted for those students who do not complete the capstone project in the term for which they are registered.

Capstone Project Timeline

Timeline for online presentations, August session

Complete 260.720: Communications Primer for the Public Health Sciences	No later than 4th Term
Submit online Capstone Information Form	By early May
Submit final outline to capstone advisor	By late May
Register for capstone course for Summer Term	See academic calendar
Submit first draft of project to capstone advisor	By 3rd week of June
Submit final draft of project to capstone advisor	By 3rd week of July
Upload only the **capstone advisor approved final paper and slides** to drop box. Unapproved papers will not be accepted.	By one week before presentation date
Give oral presentation	August (see website for current year's date)

Timeline for online presentations, December sessions

Complete 260.720: Communications Primer for the Public Health Sciences	No later than 1st Term
Submit online Capstone Information Form	By late August
Submit final outline to capstone advisor	By 3rd week of September
Register for capstone course for Summer Term	See academic calendar
Submit first draft of project to capstone advisor	By 3rd week of October
Submit final draft of project to capstone advisor	By mid-November
Upload only the **capstone advisor approved final paper and slides** to drop box. Unapproved papers will not be accepted.	By one week before presentation date
Give oral presentation	December (see website for current year's dates)

Timeline for online presentations, May sessions

Complete 260.720: Communications Primer for the Public Health Sciences	No later than 3rd Term
Submit online Capstone Information Form	By early December
Submit final outline to capstone advisor	By early February
Register for capstone course for Summer Term	See academic calendar
Submit first draft of project to capstone advisor	By mid-March
Submit final draft of project to capstone advisor	By mid-April
Upload only the **capstone advisor approved final paper and slides** to drop box. Unapproved papers will not be accepted.	By one week before presentation date
Give oral presentation	May (see website for current year's dates)

Timeline for in-person presentation at May Capstone Symposium

Complete 260.720: Communications Primer for the Public Health Sciences	No later than 3rd Term
Submit online Capstone Information Form	By early December
Submit final outline to capstone advisor	By early February
Register for capstone course for Summer Term	By mid-March
Submit first draft of project to capstone advisor	By late March
Submit final draft of project to capstone advisor	By 3rd week of April
Upload only the **capstone advisor approved final paper and slides** to drop box. Unapproved papers will not be accepted.	By one week before presentation date
Give oral presentation	May (see website for current year's date)

Timeline for presentation at alternate venue

Students presenting in an alternate venue must adhere to the schedules above, as per the time of year in which the project is completed. Deadlines for completion of the oral presentation and receipt of the oral requirement waiver are August online, December online, or May symposium date, depending on the period in which the student is graduating.

Registering for the MPH Capstone

In addition to completing *260.720: Communications Primer for the Public Health Sciences,* students are required to register for the 2-credit MPH Capstone in the term that the project will be completed – this includes both the written and oral components of the project. For most students this will be 4th term.

The MPH Capstone numbers are xxx.800. The 3-digit prefix number is determined by the primary department of the faculty capstone advisor (see list of departments below). The capstone advisor must have a primary or joint appointment in the School of Public Health. Department affiliation for any faculty member in the School can be determined by going to the Faculty Directory at http://www.jhsph.edu/faculty/directory/list/. If you are uncertain as to your capstone advisor's departmental affiliation, check with your advisor or the MPH Program office.

MPH Capstone numbers (2 credits required for MPH)

Capstone advisor's department	Capstone Number
Biochemistry & Molecular Biology	PH.120.800
Biostatistics	PH.140.800
Environmental Health and Engineering	PH.186.800
Epidemiology	PH.340.800
Health, Behavior & Society	PH.410.800
Health Policy & Management	PH.300.800
International Health	PH.220.800
Mental Health	PH.330.800
Molecular Microbiology & Immunology	PH.260.800
Population, Family & Reproductive Health	PH.380.800

If a student's capstone advisor determines that the student should register for additional academic credits for the capstone project prior to the term of completion, the student should register for these as special studies research credits (typically totaling 1-3 credits) with the capstone advisor.

