

# MASTER OF PUBLIC HEALTH STUDENT HANDBOOK

2022-2023



**BOISE STATE UNIVERSITY**

**COLLEGE OF HEALTH SCIENCE**

*School of Public and Population Health*

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## About This Handbook

The Master of Public Health (MPH) degree program is located within the School of Public and Population Health in the College of Health Sciences. The program is governed by [Boise State Graduate College](#) and its established policies and procedures. This handbook complements the university's graduate catalog by providing specific detail about the MPH program.

### Mission, Vision, Goals, Values, and Objectives

School of Public and Population Health

#### Vision

Creating the pathways and conditions necessary for every Idahoan to achieve health, happiness, and prosperity.

#### Mission

To strengthen and improve the health of all Idahoans and the communities where they live, work, and play through excellence in teaching, scholarship, and service.

#### Goals

Within this mission, we have three distinct goals. In priority order, these are:

1. To achieve the highest levels of excellence in student professional preparation and continuing education,
2. To positively impact the health and well-being of all Idahoans through collaborative leadership, applied research, and service projects and partnerships,
3. To share findings from our work throughout the state, nationally, and internationally via peer-reviewed publications and presentations, as well as effectively communicating our work with the public.

#### Objectives

We will achieve our mission and goals/priorities by:

1. Preparing Idaho undergraduate, masters, and doctoral students to be effective public health practitioners, clinical providers, and researchers that understand the unique priorities, values, and needs of Idaho, as well as how to advance the health of all Idahoans in a manner that garners and enjoys the support of the communities they serve.
2. Providing accessible and relevant continuing education opportunities for all rural and urban Idaho public health practitioners, clinical providers, policymakers, leaders, and community members.
3. Increasing our participation in collaborative practitioner-researcher projects conducted in partnership with Idaho stakeholders focused on solving pressing public health and other relevant problems in a manner that:
  - a) Increases our overall number of activities and partnerships,
  - b) Expands the geographic distribution of our activities and partnerships,
  - c) Increases the proportion of Idaho residents positively impacted by our activities and partnerships,

- d) Shares these findings within Idaho communities and beyond.
4. Increasing our participation in scholarship and research outside of Idaho that promises to inform our goal of advancing the health and well-being of all Idahoans.
  5. Increasing the number of interdisciplinary projects and programs conducted with other units at Boise State University and other Idaho educational institutions.
  6. Increasing the amount of scientific, peer-reviewed scholarship related to items 1-5 above.
  7. Effectively sharing the peer-reviewed scholarship from Item 6 with the general public.

## Values

We will pursue our mission, goals, and objectives as guided by the following values:

***Dignity and Respect.*** We believe effective public health action begins with valuing every community member, treating everyone with respect, and developing solutions that consider and preserve the dignity of those we serve.

***Engagement.*** We believe sustained engagement is central to effectively promoting the public's health and to the professional preparation of future public health and clinical providers – engaging challenging problems and engaging with anyone we serve in an open, authentic, and collaborative manner.

***Opportunity.*** We believe all Idahoans deserve to start life with a strong foundation of health and to have access to viable pathways to living, working, and playing in communities, families, and workplaces that support their health and wellbeing throughout the lifespan.

***Innovation.*** We believe that solving complex challenges demands an openness to new ideas, partners, and perspectives. Unique, collaborative partnerships fuel innovation throughout our teaching, research, and service.

## School Contact Information



### Mailing Address:

**School of Public and Population Health**  
Health Sciences Riverside  
1910 University Dr.  
Boise, ID 83725-1835  
[MPHinfo@boisestate.edu](mailto:MPHinfo@boisestate.edu)

### Building Address:

**School of Public and Population Health**  
Health Sciences Riverside  
950 S. Lusk St.  
Boise, ID 83725-1835  
[MPHinfo@boisestate.edu](mailto:MPHinfo@boisestate.edu)



@BoiseStateSPPH



@BoiseStateSPPH



@BoiseStateSPPH



**BOISE STATE UNIVERSITY**

**COLLEGE OF HEALTH SCIENCE**

*School of Public and Population Health*

## **Our Core Toolkit**

### Priority Skills for Future Public Health and Public Health-Oriented Clinical Professionals

Public health is an interdisciplinary field that draws from a wide range of disciplines and utilizes a wide range of tools. Our programs focus on ensuring that emerging public health practitioners and clinical providers have mastered a unique set of skills that prepare them for the future. Some examples of these priority skills include:

- Understanding and effectively communicating the essential role of prevention in health,
- Using research to understand health problems and inform effective action,
- Developing strong data skills that support data-driven decision making in health decision making,
- Proactively communicating with communities and stakeholders in a manner that meets people where they are, hears them, and engages them in collaborative problem solving,
- Analyzing the systems and circumstances that influence health and well-being, including the impact of living in an increasingly interconnected, though often divided, world,
- Developing innovative and entrepreneurial solutions to persistent public health problems,
- Empowering communities and individuals to advocate for and advance their health and well-being, and
- Accounting for and effectively communicating ethical considerations in public health in a manner that ensures respect, fairness, and opportunity for all.



**BOISE STATE UNIVERSITY**

2022-2023 Academic Calendar

Fall 2022

August 22–December 16, 2022

Classes Begin	August 22, 2022
Labor Day (no classes)	September 5,
2022 Thanksgiving Holiday (no classes)	November 21-
27, 2022 Classes End Prior to Final Exams	December 9,
2022	
Finals Week	December 12-16, 2022
Commencement	December 17, 2022

Spring 2023

January 9–May 5, 2023

Classes Begin	January 9, 2023
Dr. Martin Luther King Jr. Day (no classes)	January 16,
2023 Presidents’ Day (no classes)	February
20, 2023	
Spring Break (no classes)	March 20-24, 2023
Classes End Prior to Final Exams	April 28, 2023
Finals Week	May 1-5, 2023
Commencement	May 6, 2023

Summer 2023

May 8–August 13, 2023

Registration Begins for summer 2022	February
21, 2023 Memorial Day (no classes)	May 29,
2023	
Juneteenth (no classes)	June 19, 2023
Independence Day (no classes)	July 4, 2023

Summer Session	Classes Begin	Classes End
1st 3-week	May 8, 2023	May 28, 2023
2nd 3-week	July 24, 2023	August 13, 2023
1st 5-week	May 30, 2023	July 2, 2023
2nd 5-week	July 3, 2023	August 6, 2023
1st 7-week	May 8, 2023	June 25, 2023
2nd 7-week	June 26, 2023	August 13, 2023
10-week	May 30, 2023	August 6, 2023
14-week	May 8, 2023	August 13, 2023

For a detailed academic calendar that includes all sessions and policy deadlines, visit [boisestate.edu/registrar/boise-state-academic-calendars](https://boisestate.edu/registrar/boise-state-academic-calendars)



# BOISE STATE UNIVERSITY



Health Science  
Riverside

## Section I: Program Overview

The Master of Public Health (MPH) is a cohort model program that trains health professionals through educational programs, research, and community service opportunities so that they may make a substantive contribution to the health of individuals, communities, and the environment. The program prepares its students for leadership positions in public health, other public and private health-promoting agencies, and health care institutions.

