



**UNC  
GREENSBORO**

*Department of  
Public Health Education*

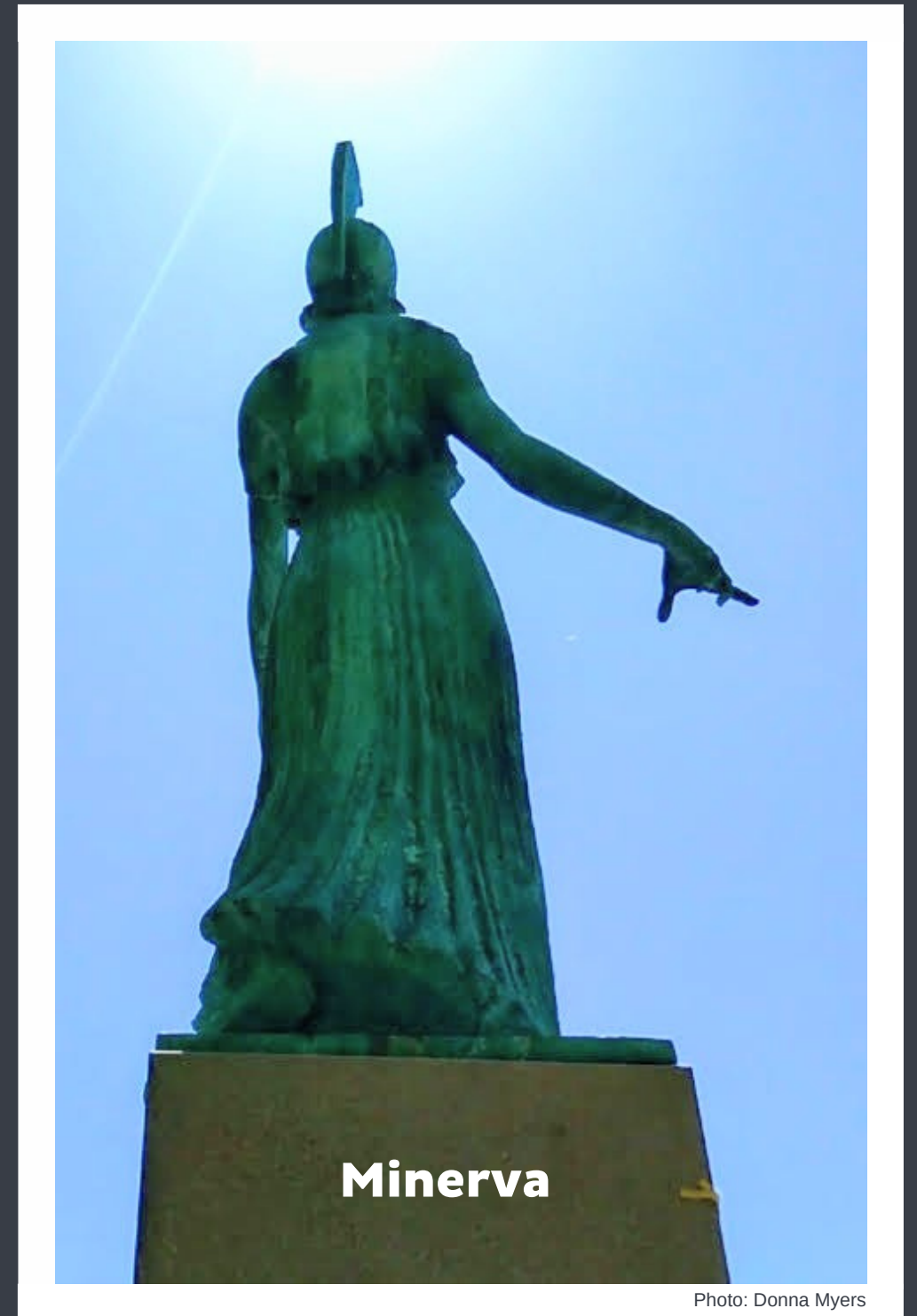
**MASTER OF PUBLIC HEALTH  
COMMUNITY HEALTH EDUCATION  
HANDBOOK  
2023-24**



**PROMOTE. ENGAGE. CHANGE.**

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[MPH Handbook- Printable Version](#)

## Welcome to the Department of Public Health Education!

I am pleased that you joined our team and hope your graduate education will be engaging and rewarding. This Graduate Handbook provides important information about the policies, procedures, and degree requirements of the MPH program. The information here highlights and adds to the guidelines covered in the University Catalog, [Graduate Policies](#). Please make certain that you read and understand relevant university and departmental policies contained in both documents. Ultimate responsibility to complete degree requirements in accordance with policies is yours, but we will do our utmost to assist you throughout your journey. As will be discussed in this handbook, every graduate student is assigned a Faculty Advisor who is ready to meet with you and help you along the way through the program and into your next career. Use this handbook as a resource and please feel free to call upon any of our graduate faculty or staff when you wish to discuss this handbook or have any questions regarding your graduate studies and career development.

On behalf of the faculty and staff of the Department of Public Health Education, I encourage you to get engaged and excited about our work together!

Jeff Milroy, DrPH

Professor

Director of Graduate Studies



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### MPH Program in Community Health Education

The MPH Program in Community Health Education is a professional preparation program for students interested in careers that involve the development and management of population-based health promotion and disease prevention activities within communities. It prepares students for leadership roles in communities and in health agencies that promote the health of people. Public health educators typically develop and carry out planned health promotion and disease prevention programs with individuals, groups, organizations, and communities. They also participate in health policy development at the local, state, and national level.

The MPH program requires 45 semester hours of specified, sequential courses including a 6-credit hour internship. Except for extraordinary circumstances, admitted students begin the program in the fall semester. All required courses are offered evenings and meet once each week. Full-time students take four courses each semester over two years. Part-time students enroll for three or more years. Part-time students who wish to finish in three years take two courses each semester (except for three courses in the fall semester in which you are graduating, and courses during two summers).