Special Studies/Research course numbers (1-3 credits optional, must be approved by the capstone advisor)

Capstone advisor's department	Course Number
Biochemistry & Molecular Biology	PH.120.840
Biostatistics	PH.140.840
Environmental Health and Engineering	PH.188.840
Epidemiology	PH.340.840
Health, Behavior & Society	PH.410.840
Health Policy & Management	PH.300.840
International Health, Human Systems	PH.221.840
International Health, Human Nutrition	PH.222.840
International Health, Disease Control	PH.223.840
International Health, Social & Behavioral	PH.224.840
Mental Health	PH.330.840
Molecular Microbiology & Immunology	PH.260.840
Population, Family & Reproductive Health	PH.380.840

Resources/Support for Capstone Projects

Capstone Teaching Assistants
Teaching assistants will be available to consult on such issues as data analysis, content, and thinking through your project. The teaching assistants will have office hours during which students may meet with them or correspond with them by phone or email.

Librarians

Donna Hesson, MLS	Lori Rosman, MLS	Claire Twose, MLIS	Peggy Gross, MA, MLS
Welch Office 209	Welch Office 211	Welch Office 105	Welch Office 214
410-955-3028	410-614-1286	410-502-0490	410-502-7574
dhesson@jhmi.edu	lrosman@jhmi.edu	ctwose1@jhmi.edu	mgross21@jhmi.edu

Welch Library Online Tutorials
The Welch Library's website offers tutorials on various aspects of referencing, finding online resources, preparing presentations, grant writing, etc. at *http://welch.jhmi.edu/welchone/*

Guide for writing and designing the oral presentation
This guide can be found at *http://www.jhsph.edu/academics/degree-programs/master-of-public-health/curriculum/capstone/Designing%20and%20Writing%20an%20Effective%20Presentation.pdf* .

Student Handbook on Referencing
The purpose of this handbook is to provide students with an overview of the school's standards and expectations regarding referencing and citation.
http://www.jhsph.edu/academics/degree-programs/master-of-public-health/current-students/JHSPH-StudentReferencing_handbook.pdf

For additional guidance on referencing rules, formats, and styles, students can check the Chicago Manual of Style (*http://www.chicagomanualofstyle.org/tools_citationguide.html*), or the American Psychological Association Style Guide to Electronic References (*http://www.apa.org/pubs/books/4210509.aspx*).

Capstone Honors and Awards

The MPH Capstone Awards Committee bestows special honors to the best overall capstone projects. Nominations are accepted from capstone advisors. The winners will be selected by the awards committee based on the written project. Each capstone award winner receives a plaque for excellence. The student with the single overall best capstone project will also receive a $500 award.

Examples of Capstone Projects from Previous Years

Examples of projects from previous years are available online, at *http://www.jhsph.edu/academics/degree-programs/master-of-public-health/curriculum/capstone.html,* under Step 1 and Step 5. The examples provided show the breadth of possible topics and formats of the capstone project. In addition, binders with copies of capstone project papers completed by students from previous years are available at the MPH Program office (Room W1015, Wolfe Street Building).

Getting Advice, Mentoring, and Your Questions Answered

Each MPH student is assigned a faculty advisor. Advising assignments are coordinated by the MPH Executive Board and the MPH Program Office. Part-time students are assigned an individual faculty advisor at the time that they enter the program. The role of the advisor is to discuss with you your academic program and progress including your choice of courses in light of your educational and professional goals. Your advisor is your first point of contact with the faculty, but students are encouraged to reach out and form relationships with other faculty members as interests evolve. A Faculty Directory is available online at *http://www.jhsph.edu/faculty/directory/list/*.

Students should use the MPH administrative staff as a source for advice on the day-to-day details of the program. For questions regarding program requirements, school policies or administrative procedures, the MPH Program Office is the best resource for advice.