Boise State's MPH program is in Boise -- the financial, political and health care center of the state. It offers a unique opportunity for students in pursuit of advanced training to acquire essential skills in research methods, epidemiology, statistics, and program evaluation. It also provides strong foundational knowledge on the impact of public health, the determinants of health, and health policy.

### Emphasis Area and Graduate Certificate Descriptions

Students in the MPH program can study in one of three emphasis areas: (1) prevention and intervention programming, (2) systems analysis and innovation, and (3) health management and leadership. Students can also pursue a graduate certificate in health services leadership. A brief description of each is below.

#### Prevention and Intervention Programming Emphasis

Students will learn to use a problem-focused, multidisciplinary approach to designing prevention and intervention programs that address pressing public health problems. This concentration prepares students to design and coordinate interventions with integrated health education and promotion, policy, and regulatory components focused on multiple levels of influence. It emphasizes working with local communities to design and deliver programming meant to enhance the health and wellbeing of individuals, families, priority groups, and the community at large.

#### Systems Analysis and Innovation Emphasis

Students will learn to use systems analysis tools to understand and enhance the social and cultural conditions, the institutional and organizational capacity, and the policy and regulatory frameworks necessary to promote community and population health. This concentration prepares students to ensure the efficiency and effectiveness of all systems necessary to create pathways to health that begin where people live, work, and play. It emphasizes addressing the broader contextual, structural, and environmental conditions that influence and affect health.

#### Health Management and Leadership Emphasis

Students will learn the practical management and leadership skills necessary to effectively lead public health and other health-promoting organizations. This concentration includes strategic planning, human resource management, budgeting and resource development, coalition building, and public-private partnerships. It prepares students to lead government, nonprofit, and private health-promoting organizations.

#### Graduate Certificates in Health Services Leadership

The School of Public and Population Health offers two graduate certificates in Health Services Leadership: one in *data-driven decision making* and another in *health management and leadership*. These certificates are a great option for working health professionals who want to

improve their management knowledge and leadership skills but who do not want to pursue a graduate degree. The certificates are also a good fit for students who wish to complement their undergraduate degree with graduate coursework before moving into the workforce.

## Section II: Required Coursework

### Master of Public Health

Course Number and Title		Credits
<i>Foundational Courses</i>		
MPH 500 Contemporary Foundations of Public Health		2
MPH 501 Framing Public Health Problems		2
MPH 502 Prevention and Intervention in Public Health Practice		3
MPH 503 Public Health Management		2
MPH 504 Applied Epidemiology		2
MPH 505 Applied Public Health Research and Evaluation		2
MPH 506 Applied Statistics in Public Health		2
MPH 590 Internship		1
<i>Emphasis Area Courses</i>		
Select one of the emphasis areas listed below Each one has the specific requirements listed in its section.		
<b>Prevention and Intervention Programming Emphasis</b>		
MPH 510 Enhancing Community Engagement and Advocacy		2
MPH 511 Community and Population Assessment		2
MPH 512 Advanced Prevention and Intervention Design		2
MPH 513 Implementing and Managing Public Health Programs		2
MPH 514 Evaluating Prevention and Intervention Programs		2
MPH 515 Advanced Prevention and Intervention Planning		2
Elective Courses		7-12
<b>Culminating Activity</b>		
<b>Capstone Option</b> MPH 692 Capstone Course (2 cr)	<b>Thesis Option</b> MPH 593 Thesis (4-6 cr) MPH 688 Thesis Proposal (1 cr)	2-7
<b>Total</b>		<b>42</b>
<b>Systems Analysis and Innovation Emphasis</b>		

MPH 520 Advanced Systems Analysis and Problem Solving	2	
MPH 521 Building and Sustaining Systems Capacity	2	
MPH 522 Organization, Communications, and Advocacy in Systems Change	2	
MPH 523 Evaluating Systems Change	2	
MPH 524 Contemporary Issues in Health Systems and Policy	2	
PUBADM 501 Public Policy Process	3	
Elective Courses	6-11	
<b>Culminating Activity</b>		
<b>Capstone Option</b> MPH 692 Capstone Course (2 cr)	<b>Thesis Option</b> MPH 593 Thesis (4-6 cr) MPH 688 Thesis Proposal (1 cr)	2-7
<b>Total</b>	<b>42</b>	
<b>Health Management and Leadership Emphasis</b>		
MPH 530 Data-Informed Decision Making	2	
MPH 531 Leadership and Strategic Planning in Health Promoting Organizations	2	
MPH 532 Managing Human Resources in Health Promoting Organizations	2	
MPH 533 Managing Financial Resources in Health Promoting Organizations	2	
MPH 534 Managing Partnerships to Achieve Public Health Goals	2	
MPH 535 Evaluating Organizational Effectiveness	2	
Elective Courses	7-12	
<b>Culminating Activity</b>		
<b>Capstone Option</b> MPH 692 Capstone Course (2 cr)	<b>Thesis Option</b> MPH 593 Thesis (4-6 cr) MPH 688 Thesis Proposal (1 cr)	2-7
<b>Total</b>	<b>42</b>	

## Graduate Certificates

<b>Graduate Certificate in Health Services Leadership, Data-Driven Decision Making</b>	
<b>Course Number and Title</b>	<b>Credits</b>
MPH 504 Applied Epidemiology	2
MPH 506 Applied Statistics in Public Health	2
MPH 530 Data-Informed Decision-Making	2
MPH 540 Advanced Statistics in Public Health	3
MPH 541 Leading with Data	3
<b>Total</b>	<b>12</b>

<b>Graduate Certificate in Health Services Leadership, Health Mgmt. and Leadership</b>	
<b>Course Number and Title</b>	<b>Credits</b>
MPH 530 Data-Informed Decision Making	2
MPH 531 Leadership and Strategic Planning in Health Promoting Organizations	2
MPH 532 Managing Human Resources in Health Promoting Organizations	2
MPH 533 Managing Financial Resources in Health Promoting Organizations	2
MPH 534 Managing Partnerships to Achieve Public Health Goals	2
MPH 535 Evaluating Organizational Effectiveness	2
<b>Total</b>	<b>12</b>

### Master of Public Health Part-Time Plans of Study by Emphasis

The MPH program format and cohort model is designed for most students to enroll part-time. These students take 7-8 credits each fall and spring semester. They complete the program in 5 ½ semesters.