Our MPH curriculum is accredited by the Council on Education for Public Health (CEPH). Degree requirements and courses are based upon CEPH requirements and the recommendations of the Joint Commission of the Society of Public Health Education and the American Association for Health Education. The MPH program prepares students with the CEPH Competencies, which can be found in Appendix A.

The MPH program is guided by the department's Graduate Program Committee (GPC). The GPC is made up of graduate faculty, graduate students, and the Director of Graduate Study (DGS). Appeals, concerns and questions regarding the graduate programs should be directed to the GPC and its Director.

### Program Mission:

The MPH program in Community Health Education, through innovative teaching and scholarship, prepares students to be leaders who engage communities and promote the health of populations.

### MPH Foundational Competencies gained in the program:

All MPH core courses are designed to provide learning experiences for student to be competent in foundations of public health practice. Foundational competencies are the building blocks of your professional practice – they literally form the groundwork, or foundation, of your public health career. UNCG's MPH program's 22 competencies are informed by traditional public health core knowledge areas, as well as cross-cutting and emerging public health areas. Please refer to Appendix A for the full list of competencies.



Below are the recommended full-time and part-time course sequences. The courses are sequenced to address prerequisites and the semesters in which the courses are taught. For example, Public Health Theories & Strategies is taught only in the fall; Epidemiology is taught only in the spring. Please note: ***If you decide to drop a course in the first semester, you should not drop HEA 601 or HEA 604 unless you plan to add an additional year to your program.***

You may ***not*** substitute courses in other departments for the required core courses (marked with \*\* in the lists below). However, we encourage you to take courses in other departments for elective credit.

You will complete a Plan of Study (POS) in consultation with your Faculty Advisor. ***Anytime a POS changes a new form should be signed by you and your Faculty Advisor and then sent to the PHE Director of Graduate Study for final approval.***

Current course descriptions are available in the 2021-22 University Catalog, [Community Health Education, MPH.](#)



## Full-Time Students MPH Course Sequence (2-Years to Graduation)

### Year 1 - Fall

HEA 601: Foundations of Public Health \*\*  
HEA 604: Quantitative Methods \*\*  
HEA 607: Determinants of Health \*\*  
HEA 621: Public Health Theories & Strategies \*\*

### Year 1 - Spring

HEA 602: Epidemiology Methods (pre-reqs, 601 & 604) \*\*  
HEA 618: Assessment & Planning 1 (pre-reqs 601& 621) \*\*  
HEA 619: Systems, Leadership & Policy I (pre-reqs, 601 & 607)\*\*  
HEA 6xx: Elective

### Year 1 – Summer

Elective 6xx (not required but an option). Some students choose to complete one of their electives during the summer between the first and second years in the program rather than during the same semester as their internship. PLEASE consult with your advisor as you prepare your plan of study as this may have financial aid implications for not being in full-time status in your final semester).

### Year 2 - Fall

HEA 625: Evaluation Methods (pre-reqs, 602 & 604) \*\*  
HEA 623: Assessment and Planning II (pre-reqs, 618 & 619)\*\*  
HEA 624: Systems, Leadership & Policy II (pre-reqs, 618 & 619) \*\*  
HEA 6xx: Elective

### Year 2 - Spring

HEA 650: Comm Health Internship/ Practicum (6 credits)\*\*  
One Elective# (Note: some students choose to complete one of their electives during the summer between the first and second years in the program rather than during their internship semester)

\*\* Required core courses. You may not substitute courses in other departments for these core courses.

## Part-Time Students MPH Course Sequence (>2 years to Graduation)

### Year 1 - Fall

HEA 601: Foundations of Public Health \*\*  
HEA 604: Quantitative Methods \*\*

### Year 1 - Spring

HEA 602: Epidemiology Methods (pre-reqs, 601 & 604) \*\*  
One Elective

### Year 1 - Summer

One Elective

### Year 2 - Fall

HEA 607: Determinants of Health \*\*  
HEA 621: Public Health Theories & Strategies \*\*

### Year 2 - Spring

HEA 618: Assessment & Planning 1 (pre-reqs 601& 621) \*\*  
HEA 619: Systems, Leadership & Policy I (pre-reqs, 601 & 607)\*\*

### Year 2 - Summer

One Elective

### Year 3 - Fall

Note - 3 courses must be taken here to not add more time to degree  
HEA 625: Evaluation Methods (pre-reqs, 602 & 604) \*\*  
HEA 623: Assessment and Planning II (pre-reqs, 618 & 619) \*\*  
HEA 624: Systems, Leadership & Policy II (pre-reqs, 618 & 619)\*\*

### Year 3 - Spring

HEA 650\*\*



## Common Electives & Post-Baccalaureate Certificate Opportunities (PBC)

Of the 45 semester hours required in the program, 9 credit hours are from electives. Generally, students take three 3-credit courses, but you can also take two 3-credit courses and three 1-credit courses, or any other combination that adds up to 9 credit hours.

- A list of common electives is provided in **Appendix C**. The list of electives is not all-inclusive. Please review the [University Catalog](#) for additional offerings, complete descriptions, and to confirm permissions and prerequisites.
- We recommend you choose your electives so that they complement each other and form a theme or develop a specific set of skills. For example, many departments offer Post Baccalaureate Certificates for 15 or more credit hours and students sometimes elect to take several courses that are part of these certificates. A list of some of the Post Baccalaureate offerings available at UNCG is provided in **Appendix D**.
- Electives **must** be at UNCG graduate level (course numbers of 500 or above).
- All electives **must** be discussed with your advisor before adding to your Plan of Study and enrolling in coursework.
- For planning purposes, check [UNCG's Class Schedule Search](#) to determine when courses are typically offered (fall or spring) or contact individual departments for specific semester availability of a particular course. Please determine when a course is likely to be offered before meeting with your advisor to discuss the Plan of Study.
- Though summer electives are proposed by the department and other departments on campus, the availability of summer courses is not guaranteed. Be prepared to add electives to your spring or fall course load if you cannot take a summer course.