If you have specific questions about academic rules and regulations, especially concerning the grading systems, pass/fail options, and add/drop policies, please consult the JHSPH Student Guidebook at *http://www.jhsph.edu/offices-and-services/student-affairs/resources/jhsph-guidebook/index.html*.

Other non-academic issues may come up during your Program. If personal issues arise and you think you might benefit from some form of counseling, the Student Assistance Program is available. For more information, contact (410) 955-1220 or (410) 516-3800.
Website: *http://jhsap.org/*.

If there is a financial emergency, you may want to contact the Office of Financial Aid for guidance or suggestions at (410) 955-3004, *finaid@jhsph.edu*.

Finally, if an issue comes up and you just don't know where to turn, please contact the MPH Program Office (*jhsph.mphprog@jhu.edu*, 410-955-1291, Room W1015, Wolfe Street building) and we can help triage it for you.

Additional Student Resources

<u>Library, Information Services and Resources</u>

MPH Liaison Librarian – Donna Hesson
Donna Hesson is available to help you maximize your ability to access and effectively use the library's resources and technology when you need it, wherever you are – in your home, office, classroom, or clinic. Her email address is: *dhesson@jhmi.edu*

Access to Electronic Resources
The Welch library offers easy access to PubMed, Global Health, GIDEON, EMBASE, PsycINFO, Web of Knowledge, and Lexis-Nexis, as well as over 400 additional databases, over 7,000 full-text journals, and over 11,000 eBooks. Subject guides are available to help navigate the many resources available.
http://welch.jhmi.edu/welchone/

To ensure full-text access when available, you MUST access resources from the Welch Library's website. An excellent place to start is the Public Health LibGuide:
http://browse.wlech.jhmi.edu/public_health

Off-Campus Access
Access to Welch licensed electronic resources while off-campus is available using either JHPulse or Off-Campus Logon (aka EZ Proxy). Both require a JHED ID and password.

JHPulse is a virtual private network system that allows Hopkins community members to access Hopkins computer resources from remote locations. To use JHPulse you will need to download and install a small program onto your laptop or home computer in advance:

https://my.johnshopkins.edu Log into MyJHU with your JHED ID and password. On the left side, scroll down to the Technology icon that is on the left, scroll over and click on the JHPulse icon. Follow the instructions from there.

Off-Campus Login is another method for remote access and uses EZ Proxy server-based software that utilizes Internet Protocol (IP)-based authentication. This does not require any software installation, but users must have a JHED ID and password. To access Welch resources from off-campus, click on the "Login" button along the top right of the Welch homepage and enter your JHED ID and password. The website will still say 'Off Campus' but you will be able to access successfully from off campus.

InterLibrary Loan (Weldoc)
Materials that are held at other Hopkins or non-Hopkins libraries may be requested using Weldoc, the library's free interlibrary loan and document delivery system. Patrons on the Johns Hopkins Medical Institutions campuses are eligible to use Weldoc. To access Weldoc go to the library's web site and on the left side of the web site, under "Quick Tools", click on 'Weldoc'. You will need to register so when you click on the Weldoc link and login, you will be sent to a registration form. Fill out all required spaces and then click on 'submit'. You will then be able to use this service.

Electronic Reserves
For many of your classes, readings have been placed on Electronic Reserves. Your main access will be through CoursePlus (*http://courseplus.jhsph.edu/*). After you access your course, there will be a link to e-reserves within CoursePlus and then you will need to enter the password. You can also access the reserves through the Welch Library's website. *http://welch.jhmi.edu/welchone/Course-Reserves*.
Courses can be searched by course number, course name, department or instructor. In order to gain access to the e-reserves, you will be asked to enter your JHED ID and password.

Information Management: RefWorks
RefWorks is an online bibliographic management tool that allows you to create your own personal database of references to help organize citation information and easily produce bibliographies. The Johns Hopkins Institutions has a site license to RefWorks allowing all staff, students and faculty to use the services for free. Your account is already created and just needs to be initialized by logging in with your JHED ID and password. To access RefWorks go to the library's web site and on the left side of the web site, under "Quick Tools", click on 'RefWorks'.