Prevention and Intervention Programming				
	FALL		SPRING	
YEAR 1	1 <sup>st</sup> 7 Weeks	2 <sup>nd</sup> 7 Weeks	1 <sup>st</sup> 7 Weeks	2 <sup>nd</sup> 7 Weeks
	MPH 500 (2)	MPH 501 (2)	MPH 502 (3)	
	MPH 504 (2)	MPH 506 (2)	MPH 505 (2)	MPH 503 (2)
YEAR 2	1 <sup>st</sup> 7 Weeks	2 <sup>nd</sup> 7 Weeks	1 <sup>st</sup> 7 Weeks	2 <sup>nd</sup> 7 Weeks
	MPH 510 (2)	MPH 511 (2)	MPH 512 (2)	MPH 513 (2)
	Elective (2)	Elective (2)	Elective (2)	Elective (2)
YEAR 3	1 <sup>st</sup> 7 Weeks	2 <sup>nd</sup> 7 Weeks	1 <sup>st</sup> 7 Weeks	2 <sup>nd</sup> 7 Weeks
	MPH 514 (2)	MPH 515 (2)	MPH 590 (1)	
	Elective (2)	Elective (2)	MPH 692 (2)	

Systems Analysis and Innovation				
	FALL		SPRING	
YEAR 1	1 <sup>st</sup> 7 Weeks	2 <sup>nd</sup> 7 Weeks	1 <sup>st</sup> 7 Weeks	2 <sup>nd</sup> 7 Weeks
	MPH 500 (2)	MPH 501 (2)	MPH 502 (3)	
	MPH 504 (2)	MPH 506 (2)	MPH 505 (2)	MPH 503 (2)
YEAR 2	1 <sup>st</sup> 7 Weeks	2 <sup>nd</sup> 7 Weeks	1 <sup>st</sup> 7 Weeks	2 <sup>nd</sup> 7 Weeks
	MPH 520 (2)	MPH 521 (2)	MPH 522 (2)	MPH 523 (2)
	Elective (2)	Elective (2)	Elective (2)	Elective (2)
YEAR 3	1 <sup>st</sup> 7 Weeks	2 <sup>nd</sup> 7 Weeks	1 <sup>st</sup> 7 Weeks	2 <sup>nd</sup> 7 Weeks
	MPH 524 (2) PUBADM 501 (3) Elective (3)		MPH 590 (1) MPH 692 (2)	

### Health Management and Leadership

	<b>FALL</b>		<b>SPRING</b>	
<b>YEAR 1</b>	<b>1<sup>st</sup> 7 Weeks</b>	<b>2<sup>nd</sup> 7 Weeks</b>	<b>1<sup>st</sup> 7 Weeks</b>	<b>2<sup>nd</sup> 7 Weeks</b>
	MPH 500 (2)	MPH 501 (2)	MPH 502 (3)	
	MPH 504 (2)	MPH 506 (2)	MPH 505 (2)	MPH 503 (2)
<b>YEAR 2</b>	<b>1<sup>st</sup> 7 Weeks</b>	<b>2<sup>nd</sup> 7 Weeks</b>	<b>1<sup>st</sup> 7 Weeks</b>	<b>2<sup>nd</sup> 7 Weeks</b>
	MPH 530 (2)	MPH 531 (2)	MPH 532 (2)	MPH 533 (2)
	Elective (2)	Elective (2)	Elective (2)	Elective (2)
<b>YEAR 3</b>	<b>1<sup>st</sup> 7 Weeks</b>	<b>2<sup>nd</sup> 7 Weeks</b>	<b>1<sup>st</sup> 7 Weeks</b>	<b>2<sup>nd</sup> 7 Weeks</b>
	MPH 534 (2)	MPH 535 (2)	MPH 590 (1) MPH 692 (2)	
	Elective (2)	Elective (2)		

### Master of Public Health Full-Time Plans of Study by Emphasis

The full-time MPH program is designed to be completed in 4 semesters with courses taken each fall and spring semester. However, since the MPH program format and cohort model is primarily designed to serve part-time students, the credit load for full-time students will likely exceed 9 credits per semester.

<b>Prevention and Intervention Programming</b>				
	<b>FALL</b>		<b>SPRING</b>	
<b>YEAR 1</b>	<b>1<sup>st</sup> 7 Weeks</b>	<b>2<sup>nd</sup> 7 Weeks</b>	<b>1<sup>st</sup> 7 Weeks</b>	<b>2<sup>nd</sup> 7 Weeks</b>
	MPH 500 (2)	MPH 501 (2)	MPH 502 (3)	
	MPH 504 (2)	MPH 506 (2)	MPH 505 (2)	MPH 503 (2)
	MPH 510 (2)	MPH 511 (2)	MPH 512 (2)	MPH 513 (2)
<b>YEAR 2</b>	<b>1<sup>st</sup> 7 Weeks</b>	<b>2<sup>nd</sup> 7 Weeks</b>	<b>1<sup>st</sup> 7 Weeks</b>	<b>2<sup>nd</sup> 7 Weeks</b>
	MPH 514 (2)	MPH 515 (2)	MPH 590 (1)	
	Elective (2)	Elective (2)	MPH 692 (2)	
	Elective (2)	Elective (2)	Elective (2)	Elective (2)

<b>Systems Analysis and Innovation</b>				
	<b>FALL</b>		<b>SPRING</b>	
<b>YEAR 1</b>	<b>1<sup>st</sup> 7 Weeks</b>	<b>2<sup>nd</sup> 7 Weeks</b>	<b>1<sup>st</sup> 7 Weeks</b>	<b>2<sup>nd</sup> 7 Weeks</b>
	MPH 500 (2)	MPH 501 (2)	MPH 502 (3)	
	MPH 504 (2)	MPH 506 (2)	MPH 505 (2)	MPH 503 (2)
	MPH 520 (2)	MPH 521 (2)	MPH 522 (2)	MPH 523 (2)
<b>YEAR 2</b>	<b>1<sup>st</sup> 7 Weeks</b>	<b>2<sup>nd</sup> 7 Weeks</b>	<b>1<sup>st</sup> 7 Weeks</b>	<b>2<sup>nd</sup> 7 Weeks</b>
	MPH 524 (2) PUBADM 501 (3)		MPH 590 (1) MPH 692 (2) Elective (3)	
	Elective (2)	Elective (2)	Elective (2)	Elective (2)

<b>Health Management and Leadership</b>				
	<b>FALL</b>		<b>SPRING</b>	
<b>YEAR 1</b>	<b>1<sup>st</sup> 7 Weeks</b>	<b>2<sup>nd</sup> 7 Weeks</b>	<b>1<sup>st</sup> 7 Weeks</b>	<b>2<sup>nd</sup> 7 Weeks</b>
	MPH 500 (2)	MPH 501 (2)	MPH 502 (3)	
	MPH 504 (2)	MPH 506 (2)	MPH 505 (2)	MPH 503 (2)
	MHS 530 (2)	MHS 531 (2)	MHS 532 (2)	MHS 533 (2)
<b>YEAR 2</b>	<b>1<sup>st</sup> 7 Weeks</b>	<b>2<sup>nd</sup> 7 Weeks</b>	<b>1<sup>st</sup> 7 Weeks</b>	<b>2<sup>nd</sup> 7 Weeks</b>
	MPH 534 (2)	MPH 535 (2)	MPH 590 (1) MPH 692 (2)	
	Elective (2)	Elective (2)		
	Elective (2)	Elective (2)	Elective (2)	Elective (2)

## Section III: Application, Admission, & Selection Process

### Application Deadlines

The MPH and graduate certificate programs accept applicants for **fall semester start only**.

#### January 15 (Priority Deadline)

To be among the *first* group of applicants considered for fall start, the MPH/graduate certificate programs must receive **both** prospective students' completed application materials and notice of their acceptance to Boise State Graduate College by January 15<sup>th</sup>.

#### May 15 (Final Deadline)

If openings remain after all January 15<sup>th</sup> applicants have been considered, applications received between January 15<sup>th</sup> and May 15<sup>th</sup> will be considered for program admission.

### Admission Requirements

Prospective students must first be accepted to Boise State Graduate College before being considered for the MPH or graduate certificate programs. Applicants must satisfy all the following to be accepted into Boise State Graduate College.