PHE has two PBC's, one in Worksite Wellness and one in Health Coaching.

- You can take electives at other universities. Please note that there is a specific form for course transfer credit and a policy regarding approval to transfer in a course. You must discuss any electives taken here or elsewhere with your advisor prior to taking the courses. The [Transfer Credit Policy](#) can be found in the University Catalog while the form can be found on the Graduate Schools, [Documents and Forms](#) page.
- UNCG also participates in the [Interinstitutional Programs](#) where student can “cross-registration” with schools that have an interinstitutional agreement with UNCG . Unlike other courses that are accepted for transfer credit, grades you receive in these courses show up on your UNCG transcript and are counted toward your GPA. UNCG has interinstitutional agreement for face-to-face courses with NC State, UNC Chapel Hill, UNC Charlotte, NC Central, Duke as well as with NC A&T and Elon. If you enroll in courses at these universities, you pay UNCG tuition. UNCG also has an online agreement with [UNC Online](#) to allow you to take online courses with any of the other 15 UNC system schools, but you would pay tuition and fees at that university for these online courses. Information and the [application form](#) are available on the [Spartan Central](#) website.



**This is Community Health Education.**

## Independent Study Coursework

The decision to pursue an Independent Study is not to be taken lightly and permission will not be granted without sufficient rationale. The proposed study must include documentation of the same requirements that are found on the syllabi for traditional courses. There must be a faculty member listed to work with you, identified Student Learning Objectives, teaching materials and methods, grading schemes, and a product or products with predetermined time frame and due dates.

- To be eligible for independent study, you must have completed a minimum of two regular courses of graduate work and earned at least a 3.0 average.
- You may not register for independent study as a substitute for existing courses.
- Registration for independent study must have the approval of the instructor, the department Chair or Dean, and the Dean of The Graduate School.
- You may register for no more than 3 credit hours of independent study per semester.
- You may count no more than 6 credit hours of independent study toward satisfying the minimum requirements for the master's degree.
- An Independent Study must be registered with the graduate school. An official form is available through [Spartan Central - Permission to Register for Independent Study](#).





## Academic Advising

You will be assigned a departmental Faculty Advisor. Advisors are full-time faculty members in the graduate program that do not have an administrative appointment outside of the department. Advising loads are determined by the department workload with consideration to advising loads across all three programs (undergraduate, MPH, and doctoral). You will receive academic advising through 2 scheduled events (1st year fall and 1st and 2nd year spring), however you are encouraged to contact your assigned Faculty Advisor for an individual (approx. 30-minute) advising and registration appointment in addition to both the fall and spring group advising session (mandatory attendance each year). Each MPH Faculty Advisor is required to provide a sign-up process for their advisees to schedule an appointment but you can also contact your Faculty Advisor at any time to schedule a meeting. All first-year students are expected to download, complete, and take their Plan of Study form to meetings with their Faculty Advisor.

### Plan of Study (POS):

To ensure that you have a plan to complete all required courses by graduation, you must complete a Plan of Study (POS) form, found in **Appendix E**, in consultation with your faculty advisor and have the plan approved before the end of your second semester in the program.

#### Plan of Study approval occurs at two levels:

- (1) You meet with and get approval from your Faculty Advisor and
- (2) You submit the plan to the Director of Graduate Study who signs and sends the POS to the Graduate School.

#### The plan of study must indicate:

- The courses you expect to complete to meet the requirements of an MPH, including required courses, supporting courses, elective courses, and courses recommended for transfer. (You will meet in the fall to choose an elective for 1st year spring; however If all electives are not finalized by the completion of the initial plan of study, you will need to obtain approval from your advisor before enrolling in the course(s). The initial plan of study must still include potential electives even if you are not sure that you will take these specific electives.)
- Courses required by the department but not counted toward the degree, including prerequisite courses.
- Capstone experiences
- No more than 6 semester hours of independent study
- No more than 6 semester hours of credit evaluated as C+ (2.3) and/or C (2.0) applied to the minimum hours required for the degree.

#### Important notes about your plan of study:

- A Sample Official Plan of Study for full-time students is provided in **Appendix E**.
- You should complete a draft of your plan of study before meeting with your Faculty Advisor.
- Your plan of study may change during your time in the program. For example, although your initial plan should include specific electives that you plan to take, these electives may not be offered or you may change your mind at a later point.
- Anytime your plan of study changes, a new form should be signed by you, your advisor, and sent to the PHE Director of Graduate Study for final approval.
- It is your responsibility to ensure that the **final, correct, and signed plan of study is on file with the Graduate School by the end of the 3rd week of classes in the semester in which you apply for graduation.**



### **Transfer Credits (Please consult advisor before transferring credits due to graduate time clock)**

You may transfer in a limited number of graduate courses as long as courses taken were at an accredited graduate school and not have been used to complete the requirements for a degree elsewhere. It's important to note that when transferring in courses from another university, the year and semester you took the transfer courses will now be the year and semester you started your graduate program. Graduate students are allotted 5 years to complete the MPH; any time transfer credits are accepted from another university and they are older than when you started your current program - those accepted credits will essentially change the time clock to show when you started your grad program.