Classes & Lectures
The library offers free classes and lectures during the year to members of the Hopkins community. Classes are held in the 2024 Building's training room and require advance registration. Topics include: using the library, searching online databases, writing a grant or journal abstract, and information management. Visit the web site for the current listing of classes and lectures. *http://welch.jhmi.edu/welchone/welchcourses*

Admission to the Welch Library Building
The Welch Medical Library building is open and available to all students for studying and an excellent place for groups to meet. For admission to the library, patrons must swipe their JHMI Hopkins ID in the access reader at the main entrance.

Library Sites & Hours
For general information and circulation issues, contact the Welch Service Center - 410-955-3410
http://welch.jhmi.edu/welchone/Library-Hours-and-Locations

Tuition & Payment Information

All rates noted in this section are based on the 2019-2020 academic year and are subject to change.

Tuition Rate
Part-time/online MPH program students taking a part-time credit load of 12 credits or less will pay tuition on a per-credit basis. Tuition per term will vary depending on the number of credits a student takes.

If a part-time/online MPH program student takes a full-time credit load of 13 credits or more, they will pay the full-time tuition rate for that term.

The current tuition rate for is $1162/credit. However, for part-time/online MPH program students who are receiving the Welch Scholarship, the tuition rate is $912/credit for 80 credits.

The Welch Scholarship
All new online/part-time MPH students will be awarded the Welch Scholarship. This award is in honor of the Bloomberg School's 100th anniversary and our founding dean William Henry Welch. The Welch Scholarship is designated for tuition costs and is disbursed incrementally for each credit (up to 80 credits). This funding can be used for online, in-person or institute courses.

Please note that the Welch Scholarship is not part of Federal Financial Aid and does not have the same eligibility guidelines. To be eligible for the Welch Scholarship, students must register for no more than 12 credits per term or institute. While the maximum part-time credit load is 11 credits, we can make an exception and award the Welch Scholarship for 12 credits. This is particularly beneficial for international students who may be taking courses in the United States and their visa requires them to take a minimum of 12 credits.

If a part-time/online MPH program student takes more than 12 credits in any Term or Institute, they will not receive the Welch Scholarship and will pay the full-time tuition rate for that term.

Full-time (12 or more credits)	$13,944
Part-time per credit	$1,162 - $250 Welch Scholarship = $912/credit
Matriculation Fee (one-time fee)	$500

Questions about your tuition statement or payments should be directed to the Student Accounts Office: https://www.jhsph.edu/offices-and-services/student-accounts-and-business-services/contact.html

Health Insurance
Full-time students are automatically enrolled in the Student Health Plan, but part-time/online MPH students are certainly welcome to purchase the plan.

Details are noted at the link below;
http://www.jhsph.edu/offices-and-services/student-affairs/resources/student-insurance/

A summary of the Student Health Plan Benefits is located at the link below; http://www.jhsph.edu/offices-and-services/student-affairs/resources/student-insurance/UHSservices.pdf

To enroll in the student health plan, please complete the "Benefits Election form", found online at:
http://www.jhsph.edu/offices-and-services/student-accounts-and-business-services/forms/Forms

If you have questions about the student insurance plans, please contact Edna Koimur at
ekoimur1@jhu.edu or tel: 410-502-2811.

Individual	$326
Two-party	$804
Family	$1,074
Health Clinic Fee (All students)	$850 annually ($212.50 quarterly)

Please note: When part-time/online MPH students select the Student Health Plan OR when they are taking a full-time credit load on campus in Baltimore, they are also billed the non-refundable $850 Health Clinic Fee regardless of whether they have purchased the JHSPH Student Health Plan.