Boise State Graduate College

- A baccalaureate degree from a regionally accredited U.S. college or university, **or** a degree from a non-U.S. institution of higher education that is judged equivalent to a U.S. baccalaureate degree by the international admissions office.
- A cumulative GPA of at least a 3.00 (on a 4-point scale) for all undergraduate work
- International students must submit:
  - official [TOEFL or IELTS results](#). (Both test English language proficiency.)
  - [Documentation that they have adequate financial resources](#) to cover one year of living expenses, tuition, and fees.

For additional information about applying to Boise State as an international graduate student, please see Boise State's [admissions for international graduate students](#) page.

## MPH Program/Graduate Certificates Admission Requirements

Once applicants have been accepted to Boise State Graduate College, they can become candidates for admission to the MPH/graduate certificates program. The following are taken into consideration when making program admission decisions:

- Applicants' knowledge and/or experience related to public health or health care. Evidence of this kind of knowledge may include:
  - Completion of substantial undergraduate coursework in health science or a closely related field (e.g., public health, biology, nursing, education, psychology, social work, sociology, etc.), **or**
  - A history of coursework in public health or health-related work experience.
- All the following:
  1. Official transcripts from all colleges attended.
  2. A 500-word statement explaining educational and career background and future objectives. (250 words for the graduate certificates program.)
  3. A current résumé or curriculum vitae.
  4. Two letters of recommendation.
  5. Completion of a proctored writing assessment.

## Application Process

Students must complete the following steps before the program deadline.

### Steps

1. Apply to [Boise State Graduate College](#)
2. Gather Required Documentation
  - a) Official transcripts from all colleges attended.

### *Domestic Transcripts*

You must request official transcripts from each educational institution you have attended beyond high school. (There is no need to request any from Boise State.)

There are three ways official transcripts may be submitted. These are:

- i) The educational institution can mail them directly to Boise State Graduate College.

### **Mailing Address:**

Boise State University  
Graduate College  
1910 University Drive  
Boise, ID 83725-1110

- ii) An approved transcript service provider may email them directly to the following address as a secure PDF.

**Email address:** [gradcoll@boisestate.edu](mailto:gradcoll@boisestate.edu).

- Credentials eScript-Safe (formerly known as Script-Safe International)
- Credential Solutions Transcripts Network and Transcripts Plus
- National Student Clearinghouse
- Parchment Exchange (formerly known as Docufide and Avow Systems)

- iii) An institution may fax them to Boise State Graduate College at 208-426-2789. To be considered official, a faxed transcript must:

- Be sent directly to the Graduate College from the institution,
- Be considered an official transcript. (It cannot be stamped as *Unofficial* or *Student Copy*.)
- Have a fax header line showing the institution name, fax number, date and time of transmission, and the number of pages,
- Be accompanied by a cover sheet that shows the following:
  - Current Date
  - Name of the institution sending the fax.
  - Sender's name, fax number, and phone number
  - Your name
  - Your Boise State Student ID number or the last four digits of your social security number
  - Description of the document being faxed (e.g., *Official Transcript*)
  - Number of Pages

At this time, Boise State University cannot count transcripts faxed from outside the United States as official.

#### *International Transcripts*

International applicants must submit transcripts to Boise State's international admissions office. Visit the [international admissions page that covers submission of international transcripts](#).

For more information and frequently asked question about transcripts, please visit: [Graduate Admission FAQ](#)

- b) A 500-word statement explaining educational and career background and future objectives.
- c) A current résumé or curriculum vitae.
- d) Two letters of recommendation.

*Who should provide letters of recommendation?*

Recommendation providers are individuals who complete and submit a recommendation on your behalf. They should be people with whom you have worked closely. They should have the knowledge to comment on your ability to succeed in graduate school and/or the public health profession (e.g., former professors, employers, volunteer coordinators, etc.).

*How should my recommendation providers submit their letters?*

Recommendations are requested electronically after you enter your recommendation providers' names and contact information into the online graduate application.

### 3. Schedule a Proctored Writing Assessment

Why may I need to complete a writing assessment?

Writing is an important predictor of student success. The MPH program writing assessment requires students to craft a response to a standardized question in a 1 hour timeframe. The results are used by the MPH selection committee to evaluate the applicant's ability to develop and communicate an argument or position on a health-related topic.

The assessment is online. Please email [mphinfo@boisestate.edu](mailto:mphinfo@boisestate.edu) to schedule your writing assessment.

**You may be exempt** from a writing assessment if:

- You have completed a post-graduate (master or doctoral) degree.
- You are a U.S. resident who has taken the GRE within the last three years, and you received a score of 4.5 or higher on its analytical writing portion.
- Please email [mphinfo@boisestate.edu](mailto:mphinfo@boisestate.edu) to indicate your exemption, if the above apply to you.

### 4. Monitor your Application Status.

To check your application status:

- A. Log in to your application at [Boise Graduate College's application page](#).
- B. Click on your submitted graduate application.
- C. Click **Home** in the menu on the left-hand side of the screen.

The page that appears will show your application's status.

## Selection Process

### Master of Public Health Program

Step	What Happens	When it Happens
Review of Applications	Applications received by <b>January 15<sup>th</sup></b> are considered.	January 16 <sup>th</sup> – May 15 <sup>th</sup>
	Applications received after January 15 <sup>th</sup> but before May 15 <sup>th</sup> are considered <i>only</i> if space remains in the program.	May 16 <sup>th</sup> – June/July
Applicant Recommendations are sent to Boise State Graduate College	The MPH selection committee submits its recommendations to Boise State Graduate College for approval and processing.	On-going from January 16 <sup>th</sup> until the program is filled.
Decision Notification	The Dean of Boise State Graduate College reviews the MPH selection committee's recommendations. The Graduate College then notifies students of acceptance status.	2-4 weeks after application deadline

### Graduate Certificates Program

Applicants are admitted to the graduate certificates program on an on-going basis, although all students will start during the fall semester. Completed applications will be reviewed by the MPH Program Director. Students will be notified of acceptance status by Boise State Graduate College.

## Section IV: Academic Advising & Program Policies

### Academic Advising

The MPH program director will be your primary academic advisor. You will work with the director to develop an approved plan of study during your first semester in the program. While developing your plan of study, you will select elective courses and create a plan that identifies which semester you will take each course.

When registering for later semesters, your plan of study will ensure you sign up for the courses necessary to graduate on time. If you need to make changes, you can make an appointment with the program director to update your plan. Additionally, the MPH program director will be able to help answer any questions you have about the requirements of the department and of Boise State University.

### Supervisory Committee

Students choosing to complete a thesis will establish a supervisory committee. The committee will be responsible for mentoring the student through the thesis process.

### Committee Membership

The committee is comprised of:

1. A minimum of three graduate faculty members in the School of Public and Population Health. One of which will serve as the student's thesis chair.
2. Additionally, the student may select one member of choice to participate in the committee that is not part of SPPH.

The MPH Program Director will serve as a student's advisor until their supervisory committee is chosen.

### Academic Standards

The MPH program expects students to earn grades of B or better in their coursework. A grade of B- or below in a single course will result in academic probation. A grade lower than B in a second course will result in dismissal from the program/certificate. Retaking a class in which a student earned a grade lower than B will neither remove a student from academic probation nor lead to reinstatement in the program.

## The Meaning of Grades

The following description is offered to provide you with context of how faculty interpret and apply grades.