### **Preparation for Advising**

To get the most out of an advising appointment or event with your Faculty Advisor, you should:

- 1) Choose electives that match/compliment your career goals and learning interests.
- 2) Complete the official Plan of Study (see Appendix E). Fill in the semesters that you plan to take all courses.
- 3) Complete the Student Advising Form (Appendix F). A blank copy of the Student Advising Form is located on the PHE website on the Graduate Overview page or this handbook.
- 4) Identify potential internship sites that fit your career goals and the internship guidelines. You will find the Internship Guidelines for Students on the PHE website on the Graduate Overview page.
- 5) Bring and take notes using the Student Advising Form during the meeting.



## Advising Timeline:

The following timeline highlights key advising activities during the program.

### Year 1

#### August

- \_\_\_ Meet with faculty advisor at Department Orientation
- \_\_\_ Attend departmental and Graduate School Orientations
- \_\_\_ Activate all [UNCG computer accounts](#)
- \_\_\_ Register for first semester core courses

Dates for registration periods for each semester are published in the University's Academic Calendar, in the Graduate Bulletin, and on the [University Registrar's website](#). Registration at UNCG is an automated process conducted online through UNCGenie. Prior to the assigned registration access window, all new and continuing students will receive an email from the University Registrar's Office. The email will be sent to the @uncg.edu address and will contain the method to request a randomly assigned personal identification number (PIN). The Director of Graduate Study will send everyone their advising code (which typically is the same for all graduate students); if you do not have your code you should contact the [Administrative Support Specialist, Ellen Ashley](#).

#### October (University Advising Period)

- \_\_\_ Prepare for first advising session – (see p. 9)
- \_\_\_ Attend Fall Networking and Advising Night (Required)
- \_\_\_ Draft [Plan of Study](#).
- \_\_\_ Fill out [Student Advising Plan](#)
- \_\_\_ Attend PHE Fall Group Advising Event (Required)

A date in October will be selected for a department-wide advising event typically held in Elliot University Center (EUC). The graduate advising session will be scheduled for an evening near the beginning (or prior to) this enrollment period.

#### January-February

- \_\_\_ Meet with MPH Advisor to prepare and plan for AP #1

#### March-April

- \_\_\_ Attend PHE Spring Group Advising Event (Required)

A date in March or April will be selected for a department-wide advising event typically held in the EUC. The graduate advising session will be scheduled for an evening near the beginning (or prior to) this enrollment period.

\_\_\_ Submit official Plan of Study to Director of Graduate Study (DGS) who will place it on file and send it to the Graduate School.

#### April-May

- \_\_\_ Meet with advisor as needed to discuss progress, internship and career goals

### Year 2

#### Fall

\_\_\_ Meet with Faculty Advisor to discuss updated Plan of Study as needed (all) and to discuss ILE (full time students)

#### January

Full time students who intend to graduate:

- \_\_\_ Apply to graduate with the Graduate School (by end of first week of classes)
- Submit final, updated Plan of Study to DGS (by end of 3rd week of classes)
- Meet with MPH Advisor to plan and prepare for AP #2 and ILE

#### March-April

- \_\_\_ Attend PHE Group Advising Event (Required)

### Year 3 Part-time Students Only

#### Fall

\_\_\_ Meet with Faculty Advisor to discuss updated plan of study as needed and to discuss ILE

#### January

Students who intend to graduate:

- \_\_\_ Apply to graduate with the Graduate School -by end of first week of classes.
- Submit final, updated Plan of Study to DGS - by end of 3rd week of classes.
- Meet with MPH Advisor to plan and prepare for AP #2 and ILE.

#### March-April

- \_\_\_ Attend PHE Group Advising Event (Required)

### Academic Eligibility to Continue in Graduate School

Graduate School regulations state that fully admitted students become ineligible to continue in The Graduate School under any of the following circumstances:

- You earn grades of F (or WF or U) in any 6 semester hours.
- You earn grades of C+ or C in 9 semester hours.
- You earn a grade of F (or WF or U) in combination with 6 semester hours of C+/ C grades.

Additional information and information about readmission after dismissal can be found in the University Catalog, [Graduate Policies](#).

MPH students are required to complete an Applied Practice Experience (APE; also referred to as an Internship). The APE occurs during the final semester of the student's program. MPH students demonstrate competency attainment through the APE. The APE allows students to demonstrate attainment of at least five competencies, of which three must be foundational competencies, and the other two concentration competencies. MPH advisors will guide students in the design of their APE in partnership with the APE coordinator.

As part of the APE, students will develop at least two (2) Applied Practice Products (see the Internship Handbook for more details). MPH students will also complete an Integrative Learning Experience (ILE) that demonstrates synthesis of foundational and concentration competencies through a written product. In consultation with faculty, students will select foundational and concentration-specific competencies appropriate to their educational and professional goals.

### Computer Accounts

The university requires that you use the campus email system for all courses and graduate assistantship email communications. MPH courses use the Canvas online learning management system, which you will be expected to interact with regularly. Some of your coursework will require additional software and technology proficiencies, such as MS Office, SPSS, and others. There are [workshops and tutorials](#) available through ITS and the [Digital Media Commons](#).

There are many different kinds of computer accounts at The University of North Carolina at Greensboro (UNCG). Below is a list of those that are most relevant to you.

#### iSpartan:

- Students receive iSpartan accounts for email and calendaring at UNCG. These email addresses are in the format: [username@uncg.edu](#).
- Students should become accustomed to using iSpartan (e.g., email and Canvas) daily.

#### Canvas:

- Canvas accounts are created for all students who are enrolled in courses that use Canvas. For questions regarding Canva, use the [Canvas Help Center](#).

UNCG has a [Graduate Student Association \(GSA\)](#) that you are invited to join. The GSA requires there to be 2 senators and 1 alternate from each department. Participation in the GSA is required for the receipt of student travel funds.

In addition, the Department of Public Health Education has its own chapter of Eta Sigma Gamma (ESG), the Health Education Honors Society. Graduate Students are welcome to join. More information about our local chapter of ESG can be found on the [PHE website](#) and in Appendix F of this handbook.