Tuition/Account Billing Information
Statements are available online via SIS on the second Thursday of each month. You can view your current account activity at any time by logging onto *https://sis.jhu.edu* with your JHED ID and password.

A schedule of payment due dates can be found online at: https://www.jhsph.edu/offices-and-services/student-accounts-and-business-services/payment-and-refund-policy/

IMPORTANT: *It is the student's responsibility to make sure all scholarships, loans, and 3ʳᵈ party payments have been reflected correctly on their account by the payment due date or risk facing penalty fees.*

Payment Methods

Web Payment
Students should logon to *https://sis.jhu.edu* to make a payment by credit card (MasterCard Visa, American Express or Discover) or by electronic check using their Johns Hopkins Enterprise Directory Logon ID (JHED LID) and password. Once payment has been made, receipts can be printed for the record keeping purposes.

Check Payments
Students who wish to mail a check instead of paying online may print a copy of their statement from the website, *https://sis.jhu.edu*, and send their payment to the following address. Checks should be made payable to JHU.

Johns Hopkins University Bloomberg
School of Public Health
Student Accounts & Business Services 615
N. Wolfe Street, W1101 Baltimore, MD
21205

Bank Wire Transfer
FED WIRE-International

Johns Hopkins University
M&T Bank
1 M&T Plaza
Buffalo, NY 14203
Transit/Routing/ABA# 022000046
SWIFT code: MANTUS33INT
IBAN number: N/A
Account number: 970370230
Type of account: depository

Please instruct the sender to reference Bloomberg School of Public Health and the student's name.

CHIPS ABA number if remitter requests it: 0555

Western Union for International Payments
This payment option allows students to pay the university their student account balance in the currency of your choice and provides a simple and secure method for initiating payments electronically. We encourage all international students to choose this cost effective and efficient method of payment to the Johns Hopkins University. https://student.globalpay.wu.com/geo-buyer/johnshopkins#!/

Loans
Students who are registered for at least six credits per term and have a credit balance due to excess loans will receive their refund via BankMobile. It is extremely important that you update your local address at https://sis.jhu.edu/sswf/ in order to receive your refund. See link below for details:

http://www.jhsph.edu/offices-and-services/student-accounts-and-business-services/payment-and-refund- policy/

Scholarships/Grants
Students who have received a scholarship or grant must check their account to make sure the funding has posted by the payment due date. The student should contact the MPH office if their funding is not posted correctly.

JHU Tuition Remission
Students must bring their completed application and voucher signed by the Human Resources Office to the Student Accounts Office before the payment due date. Please do not wait until the payment due date to apply. Human Resources will need at least 24 hours to sign your voucher. If the remission does not cover the entire cost of tuition, the student is required to pay the remaining balance. Fees are not covered under the Tuition Remission Plan. Remission is for part-time studies only. You may obtain the application at http://www.benefits.jhu.edu/documents/trffacandstaff.pdf

3rd Party Contract
Students must submit a Letter of Authorization, purchase order or contract from his/her employer (on employer letterhead) permitting the school to bill the company for tuition and any associated fees. If the contract does not cover the entire cost of tuition and fees, a student is required to pay the remaining balance by the payment due date. Students who receive payments directly from their employer are required to pay their tuition in full by the payment due date and then seek reimbursement from their employer. The Letter of Authorization from the Sponsor includes (see next page):

- student's name
- student's ID#
- term or duration of program
- charges they will be responsible for
- address where to send the bill
- contact person's name and telephone #

Student IDs and Account Information

To function effectively as an MPH student, you will need to set up both of the following user accounts:

JHED (Johns Hopkins Enterprise Directory) ID
This login allows you to access:
- SIS (Student Information System); for course registration, billing, and to update contact info
- The 'my.jhu' university-wide web portal and directory
- Your @jhu.edu email account, through your 'Office 365' mailbox
- CoursePlus (please make sure that JHED ID is listed in your account info)
- Web-based library resources (MyWelch, online journals)
- Career Services e-recruiting site

Several weeks prior to orientation, you will receive an email with JHED setup instructions. For help with JHED login, please contact JHSPH.Registra@jhu.edu.