Imagine that work done/documents created for the MPH/graduate certificates program were instead done for a client or employer.

A document earning a grade of . . .	. . . is of a quality to engender this kind response in a work environment.
<b>A</b>	This is <i>excellent</i> work. A supervisor/client would be impressed and would proudly pass along this document to their superiors without revision. They would favorably remember the document when conducting performance evaluations or making decisions about promotion or salary increases.
<b>B</b>	This is <i>professional</i> work. The employer/client would appreciate the efforts invested in constructing a clear, well-organized document. However, they would want to see a fair amount of revision before it was published. The client/employer might remember the document when conducting performance evaluations, but they would also remember the extra work involved in revising it.
<b>C</b>	This is <i>competent, but ordinary</i> work. The client/supervisor would be somewhat disappointed in the product and would want to see substantial revisions. They may contact the MPH director to discuss the technical writing competencies required by the program.
<b>D</b>	This is <i>unacceptable</i> work. The client/supervisor would doubt the employee's ability to revise the document to their satisfaction and would assign the task to another employee. They would question the employee's basic competence as well as the program's academic reputation.
<b>F</b>	This is a failure to meet the client/employer's minimum expectations. The employee no longer has a job.

## Plagiarism and Cheating

Cheating and plagiarism in any form are unacceptable. All student work must represent its author's own ideas, concepts, and current understanding.

Cheating includes:

- Buying or using another person's work i.e., work not composed by the student.
- Copying from another paper, project, or examination before, during, or after the assignment is given.
- Use of crib notes or other means of information retrieval from computers, calculators, or notes without permission of the instructor.
- Collaboration on take-home examinations when such collaboration is expressly prohibited by the course instructor.
- Allowing another to substitute for taking an examination.

*A student who has cheated will be assigned a course grade of F, be excluded from the course, and be referred to the dean of students for disciplinary action. (Common examples of such action include academic probation, suspension, and expulsion from the university.)*

Plagiarism includes:

- Failing to give credit for ideas, statement of facts, or conclusions derived from another author.
- Failing to use quotation marks when quoting directly from another author whether the quote is a paragraph, a sentence, or a part thereof.
- Copying and pasting substantial information from an internet site and presenting the information as your own.
- Submitting a paper purchased from a "research" or term paper service.
- Renaming a friend's paper and turning it in as your own or taking a paper from "house files" and turning it in as your own work.

*A student who plagiarizes material will be assigned a course grade of F, be excluded from the course, and be referred to the dean of students for disciplinary action. Common examples of such disciplinary action include academic probation, suspension, and expulsion from the university.*

To avoid even the appearance of plagiarism, the program recommends:

- **Erring on the side of caution.** If you are not sure whether you should cite a source, do it. Over-citing is much safer than under-citing. For example, if the information coming from one source constitutes an entire written paragraph, cite that source at the beginning and the end of the paragraph. Be sure to indicate that all the information in the paragraph was developed by the source.

- **Checking relevant sources to determine how and how often you should cite your sources.** For example, the APA Publication Manual includes an entire section on plagiarism and how to avoid it.
- **Asking your instructors.** We are always happy to help clarify when and how sources are to be cited.

### Graduate Catalog

The [Boise State Graduate Catalog](#) is published every year late in the spring semester. It contains important information including academic schedules and deadlines for exams, theses, projects, and more. *You are responsible for meeting all deadlines.* Thus, it is important to read the parts of the graduate catalog that apply to your program.

It is also a good idea to keep all graduate catalogs from your tenure at Boise State University. As a rule of thumb, you should follow the curriculum published in the catalog for your first year of attendance. However, a student may elect to graduate under the curriculum of any academic year during which they are enrolled in the MPH program.

### Time Limits for Completion

#### Master's Degrees

At Boise State University, all requirements for a master's degree must be satisfied within seven (7) years. This seven-year countdown starts during the semester in which the student completes their first MPH course and ends at the date of graduation.

Students whose coursework exceed the seven-year limit must submit a formal request for an extension to the director of the MPH program. This request must include an explanation for the delay in completing the program as well as the student's plan to complete all requirements within the requested extension period.

After consultation with faculty, the program director may recommend a waiver to the graduate dean. If the dean approves the request for extension, the program may require one or more of the following additional degree requirements:

- Submission of a paper discussing major new developments in the MPH core areas in which the outdated course(s) was/were taken.
- Revalidation of the course(s) through an oral exam, written exam, or by repeating the course(s).

#### Graduate Certificates

Students must be admitted to a graduate certificates program before completing one third of the total credits required for the program. Students pursuing the graduate certificate in *Health Management and Leadership* must be admitted to the program before completing five (5) credits.

All requirements for graduate certificates, including those completed at other educational institutions, must be both started and completed within a single, continuous interval of no longer than four (4) years.

### Dress Code

Students' appearance should be professional whenever having direct contact with community members or the people we serve.

### Financial Aid, Assistantships, and Scholarship Opportunities

The MPH Program offers limited graduate assistantships with competitive stipends and fee waivers during the academic year. For questions about MPH graduate assistantships, contact [MPHinfo@boisestate.edu](mailto:MPHinfo@boisestate.edu).

Students may also qualify for loans through the [Financial Aid Office](#). A limited number of scholarships are also available. More information on funding graduate school can be found [Boise State Graduate College's tuition and funding page](#).

### Policy: Grades of I (Incomplete)

According to university regulations, a grade of I (Incomplete) can be given when a student's work has been satisfactory up to the last three weeks of the semester. The student has one year to complete the work assigned by their instructor. If the work is not completed by that time, the student will receive a failing grade.

A contract will be written between the student and the instructor that will include the conditions for satisfying the Incomplete. That contract and any exams to be completed will be retained in the student's file in the MPH director's office.

### Disciplinary Removal from a Course or Program

Students are referred to the [Boise State University Graduate Catalog](#) for policies relating to dismissal actions. All students have the right to appeal any dismissal action.

### Appeals Process

Any complaint or problem the student has regarding work or behavior in class should immediately be brought to the attention of the instructor for prompt resolution. If satisfactory resolution cannot be obtained after consulting with the course instructor, the complainant should bring their concern to the MPH program director.

If a satisfactory resolution is not obtained after consultation with the program director, the complainant may contact the Graduate College ([graduatecollege@boisestate.edu](mailto:graduatecollege@boisestate.edu)). They may also follow the procedures outlined in Boise State's [Academic Grievance Policy \(Policy 3140\)](#).

Complaints, problems, or concerns regarding the MPH program should be brought to the attention of the Program Director or the [Dean of the College of Health Sciences](#).