### Faculty Information

The [Public Health Education website](#) contains updated faculty information, including faculty profiles, research interests and contact information.

### Graduate School

The [Graduate School](#) located in room 270 of the Mossman Building is an important resource. Their website contains links to University Policies, including those on Residency, Integrity, Tuition, Financial Aid and Assistantships, Academic Standing, Withdrawal, Registration, Health Insurance and Leaves of Absence. Many of the forms you may need to complete can be found on the [Graduate School website](#).

### In-State Residency

For out-of-state students, you cannot apply for in-state residency for tuition purposes until you have lived here for 12 consecutive months. More information about becoming a NC resident for tuition purposes can be found on [Spartan Central](#). If you intend to apply for in-state residency, we highly recommend that you review the residency form as soon as possible to prepare yourself for the qualifications (just living in NC for a year is not sufficient for seeking residency status).

In the Fall of 2015, the Graduate School implemented a change to the definition of full-time student status which can be found on their [website](#).

This change means that *MPH students who take less than 9 credit hours per semester (including those who only have 6 internship credit hours in the spring of their final year) will have their financial aid pro-rated to the lower level of credit hours taken and cost of attending.*

The Graduate School notes: "In all cases, the estimated expenses used to award aid for room, board, transportation, loan fees, and personal/miscellaneous remain the same across the various enrollment levels. Only the support allotted to tuition, fees, and books and supplies changes, in line with the number of hours for which the student has enrolled. Since their tuition and fees, etc. decrease with reduced classes/hours, it is logical that the allotment for those expenses also decreases. If half-time is calculated on the basis of 5 hours and students are taking 6 hours, they can always request an individualized recalculation from the Financial Aid Office."

In other words, if you are taking 6 credit hours, you won't receive as much financial aid as you did when you enroll in 9-12 credit hours, because you will also be paying less tuition and have fewer costs for books and supplies, etc. However, the part of your financial aid to cover your living expenses should remain the same.

**Note:** You can still have an assistantship with 6 credit hours.

In summary, very few students should need to take 9 credits every semester. Two exceptions are (1) international students on certain types of visas (you will want to check with International Students and Scholar Services) and (2) Students who have a specific scholarship that stipulates that they are full-time (you will want to check with the stipulations of your scholarship).

If you have specific questions about what these changes mean for your financial aid status, you should contact the [Financial Aid Office](#).



Photo: Donna Myers

## Helpful links for New Students

### Campus Map

### Technical Support

6-TECH Service Center is located in the SuperLab in the Jackson Library and can help with many of your technology needs. Open 24 hrs. a day, 7 days a week except for University holidays.



- [6-Tech Online Service Portal](#)
- 6-TECH (336) 256-8324
- [Campus Computer Labs](#)
- [Printing on Campus](#)
- [Change and Reset Passwords](#)
- [Canvas Student Guides](#)

The Writing Center is located at 3211 MHRA Building and a great resource for one-on-one help at any stage of your writing project. The Writing Center offers face to face or online consultation.

- [askthewc@uncg.edu](mailto:askthewc@uncg.edu)
- 336-334-3125 for an appointment.
- Message the Writing Center via the 'Chat Box' found on their website.
- Consultations available through their Online Writing Center.

University Speaking Center - One-on-one assistance in the preparation and delivery of speeches, development of knowledge and skill in interpersonal communication, and group or team communication.

Digital ACT (Action, Consultation, and Training) Studio – Provides support for students, faculty, and staff so they can effectively create or incorporate digital media into projects. Trained consultants provide feedback on slide presentations, video projects, podcasts, digital photography, websites, and blogs by offering collaborative, dialog-based consultations. Great resources for class projects as well as your ILE.

Academic Skills Program – Request assistance for help with skills and strategies such as: Managing your time, listening and note-taking, preparing for a test, dealing with test anxiety or procrastination, and being a more efficient and effective learner.

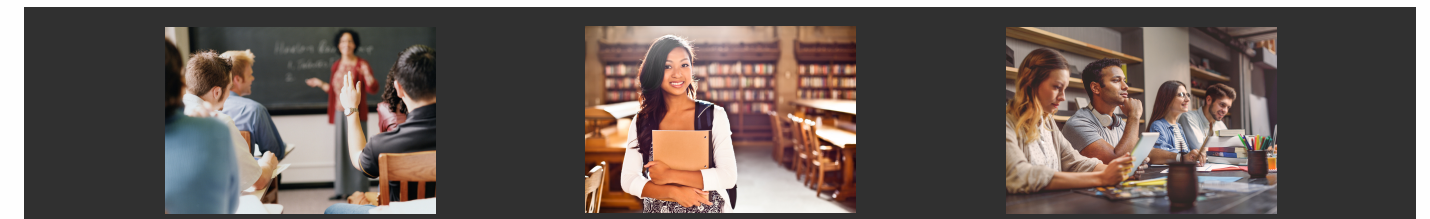
Jackson Library – Their website includes information about borrowing materials (including technology equipment), getting help with research, the library's computer labs, study spaces, printing, and scanning.

Elliot University Center (EUC) – is home of the University Book Store, Food Court & Commons, Starbucks, Student Lounges, Meditation Space, Intercultural Resource Center (IRC), meeting rooms, information desk, ATMs, Wifi, and much more.

Spartan Card – In addition to serving as your ID, the SpartanCard is also your library card, your meal card, and a convenient form of payment across campus. To get a SpartanCard, visit the SpartanCard Center, located in 106 Moran Commons.

UNCG Dining Services – Learn more about dining options on campus, meal plans, Grubhub campus dining, as well as UNCG's commitment to sustainability and wellness information.

Student Recreation Center – All students have access to the Kaplan Wellness Center which offers aquatics, fitness classes, rock wall climbing, open courts, outdoor adventures, student well-being, and more.