JHSPH User Account
This login allows you to access:
- JHSPH-specific web portal (my.jhsph), including the team site for MPH students
- JHSPH secure wi-fi ('jhsphwpa' network)
- Printers and copiers on campus

You will receive a JHSPH user name and temporary password after you set up your JHED account and create your JHU email. If you need help with this password or related services, please contact the Information Systems Help office at: JHSPH.Help@jhu.edu.

<u>**JHSPH Offices and Contact Information**</u>

Office of Records & Registration
https://www.jhsph.edu/offices-and-services/student-affairs/records-and-registration/
Contact the Office of Records & Registration with questions about:

- Course registration
- Student Information System (SIS)
- Enrollment verification letters
- Interdivisional Registration
- Ordering transcripts
- Graduation and diplomas
- Student veteran benefits

Office Hours:
8:00 a.m. to 4:00 p.m., Monday through Friday

Address:
Johns Hopkins Bloomberg School of Public Health
Office of Records & Registration
615 N. Wolfe Street, Suite E1002
Baltimore, MD 21205

Contact Information:
Tel: 410-955-3552
Fax: 410-955-0464
Email: JHSPH.Registra@jhu.edu

Financial Aid Office
https://www.jhsph.edu/offices-and-services/student-affairs/financial-aid/
Contact the Financial Aid Office with questions about:

- Federal and private loans
- Federal Work-Study Program
- Loan forgiveness and repayment assistance

Office Hours:
8 a.m. to 4 p.m., Monday through Friday

Address:
Johns Hopkins Bloomberg School of Public Health
Financial Aid Office
615 N. Wolfe Street, Suite E1002
Baltimore, MD 21205

Contact Information:
Tel: 410-955-3004
Fax: 410-955-0464
Email: JHSPH.finaid@jhu.edu

Office of Student Accounts & Business Services
https://www.jhsph.edu/offices-and-services/student-accounts-and-business-services/
Contact the Office of Student Accounts & Business Services with questions about:

- Student financial accounts
- Tuition/Fee billing, payments and payment deadlines
- Third party billing (i.e. tuition remission, employer tuition arrangements)
- Payment refunds
- Student Tax Information
- Student Health Insurance Plan and Student Dental Plan

Office Hours
8:30 a.m. to 4:00 p.m., Monday through Friday

Address
Johns Hopkins Bloomberg School of Public Health
Student Accounts and Business Services
615 N. Wolfe Street, Suite W1101
Baltimore, MD 21205

Contact Information:
Student Accounts Tel: 410-955-5725
Continuing Education Services Tel: 410-502-8053 Fax:
410-614-8633
Email: jhsph.bursar@jhu.edu

Office of International Services
http://ois.jhu.edu/Contact_Us/Medical%20Institutions/index.html
Contact the Office of International Services (OIS) with questions about:

- Immigration and student visa issues (including I-20 forms)
- Travel signatures
- Optional Practical Training (OPT)

The OIS website also provides some information related to taxes, drivers licenses and social security numbers for international students.

Office Hours:
Monday-Thursday 8.30am-4:30pm
The OIS is closed to the public every Friday however, advisors are still accessible via email and phone.

Walk-In Advising Hours
Walk-in hours are for general F-1 and J-1 questions that can be addressed in five to ten minutes. If you have questions regarding other visa types, please contact OIS to discuss with the appropriate advisor.
Monday and Wednesday 1:00 p.m. to 4:00 p.m. (last sign-in at 3:45 p.m.)
Tuesday and Thursday 9:00 a.m. to 12:00 p.m. (last sign-in at 11:45 a.m.)