## Section V: Candidacy and Graduation

### Important Dates and Deadlines

For more information: <https://www.boisestate.edu/registrar/boise-state-academic-calendars/>

Step	Activity	Timeline/Due Date	
1	Application for Admission to Candidacy (AAC)	The AAC is a form all graduate students submit <b>before</b> applying for graduation. It can be submitted as early as when ½ of the credit requirements for the degree have been completed or as late as the deadline below. <a href="#">More</a> .	
		<b>To graduate in . . .</b>	<b>. . .the AAC is due . . .</b>
		December 2022	April 4, 2022
		May 2023	October 31, 2022
		Summer 2023	March 1, 2023
2	Application for Graduation	Due the <b>1<sup>st</sup> Friday</b> of the semester you plan to graduate.	
		<b>To graduate in . . .</b>	<b>. . .this is due . . .</b>
		December 2022	August 26, 2022
		May 2023	January 13, 2023
		Summer 2023	May 26, 2023
3	Culminating Project	Must be completed by the end of the <b>9<sup>th</sup> week</b> of fall semester or the <b>12<sup>th</sup> week</b> of spring semester.	
		<b>To graduate in . . .</b>	<b>. . .the defense deadline is . . .</b>
		December 2022	October 21, 2022
		May 2023	March 10, 2023
		Summer 2023	June 23, 2023
4	Submit to Graduate College (Thesis only)	Must be submitted to Graduate College for review by the end of the <b>12<sup>th</sup></b> week of fall semester or the <b>13<sup>th</sup></b> week of spring semester.	
		<b>To graduate in . . .</b>	<b>. . .this is due . . .</b>
		December 2022	December 9, 2022
		May 2023	April 28, 2023.
		Summer 2023	August 4, 2023.

### Applying for Candidacy

Master's students can apply for candidacy as soon as one half (1/2) of the total credit requirements for the degree or certificate are completed and as late as the deadline specified on the academic calendar. A separate application must be submitted for each graduate degree and/or certificate program being completed.

To document your candidacy for a graduate degree you must complete an [Application for Admission to Candidacy form](#) and submit it to your supervisory committee for approval, if applicable.

For more information, go to the Boise State Graduate College's [Application for Admission to Candidacy Instructions](#) page.

### Applying for Graduation

You must apply for graduation no later than the end of the first week of the semester you intend to graduate. (See the table on page 29 of this handbook or find the current [Academic Calendar](#) for the exact date.) To ensure your candidacy, please review your degree progress report on [MY.BOISESTATE](#) with your academic advisor. You may apply for graduation by logging on to your [MY.BOISESTATE](#) student account. A non-refundable graduation application fee must be paid when applying. A graduation evaluator will review your application after the 10th day of the semester in which you intend to graduate. Upon review of your application, you will receive an email notifying you whether you are a valid candidate for graduation.

### Culminating Activities (MPH Only)

Culminating activities serve as the capstone to the graduate student's program of study. Hence, they should demonstrate the student's ability to synthesize academic learning and skill development. They should also signal the student's readiness to work independently.

The MPH program requires the completion of *either* a capstone project *or* a thesis. Students may begin working on a thesis or capstone project once they complete 18 credits of required graduate coursework.

#### Option 1: Completion of a Capstone Project and Internship

By completing a capstone project, students study a health-related educational, management, or policy need and create a solution. The project's deliverable is a well-developed, usable product that builds on preparatory coursework and study. Examples might include the development and implementation of a program-specific evaluation strategy, the development of a policy manual for a managed care facility, the development of a substance abuse health education curriculum for a specific population, or the implementation of a pilot study.

Capstone projects are completed during a student's final semester, and only after completing all foundational and emphasis/major coursework. At least one credit of internship must be completed during a student's final semester after completing all foundational and emphasis/major coursework.

## Option 2: Completion of a Thesis and Internship

The purpose of the thesis is to demonstrate the student's ability to research a topic of importance and report the results of that research in both verbal and written forms.

### What is a thesis?

A thesis documents original research carried out while students are enrolled in the MPH program. It is characterized by a clearly stated hypothesis that is investigated using analysis and synthesis of data or other scholarly evidence. A thesis includes a discussion of the relevant literature and demonstrates students' ability to independently address significant intellectual problems with concepts and methods accepted in the public health field.

### Process

Students who want to complete a thesis must receive approval to do so no later than the end of their first semester in the program. These students should schedule a meeting with the MPH program director as soon as possible. During this meeting, students will identify a supervisory committee chair. These students will work on their thesis throughout their time in the program. Students who have met all graduate degree credit requirements short of completing a thesis will be required to register for MPH 688 (Thesis Proposal) three (3) semesters prior to their anticipated graduation date. Students must register for MPH 593 to complete their thesis. At least one credit hour of internship must be completed during a student's final semester after completing all foundational and emphasis/major coursework.

Preparation of the actual product or data collection for a thesis may not begin until the student's thesis chair and the MPH program director and, if indicated, the [Institutional Review Board](#) (IRB), have approved the thesis proposal and associated IRB materials.

The student will present an oral defense of the completed thesis to their supervisory committee, graduate students, and other invited guests. The final version of the manuscript must be reviewed by the student's supervisory committee and by the office of the dean of the Graduate College.

### Internships

Internship represents one of two parts of the required culminating experience in the MPH program. Internships can be an important way of gaining real-world experience as a public health practitioner, helping meet a need in the community, and demonstrating an ability to apply the skills and knowledge learned in the program to actual practice.

The process of identifying the focus of MPH internships is primarily student driven. The goals and activities of the internship should reflect a student's professional aspirations, create new connections, and enhance their skills. In consultation with the program's internship coordinator, students identify a community partner and use [this guidance](#) to establish internship(s).

Here are a few parameters to keep in mind when envisioning an internship experience:

1. All students must take at least 1 credit of internship during their final semester in the program (i.e., spring semesters) as part of their culminating experience. During this semester, students will apply the knowledge and skills developed in the program to the practice setting. Depending on the scope of their internship and internship project, most

students will take more than one internship credit, especially students with limited professional experience in public health.

2. Some students will choose to take additional internship credits at other times during the program to gain professional experience and practice applying academic knowledge to the practice setting. These students may take as many as 6 credits of internship throughout the program with at least 1 credit being completed during their final semester (spring).
3. Each internship credit requires approximately 50 hours of on-the-job experience.
4. Each internship experience should yield a tangible work product, i.e., something the student can submit to the program as evidence of work accomplished and learning that occurred. The nature of work should complement the student's academic and professional goals.
5. Students who aren't currently employed as public health professionals are encouraged to complete more internship credits to gain professional experience.
6. All students must contact [Dr. Sarah Toevs](#) no later than the week prior to Thanksgiving of their final fall semester. This will enable them to make the arrangements necessary to complete the required 1 credit internship during the final semester of the program. Students wishing to take additional internship credits during summer or fall can contact Dr. Toevs at any time prior to the end of each semester's drop/add period. *However, setting up an internship can be time intensive.* In order to assure they are able to complete an internship, students should reach out to Dr. Toevs as early as possible for fall and summer internships.