### Evidence-Based Approaches to Public Health

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

### Public Health & Health Care Systems

5. Compare the organization, structure and function of health care, public health and regulatory systems across national and international settings
6. 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

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

### Policy in Public Health

1. Discuss multiple dimensions of the policy-making process, including the roles of ethics and evidence
2. Propose strategies to identify stakeholders and build coalitions and partnerships for influencing public health outcomes
3. Advocate for political, social or economic policies and programs that will improve health in diverse populations
4. 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



## Appendix B: MPH Course Sequence

### MPH Course Sequence (Full-Time)

| Full-Time Student (2 Years to Graduation)   |  |                     |
|---|--|---------------------|
| Year 1 FALL (12 total hours)  | Year 1 SPRING (12 total hours)   | Summer              |
| HEA 601: Foundations of Public Health<br>HEA 604: Quantitative Methods<br>HEA 607: Determinants of Health<br>HEA 621: Public Health Theories & Strategies   | HEA 602: Epidemiology Methods<br>(pre-requisites - 601 & 604)<br>HEA 618: Assessment & Planning 1<br>(pre-requisites - 601& 621)<br>HEA 619: Systems, Leadership & Policy I<br>(pre-requisites - 601 & 607)<br>HEA 6xx: Elective | Elective (Optional) |
| Year 2 FALL (12 total hours)  | Year 2 SPRING (9 total hours))   |                     |
| HEA 623: Assessment and Planning II<br>(pre-requisites - 618 & 619)<br>HEA 624: Systems, Leadership & Policy II<br>(pre-requisites - 618 & 619)<br>HEA 625: Evaluation Methods<br>(pre-requisites - 602 & 604)<br><br>HEA 6xx: Elective | HEA 650: Community Health Internship/Practicum (6 credits)<br>HEA (or other prefix) xxx Elective   | Elective (Optional) |

1 of 2

**Printable Copy**



**MPH Course Sequence ( Part-Time)**

|   |  |                   |
|---|--|-------------------|
| <p>*Part-time Student (&gt;2 Years to Graduation) (**9 total hours of electives needed)<br/>                 *Part-time students may take 2 or 3 courses a semester but must take all courses in sequence and will not finish in less than 3 years – the sequence below is for 2 courses a semester t</p> |  |                   |
| <b>Year 1 FALL (6 total hours)</b>  | <b>Year 1 SPRING (6 total hours)</b>   | <b>Summer</b>     |
| HEA 601 Foundations of Public Health<br>HEA 604 Quantitative Methods  | HEA 602 Epidemiology Methods<br>(pre-requisites - 601 & 604)<br>HEA 6xx Elective   | Elective Optional |
| <b>Year 2 FALL (6 total hours)</b>  | <b>Year 2 SPRING (6 total hours)</b>   |                   |
| HEA 607: Determinants of Health<br>HEA 621: Public Health Theories & Strategies   | HEA 618: Assessment & Planning 1<br>(pre-requisites - 601 & 621)<br>HEA 619: Systems, Leadership & Policy I (pre-requisites - 601 & 607) | Elective Optional |
| <b>Year 3 FALL (9 total hours)</b>  | <b>Year 3 SPRING (6 total hours)</b>   |                   |
| HEA 625: Evaluation Methods<br>(pre-requisites - 602 & 604)<br>HEA 623: Assessment and Planning II<br>(pre-requisites - 618 & 619)<br>HEA 624: Systems, Leadership & Policy II<br>(pre-requisites - 618 & 619)  | HEA 650: Community Health Internship/<br>Practicum (6 credits)<br>HEA (or other prefix) xxx Elective                                     |                   |

**Printable Copy**

## Appendix C: Common Electives

### Public Health Education

|         |   |
|---------|---|
| HEA 616 | Workplace Health Promotion                          |
| HEA 622 | Social Epidemiology                                 |
| HEA 640 | Global Health Issues                                |
| HEA 662 | Gender and Health                                   |
| HEA 665 | Violence and Public Health                          |
| HEA 676 | Problems seminar: Health Coaching                   |
| HEA 702 | Professional Grant Writing: Community Organizations |
| HEA 752 | Quantitative Research Methods in Public Health      |
| HEA 753 | Qualitative Research Methods in Public Health       |

### Health and Human Sciences

|         |                             |
|---------|-----------------------------|
| HHS 650 | Applied Multiple Regression |
| HHS 630 | Survey Design               |

### Counseling and Educational Development

|          |  |
|----------|--|
| CED 574A | Contemporary Topics: Women's Issues    |
| CED 574C | Contemporary Topics: Stress Management |
| CED 610  | Helping Relationships                  |
| CED 642  | Substance Abuse Counseling             |

### Peace and Conflict Studies

|         |  |
|---------|--|
| PCS 600 | Fundamentals Conflict Transformation & Peace Studies |
| PCS 601 | Global Intercultural Conflict Transformation         |
| PCS 605 | Skills and Techniques of Conflict Transformation     |
| PCS 626 | Conflict Res. In Higher Education                    |
| PCS 665 | Conflict Res. in Religious Communities               |
| PCS 677 | International Human Rights Advocacy                  |
| PCS 685 | Resolving Conflicts in Health Systems                |

### Gerontology

|         |                                   |
|---------|-----------------------------------|
| GRO 501 | Seminar: Critical Issues in Aging |
| GRO 610 | Life Planning for the Third Age   |
| GRO 621 | Health and Aging                  |

### Kinesiology

|         |  |
|---------|--|
| KIN 645 | Exercise Psychology                                    |
| KIN 665 | Physical Activity and Health                           |
| KIN 519 | Mentoring in Community Youth Dev. Prog.<br>(2 credits) |