Address:
Johns Hopkins Bloomberg School of Public Health
Office of International Services
Reed Hall, Suite 405 1620
McElderry Street
Baltimore, Maryland 21205

Contact Information:
Tel: 667-208-7012
Fax: 410-955-0871
Email: internationalservices@jhmi.edu
Emergency Contact Information

Office of Student Life
https://www.jhsph.edu/offices-and-services/office-of-student-life/
Contact the Office of Student Life with questions about:

- Student personal advising assistance and well-being
- Minority student groups
- Connecting current students with prospective students

Office Hours
8 a.m. to 4:30 p.m., Monday through Friday

Address:
Johns Hopkins Bloomberg School of Public Health
Office of Student Life
615 N. Wolfe St, Suite W1600
Baltimore, Maryland 21205-2179

Contact Information:
Tel: 410-502-2487
Fax: 410-502-9809
Email: jhsph.diverse@jhu.edu

Office of Career Services
https://www.jhsph.edu/offices-and-services/career-services/
Contact the Office of Career Services with questions about:

- Career coaching for students and alumni
- Help in preparing a public health resume
- A robust database of public health jobs and internships
- Information about employers
- Access to a growing network of public health professionals

Office Hours:
Monday - Friday, 8:30 am - 5:00 pm

Address:
Johns Hopkins Bloomberg School of Public Health
Office of Career Services
615 N. Wolfe St, Suite W1600
Baltimore, MD 21205

Contact Information:
Tel: 410-955-3034
Fax: 410-502-9809
Email: JHSPH.careers@jhu.edu

Office of Disability Support Services
https://www.jhsph.edu/offices-and-services/student-affairs/disability-support-services/
Contact the Office of Disability Support Services with questions about:

- Review of disability documentation
- Arranging accommodations

Address:
Johns Hopkins Bloomberg School of Public Health
Disability Support Services
615 N Wolfe St, Suite W1600
Baltimore, MD 21205

Contact Information:
Tel: (410) 955-3034
Fax: (410) 502-9809
Email: jhsph.dss@jhu.edu

Johns Hopkins Student Assistance Program (JHSAP)
http://www.jhsap.org/
Contact the Johns Hopkins Student Assistance Program with questions about:

- Short-term counseling
- Crisis response
- Healthy relationship support
- School-life coaching and adjustment
- Educational workshops

Address:
JHSAP
550 North Broadway, Suite 403
Baltimore, Maryland 21205

Contact Information:
Tel: 443-287-7000
Toll Free: 866-764-2317
Fax: 410-502-0404
Email: jhsap@jhu.edu

Center for Teaching and Learning (CTL)
https://www.jhsph.edu/offices-and-services/center-for-teaching-and-learning/
Contact the Center for Teaching and Learning for questions about:

- CoursePlus
- OpenCourseware and Coursera
- Introduction to Online Learning Module
- Computer and technology requirements for JHSPH eLearning sites

Contact Information:
http://ctl.jhsph.edu/help/

JHSPH Office of Information Technology
https://www.jhsph.edu/offices-and-services/information-technology/
Contact the JHSPH Office of Information Technology with questions about:

- JHSPH ID
- Laptop Recommendations
- On-Campus Printing
- Multimedia Studio
- MyJHSPH Portal System
- JHSPH Wireless Network

IT Help Desk Office Hours
Hours: Monday – Friday, 8:30am – 5:00pm (Walk in and Phone in)
Weekends Walk-In and Phone-In 11:00am – Noon.
Closed holidays and holiday weekends

Address:
Johns Hopkins Bloomberg School of Public Health Office
of Information Technology
615 N. Wolfe Street, Suite W3014
Baltimore, MD 21205

Contact Information:
Phone: 410-955-3781

Johns Hopkins University Information Technology Office
http://www.it.johnshopkins.edu/gettingstarted.html
Contact the JHU Information Technology Office with questions about:

- JHED ID
- JHU Email
- Purchasing computers and software
- Virus Protection
- University-wide wireless connection

Contact Information:
East Baltimore campus: 410-955-HELP (4357).
http://it.johnshopkins.edu/help/