#### MPH Thesis Milestones – Step by Step

What Needs to Be Done	Deadline	Where/How Submitted
Get approval to pursue a thesis and approval of a thesis chair from the graduate director	<b>Full-Time Students</b> - No later than end of 1 <sup>st</sup> sem. <b>Part-Time Students</b> - By the end of fall sem. of Year 2.	Coordinate with MPH director in person and via email.
Appointment of Supervisory Committee	<b>Full-Time Students</b> - No later than the end of the 8th week of spring sem. of year 1. <b>Part-Time Students</b> - No later than the end of the 8th week of spring sem. of year 2.	<a href="#">Appointment of Supervisory Committee</a> *Must be approved by MPH director prior to submission via email or in person.
Develop thesis proposal	<b>Full-Time Students</b> - 2 <sup>nd</sup> sem. of program. <b>Part-Time Students</b> -No later than 4 <sup>th</sup> sem. of program.	
Distribute proposal to committee	2 weeks prior to oral proposal defense.	To committee via email after thesis chair has approved it for distribution

Oral proposal defense to committee, including oral defense presentation	End of the sem. in which the thesis proposal is developed (or the beginning of the next sem.)	In person
Application to Admission to Candidacy	After proposal is approved by the committee	<a href="#">Application for Admission to Candidacy</a>
Complete study and written thesis document		
Defense Attendance Confirmed	At least 4 weeks prior to the defense date, However, the earlier the better.	Use Google Calendar or <a href="#">Doodle</a> to invite committee to a meeting.
Distribute thesis to committee	2 weeks prior to oral thesis defense date.	To committee via email after thesis chair has approved it for distribution.
Graduate Defense Notification Form	2 weeks prior to oral thesis defense date	<a href="#">Graduate Defense Notification Form</a>
Final Thesis Defense	7-8 weeks prior to the end of sem. See <a href="#">Graduate Student Success Center</a> for deadlines.	In person
Complete the Defense Committee Approval form	During the defense meeting	<a href="#">Defense Committee Approval Form</a>

What Needs to Be Done	Deadline	Where/How Submitted
Submit your thesis to the Graduate College for the Final Reading Approval	Approximately 5-6 weeks prior to the end of sem. See <a href="#">Graduate College website</a> for specific deadlines.	<a href="#">Final Reading Approval Form</a>
Upload your final thesis to ScholarWorks	Approximately 5-6 weeks prior to the end of the semester. Please see <a href="#">Graduate College website</a> for specific deadlines.	<a href="#">Boise State ScholarWorks page</a>
Complete the Access Agreement Form	Approximately 5-6 weeks prior to the end of the semester. Please see <a href="#">Graduate College website</a> for specific deadlines.	<a href="#">Access Agreement Form</a> (Requires sign in)
Complete the Approval Page for E-copy	Approximately 5-6 weeks prior to the end of the semester. Please see <a href="#">Graduate College website</a> for specific deadlines.	<a href="#">Approval Page for Electronic Copy</a>

A comprehensive list of graduate forms and instructions for completing each may be found on the [Boise State Graduate College forms](#) page.

#### Thesis Proposal Requirements

The proposal must include:

- A clear statement of the problem, need, question or issue.
- A literature search or pilot studies conducted to support the need for the study.
- A well-defined methodology for collection and analyzing data for the thesis. Complete information regarding IRB policies and procedures are available at Boise State's [Office of Research Compliance](#) page.

The thesis must be the student's original work.

Manuscripts must follow the [formatting requirements](#) put forth by Boise State University Graduate College.

#### Public Health Portfolio Requirements

As an MPH student, you are required to demonstrate your ability to skillfully perform the 5 core competencies associated with your public health discipline prior to graduation. To this end, you will develop and maintain a portfolio that demonstrates your ability to perform these skills. Below, you will find the requirements for this portfolio.

#### **Section 1: Academic and Professional Planning**

1. Professional statement
2. Curriculum vita
3. Professional development plan
4. Plan of study

## **Section 2: Emphasis/Major Competencies**

1. List of emphasis/major competencies
2. Example assignments demonstrating achievement of emphasis/major competencies
  - a. Competency 1 example assignment(s)
  - b. Competency 2 example assignment(s)
  - c. Competency 3 example assignment(s)
  - d. Competency 4 example assignment(s)
  - e. Competency 5 example assignment(s)

## **Section 3: MPH Internship Experience**

1. Work plan describing your internship(s) and competencies addressed
2. Work products completed during your internship

## **Section 4: Capstone Project or Thesis**

1. Capstone project or thesis
2. Reflective paper

Your portfolio will be reviewed:

- 1) at the end of your first semester MPH 500 seminar,
- 2) at the beginning of your capstone course taken during your final semester, and
- 3) at the end of your capstone.

It will be your responsibility to collect the information you need to include in your portfolio throughout the program. Please do not rely on faculty members keeping copies of your work.

Students who cannot provide examples of work that demonstrate competency attainment will not be eligible for graduation. These students will have the opportunity to remain in the program and develop work that meets this requirement. As such, please complete and retain work that demonstrates your ability to perform the core skills required by your discipline.

Portfolio Requirements, Section 2 Details  
Emphasis/Major Competencies and Required Example Assignments

Below you will find tables for each emphasis/major. Each table lists associated program competencies, the course(s) assigned to assess each competency, and examples of the types of assignments you can include in your portfolio. Faculty may change the working titles of these assignments from year to year. Please don't stress about those types of minor inconsistencies. Instead, please remember to keep copies of the major project for each course and to include them in your portfolio.

<b>Prevention and Intervention Programming Emphasis/Major</b>		
<b>Competency</b>	<b>Assigned Course</b>	<b>Example Assignment</b>
Plan to use the principles of community engagement and inclusivity when addressing public health problems. (PIP1)	MPH 510: Enhancing Community Engagement and Advocacy	<i>Community Engagement Plan</i>
Use quantitative and qualitative data to guide the development and evaluation of public health prevention and intervention programs. (PIP2)	<ol style="list-style-type: none"> <li>1. MPH 511: Community and Population Assessment, and</li> <li>2. MPH 514: Evaluating Prevention and Intervention Programs</li> </ol>	<ol style="list-style-type: none"> <li>1. <i>Community/Population Assessment Report</i> from MPH 511: Community and Population Assessment, and</li> <li>2. <i>Problem First Intervention Evaluation Report</i> from MPH 514: Evaluating Prevention and Intervention Programs</li> </ol>
Create holistic, multidisciplinary, multi-strategy, multi-level prevention and intervention plans for addressing public health problems. (PIP3)	MPH 512: Advanced Prevention and Intervention Design	<i>Problem First Prevention and Intervention Plan</i>
Develop theoretically sound, research-based prevention and intervention programs likely to improve public health. (PIP4)	MPH 512: Advanced Prevention and Intervention Design	<i>Problem First Prevention and Intervention Delivery-Ready Component Project</i>
Organize and plan for the effective management of core prevention and intervention activities, including assessment, planning, implementation, and evaluation activities. (PIP5)	MPH 513: Implementing and Managing Prevention and Intervention Programs	<i>Project Management Plan</i>
Synthesis and application of all competencies listed above.	MPH 515: Advanced Prevention and Intervention Planning	<i>Comprehensive Program Planning Project</i>

<b>Systems Analysis and Innovation Emphasis/Major</b>		
<b>Competency</b>	<b>Assigned Course</b>	<b>Example Assignment</b>
Map the evolution of existing systems and policies that influence population health using theoretical and historical perspectives. (SYS1)	MPH 520: Advanced Systems Analysis and Problem-Solving	<i>Problem Analysis Paper: Part A</i>
Evaluate the effectiveness of existing systems and policies that influence population health using quantitative and qualitative data. (SYS2)	MPH 520: Advanced Systems Analysis and Problem-Solving	<i>Problem Analysis Paper: Part B</i>
Develop proposals for reforming existing systems/institutions and creating new systems/institutions designed to improve population health in a sustainable and organizational resilient manner. (SYS3)	MPH 521: Building and Sustaining Systems Capacity	<i>System-Level Policy Proposal</i>
Create plans for promoting system and institution level change using tools associated with effective organizing, communications, and advocacy. (SYS4)	MPH 522: Organization, Communications, and Advocacy in Systems Change	<i>Planning for Social Change Project</i>
Evaluate the effectiveness of efforts to promote system and institution level change. (SYS5)	<ol style="list-style-type: none"> <li>1. MPH 523: Evaluating Systems Change</li> <li>2. MPH 523: Evaluating Systems Change</li> </ol>	<ol style="list-style-type: none"> <li>1. <i>Systems Change Evaluation Plan</i> from MPH 523: Evaluating Systems Change</li> <li>2. <i>Case Studies Assignment</i> from MPH 523: Evaluating Systems Change</li> </ol>