### Human Development and Family Studies

|         |  |
|---------|--|
| HDF 610 | Cross-cultural Perspectives on Child Development |
|---------|--|

### Political Science

|          |   |
|----------|---|
| PSC 511G | Topics in Public Affairs: Grant writing (1 credit)          |
| PSC 511R | Topics in Public Affairs: Diversity and Culture (1 credit)  |
| PSC 511V | Topics in Public Affairs: Volunteer Mgmt (1 credit)         |
| PSC 511_ | Topics in Public Affairs: topics vary, see course offerings |
| PSC 540  | Nonprofit Management and Leadership                         |
| PSC 615  | Human Resource Dev & Performance Management                 |
| PSC 620  | Urban Development Policy                                    |
| PSC 645  | Nonprofit Financial Management and Budgeting                |
| PSC 685  | Resolving Conflicts in Health Care Systems                  |

### Educational Leadership and Cultural Foundations

|         |   |
|---------|---|
| ELC 688 | Contemporary Problems Seminar: Race & Education |
|---------|---|

### Geography

|         |                   |
|---------|-------------------|
| GEO 603 | Understanding GIS |
| GEO 613 | Advanced GIS      |

## Appendix C: Common Electives – cont.

### Communication Studies

- CST 602 Engaging Communication Research Methodology  
CST 612 Communication and Health Innovations  
CST 635 Identity, Culture, & Communication

### Sociology

- SOC 636 Seminar in Stratification Theory / Research

### Community & Therapeutic Rec

- CTR 544 Recreation, Parks, and Health

### African-American Studies

- AFS 610 African American Theoretical Perspective  
AFS 653 Perspectives on African American Cult/Experience

### Specialized Education Services

- SES 540 Intro to Exceptional Individuals

### Women and Gender Studies

- WGS 650 Feminist Theory: Gender Race & Class

### Information and Supply Chain Management

- ISM 671 Data Management

### Nursing

- NUR 781 Health Promotion and Intervention Methods

### Communication Sciences and Disorders

- CSD 600 Professional Issues and Ethics



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## Appendix D: Post-Baccalaureate Certificate (PBC) Opportunities

[Learn more by visiting the Graduate School's Website.](#)

The Department of Public Health Education has two PBC's  
[Worksite Wellness](#) & [Health and Wellness Coaching](#)

### Other Post-Baccalaureate Certificate include:

- African American Studies
- Business Administration
  - Business Foundations
- Community and Therapeutic Recreation
  - Animal Assisted Therapy
  - Geriatric Recreational Therapy
- Conflict Studies and Dispute Resolution
  - Conflict Resolution
- Education
  - NC TEACH Alternative Licensure
- Educational Research Methodology
  - Educational Assessment
- English as a Second Language
- Entrepreneurship
- Geography
  - Geographic Information Science
  - Global and Regional Studies Geography
- Gerontology
- Human Development and Family Studies
  - Leadership in Early Care & Education
- Information Systems and Operations Management
  - Information Technology
  - Information Assurance, Security and Privacy
- Languages, Literatures & Cultures
  - Advanced Spanish Language and Hispanic Cultural Studies
- Liberal Studies
  - Global Studies
- Mathematics
  - Statistics
- Nursing
- Public Health Education
  - Worksite Health Promotion
  - Health Coaching
- Political Science/Public Affairs
  - Nonprofit Management
  - Urban and Economic Development
- Teacher Education and Higher Education
  - Teaching English to Speakers of Other Languages
- Women's and Gender Studies



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## Appendix E: Sample Plan of Study

### Plan of Study MPH in Community Health Education

Student's Name: Demo Student ID#: 000000000

Dept: Public Health Education Major: Community Health Education

**Summary of Hours Required for Degree:** UNCG          Transfer          Total 45 hours

#### MAJOR AREA OF STUDY

| Course Number       | Course Title                          | Credit Hours | Semester/Year Taken |
|---------------------|---------------------------------------|--------------|---------------------|
| <b>Core Courses</b> |                                       |              |                     |
| HEA 601             | Foundations of Public Health          | 3            | Fall 20xx           |
| HEA 602             | Epidemiology                          | 3            | Spring 20xx         |
| HEA 604             | Quantitative Methods                  | 3            | Fall 20xx           |
| HEA 607             | Determinants of Health                | 3            | Fall 20xx           |
| HEA 618             | Assessment and Planning I             | 3            | Spring 20xx         |
| HEA 619             | Systems Leadership & Policy I         |              | Spring 20xx         |
| HEA 621             | Public Health Theories and Strategies | 3            | Fall 20xx           |
|                     |                                       |              |                     |
| HEA 623             | Systems Leadership & Policy II        | 3            | Fall 20xx           |
| HEA 624             | Assessment & Planning                 | 3            | Fall 20xx           |
| HEA 625             | Evaluation Methods                    | 3            | Fall 20xx           |

#### Please note:

- You may not substitute courses in other departments nor independent studies for any of the courses above.
- Some courses have prerequisites so if you drop a course that is a prerequisite for a required course, your graduation may be delayed.

#### Supporting Courses (3 required electives - 9 semester hours)

| Course Number | Course Title   | Credit Hours | Semester/Year Taken |
|---------------|--|--------------|---------------------|
| PSC 602       | Politics of Public Policy                              | 3            | Fall 2022           |
| CST 549       | Social Entrepreneurship: Justice & A Green Environment | 3            | Summer 2023         |
| ATY 583       | Culture and Society                                    | 3            | Spring 2023         |

#### Please note:

- All electives should be approved by your advisor AND the Director of Graduate Studies prior to taking them.
- MPH students may register for no more than 1 independent study course per semester and no more than 6 semester hours of independent study will count toward the minimum requirements for the master's degree.
- To be approved as an elective, an independent study must have an agreement from a supervising faculty member, a semester in which you plan to take it, a plan for the independent study, agreed upon products that are the equivalent of those in a regular course, and a standard of grading. (p. 7-8)

#### COURSES RECOMMENDED FOR TRANSFER FROM:

(Name of Institution. Attach final official transcript)

| Course Number | Course Title | Credit Hours | Semester/Year Taken |
|---------------|--------------|--------------|---------------------|
|               |              |              |                     |
|               |              |              |                     |
|               |              |              |                     |

#### Please Note:

- Students may transfer up to 1/3 of required credit hours depending on the fit of the courses from another institution with the required MPH program plan of study. See note about transfer approval under common electives on page 7 of the handbook.