<b>Health Management and Leadership Emphasis/Major</b>		
<b>Competency</b>	<b>Assigned Class</b>	<b>Example Assignment</b>
Evaluate existing data and create plans for collecting any additional high-quality data necessary to support effective evidence-based decision making. (HML1)	MPH 530: Data-Driven Decision Making	<i>Problem First Data Review Project</i>
Use existing data to make real-time, evidence-based decisions and recommendations. (HML2)	MPH 530: Data-Driven Decision Making	<i>Case Studies Assignments</i>
Develop a comprehensive strategic plan for a health promoting organization that includes collaborations with relevant organizations and agencies. (HML3)	MPH 531: Leadership and Strategic Planning in Health Promoting Organizations	<i>Strategic Plan Simulation and Paper</i>
Evaluate the deployment of human resources of health promoting organizations and recommend effective action for strengthening the organizations' human resources. (HML4)	MPH 532: Managing Human Resources in Health Promoting Organizations	<i>Organizational Structure and HR Policy Analysis Project</i>
Evaluate the fiscal health of health promoting organizations and recommend effective action for strengthening the organizations' financial positions. (HML5)	MPH 533: Managing Financial Resources in Health Promoting Organizations	<i>Case Study Reviews</i>
Develop a project management plan that spans multiple organizations at multiple levels committed to solving a community or population-level public health together. (HML6)	MPH 534: Managing Partnerships to Achieve Public Health Goals	<i>Multiagency Project Management Plan</i>
Develop an evaluation plan that includes measuring changes in public health and wellbeing, organizational capacity to address public health problems, and the efficient and effective use of organizational resources to achieve public health goals. (HML7)	MPH 535: Evaluating Organizational Effectiveness	<i>Evaluating Organizational Success Project</i>

## Section VI: Support Services and Extracurricular Involvement Opportunities

### Student Services

<p><b><u>Student Basic Needs Support</u></b></p> <ul style="list-style-type: none"><li>• <a href="#">Basic Needs Support Services</a><ul style="list-style-type: none"><li>○ <a href="#">Food Assistance</a></li><li>○ <a href="#">Financial Assistance</a></li><li>○ <a href="#">Legal Assistance</a></li></ul></li><li>• <a href="#">Find Help Idaho</a></li></ul> <p><b><u>Physical and Mental Health Support</u></b></p> <ul style="list-style-type: none"><li>• <a href="#">Gender Equity Center</a></li><li>• <a href="#">Health Services</a></li><li>• <a href="#">Counseling Services</a></li><li>• <a href="#">Wellness Services</a></li><li>• <a href="#">Student Rec Center</a></li></ul> <p><b><u>Safety</u></b></p> <ul style="list-style-type: none"><li>• <a href="#">Campus Security and Police Information</a></li><li>• <a href="#">Resources for Sexual Assault, Domestic Violence, Dating Violence, and Stalking</a></li></ul> <p><b><u>Get Involved</u></b></p> <ul style="list-style-type: none"><li>• <a href="#">Graduate Student Association</a></li><li>• <a href="#">Student Involvement and Leadership Center</a><ul style="list-style-type: none"><li>○ <a href="#">Clubs and Organizations</a></li></ul></li><li>• <a href="#">Outdoor Program Trips</a></li><li>• <a href="#">Intramural and Club Sports</a></li></ul>	<p><b><u>Academic, Employment, and Other Support</u></b></p> <ul style="list-style-type: none"><li>• <a href="#">Albertsons Library</a><ul style="list-style-type: none"><li>○ <a href="#">Research Support</a></li></ul></li><li>• <a href="#">Career Center</a><ul style="list-style-type: none"><li>○ <a href="#">Handshake</a></li></ul></li><li>• <a href="#">Children’s Center</a></li><li>• <a href="#">Computer Services</a><ul style="list-style-type: none"><li>○ <a href="#">Public Computers and Kiosks</a></li></ul></li><li>• <a href="#">Educational Access Center</a></li><li>• <a href="#">Student Diversity and Inclusion</a></li><li>• <a href="#">Veteran Services</a></li><li>• <a href="#">Graduate Student Success Center</a></li><li>• <a href="#">Writing Center</a></li></ul> <p><b><u>Relevant Offices</u></b></p> <ul style="list-style-type: none"><li>• <a href="#">Academic Affairs</a></li><li>• <a href="#">Financial Aid and Scholarships</a></li><li>• <a href="#">Office of the Registrar</a></li><li>• <a href="#">Office of Information Technology</a></li><li>• <a href="#">Research and Economic Development</a></li><li>• <a href="#">Student Affairs</a></li><li>• <a href="#">Student Financial Services</a></li></ul>
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### Extra-Curricular Involvement Opportunities

Idaho Public Health Association (IPHA)

All students admitted to the MPH program are encouraged to become members of this statewide organization. IPHA offers opportunities for learning more about health issues throughout Idaho. It also serves as a source for survey and interview data and holds an annual educational meeting on topical issues in public health. Student membership is \$10. The IPHA offers several \$100 - \$500 scholarships throughout the year. More information can be found at the [IPHA website](#).

Eta Sigma Gamma

Students are encouraged to join Eta Sigma Gamma if they are eligible. Eta Sigma Gamma is an honors society for health education. To be eligible, students must have chosen the prevention and intervention programming emphasis and meet minimum GPA requirements. More specific information can be found [Eta Sigma Gamma’s](#) membership page.

For specific questions regarding the Boise State chapter, see [Boise State's Eta Sigma Gamma](#) page or email [mphinfo@boisestate.edu](mailto:mphinfo@boisestate.edu).

### Professional Certification Information

#### Certified Health Education Specialist (CHES) Examination

Academic requirements are used to determine eligibility for the CHES Exam. If you have completed the Prevention and Intervention Program coursework, you are eligible to sit for the CHES exam in your last semester or after you graduate. Please contact Dr. Schafer for more information.

To sit for this examination the following is required:

- Students must have a bachelor's, master's, or doctoral degree from an accredited institution of higher education **as well as** one of the following:
  - An official transcript (including course titles) that clearly shows a major in health education, (e.g., health education, community health education, public health education, school health education, etc.) The degree/major must explicitly be in a discipline of "Health Education" **OR**
  - An official transcript that reflects at least 25 semester hours or 37 quarter hours of course work (with a grade of "C" or better) with specific preparation addressing the [Seven Areas of Responsibility and Competency for Health Education Specialists](#) (National Commission for Health Education Credentialing).

Refer to the [NCHEC website](#) for more information on the CHES Exam.



**BOISE STATE UNIVERSITY**

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**COLLEGE OF HEALTH SCIENCE**

*School of Public and Population Health*