#### COURSES REQUIRED BUT NOT COUNTED TOWARD DEGREE (include prerequisites):

| Course Number | Course Title | Credit Hours | Semester/Year Taken |
|---------------|--------------|--------------|---------------------|
|               |              |              |                     |

#### CAPSTONE EXPERIENCE TO CONSIST OF:

| Course Number | Course Title                            | Credit Hours | Semester/Year Taken |
|---------------|---|--------------|---------------------|
| HEA 650       | Community Health Internship / Practicum | 6            | Spring 20xx         |

#### PROVISIONAL/ ADDITIONAL REQUIREMENTS:

Student's Signature \_\_\_\_\_ Date: \_\_\_\_\_

Approved by Major Advisor and Graduate Program Director

Major Advisor: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
printed name

Graduate Program Director: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
printed name

**Printable Copy**

## Appendix F: MPH Student Advising Form

The purpose of the MPH Student Advising Form is to provide a synthesis for how your coursework, volunteer and paid work, and trainings and conferences will contribute to a community health education career. You should prepare the plan of study (located on the PHE website under Current Students) and type notes and questions in the “Student Notes/Questions” column of this form. You should email both the plan of study and this form to their Faculty Advisor at least 48 hours prior to your scheduled meeting. [Printable Copy](#)

| Purposes of Advising Session  | Student Notes/Questions | Faculty Advisor Notes |
|---|-------------------------|-----------------------|
| <b>1. Review plan of study</b> <ul style="list-style-type: none"> <li>• Discuss career goals</li> <li>• Discuss planned required coursework</li> <li>• Discuss elective choices that might fit with career goals</li> </ul>   |                         |                       |
| <b>2. Discuss professional/career development</b> <ul style="list-style-type: none"> <li>• Planned workshops/trainings, conferences, volunteer &amp; paid experiences</li> <li>• Membership in professional organizations (SOPHE, APHA, Eta Sigma Gamma)</li> <li>• Networking</li> <li>• Conferences</li> </ul>  |                         |                       |
| <b>3. Discuss tentative internship plans</b><br>Look for internship that: <ul style="list-style-type: none"> <li>• Meets internship guidelines</li> <li>• Is in agency/organization where you might want to be hired (or is similar to type of agency/organization where you want to be hired, and/or</li> <li>• Allows you to implement type of project/activity/ program that fits with career goals</li> </ul> |                         |                       |
| <b>4. Discuss progress in program</b> <ul style="list-style-type: none"> <li>• Progress in program (How is the first year going? Work/family balance?, etc)</li> <li>• Developmental needs               <ul style="list-style-type: none"> <li>◦ Writing</li> <li>◦ Reading texts</li> <li>◦ Other?</li> </ul> </li> </ul>   |                         |                       |
| <b>5. Discuss summer plans</b>  |                         |                       |
| <b>6. Student follow up responsibilities</b>  |                         |                       |
| <b>7. Faculty Advisor follow up responsibilities</b>  |                         |                       |

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## Appendix G: Eta Sigma Gamma (ESG) Information

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### Eta Sigma Gamma

Faculty Sponsor: [Dr. Erica Payton](#)

For more information please contact: [alphanuesg@gmail.com](mailto:alphanuesg@gmail.com)

### Summary

Eta Sigma Gamma (ESG), the national honorary for health education, was established on the campus of Ball State University in 1967. ESG has a rich history of serving students and the profession through teaching, service, and research and has grown to include over eighty chapters throughout the United States. The Alpha Nu Chapter at the University of North Carolina at Greensboro was recognized May 1, 1978. The primary purpose of ESG is to further the professional competence and dedication of individual members of the health education profession.

### Benefits of Membership

- Opportunities to meet students, faculty, and other health education professionals through chapter socials, community service, education, and research activities.
- Develop a network for potential future employment.
- National and local recognition for a membership in a professional health education honorary.
- Opportunity to further professional development in the health education profession, and publish materials in *The Health Educator*, a quarterly publication of ESG
- Satisfaction in participating in activities that help the UNCG and Greensboro community. •Honored at graduation with official cords.
- Participate in national meetings at the American School Health Association Convention, and through Chapter sponsored activities.

The Fall 2020 Informational Meeting will take place early in the semester and the application deadline will be in September.

### Eligibility for Membership

- Undergraduate Health Education majors /MPH students/PhD students in Health Education
- Maintained 3.0 GPA
- Completed 1 or more semesters of college work in the PHE department at UNCG. Note: Incoming students can join in the second semester if they have obtained a 3.0 GPA in the department.

### Membership Requirements

- Pay required dues
  - o \$75 (1-time payment for new members)
  - o \$50 (returning members)
- Earn eight participation points ("8" Sigma Gamma Point System) per semester
  - o 2 Education
  - o 1 Research
  - o 2 Service
  - o 2 Fundraising
  - o 1 Social

- Wear business casual attire to each meeting as ESG is a professional organization
- Attend Fall Induction Ceremony

### Attendance Requirements

- Attend all chapter meetings (absences are excused if university approved absences- bring documentation)
  - o 1 absence = -2 additional points
  - o 2 absences = -4 additional points
  - o 3 absences = -6 additional points + consultation