

MASTER OF PUBLIC HEALTH STUDENT HANDBOOK

2018



Department of Public Health Sciences
Health & Social Services Building, Room
326 1335 International Mall
PO Box 30001, MSC 3 HLS
Las Cruces, NM 88003
Telephone: 575 646 4300
Fax: 575 646 4343
Dept. web site: <http://publichealth.nmsu.edu>
Updated June 20, 2018

Table of Contents

ACKNOWLEDGEMENTS.....	4
THE DEPARTMENT, THE MPH DEGREE, AND THE PEOPLE.....	4
Department Mission	4
Introduction	4
Health Educator – Standard Occupation Classification ¹	5
MPH Program Overview	5
MPH Program Goals & Objectives	5
US/Mexico Border Emphasis	5
Dual MSW/MPH Program	6
Minors	7
Research.....	7
The MPH Faculty	7
Department Administrative Assistant.....	8
Program advisement / Faculty office hours.....	8
Orientation & the Department List-serve.....	9
MPH STUDENT ROLES AND RESPONSIBILITIES	9
Student Expectations	9
Student Performance Standards:.....	9
Student Outcomes – Health Education Emphasis	10
MPH course requirements – The following courses are required of all MPH students. Check with your Faculty Advisor for the recommended course sequencing.	10
Course expectations.....	11
Grading Scale	11
C, D, and F Grades:.....	11
Grounds for Expulsion:.....	12
Transfer of credits.....	12
Independent Study (MPH 590)	12
Field Experience	12
Comprehensive Examination (the “Final Examination”)	13
Thesis Option	14
Thesis Manuscript Option.....	15

Graduate School Deadlines & Forms	15
Leaving Graduate School	15
MPH STUDENT CODE OF CONDUCT.....	15
Student Code of Conduct, Department of Public Health Sciences	16
Discrimination:.....	16
Harassment:	16
Professional Conduct:	16
Academic Integrity:.....	16
Students’ Use of Their Own Scholarly Work.....	17
Acceptable Use of Electronic Communication.....	19
MPH STUDENT TERMINATION POLICY.....	20
Termination from the Program.....	20
Petition for Reinstatement	20
Commonly used forms	21
Degree application:.....	21
Exit interview	21
Certified Health Education Specialist (CHES).....	21
GENERAL RESOURCES FOR GRADUATE STUDENTS.....	22
Resources and services available on campus and online	22
Computer Labs – Times & Locations.....	22
Employment opportunities on campus	22
Fellowship and grant information from the Graduate School.....	23
Public Health Student Organization.....	23
Eta Sigma Gamma	23
Professional Public Health Organizations	23
Returned Peace Corps Volunteers Student Organization.....	23
Scholarships, College of Health and Social Services	23
University Research Council (URC) Annual Research Fair	23
Public Health & Health Education Organizations.....	23
MPH Alumni Networking	24
Code of Ethics for the Health Education Profession ³	24
ACKNOWLEDGMENT OF READING THE MPH HANDBOOK	27

ACKNOWLEDGEMENTS

This manual came together due to the research and resources provided by the NMSU Department of Public Health Sciences administrators, faculty, staff, and students. In addition, concepts and ideas developed by the University of Northern Colorado were utilized to frame this handbook.

THE DEPARTMENT, THE MPH DEGREE, AND THE PEOPLE

Department Mission

The Department of Public Health Sciences' mission is to provide academic, professional, and service excellence in preparing public health professionals who demonstrate competent leadership, innovation, and technical expertise at local, state, national, and international levels, with a particular emphasis on the U.S./Mexico border, rural, and tribal communities.

Introduction

The Department of Public Health Sciences (<http://publichealth.nmsu.edu>) offers the Master of Public Health degree (MPH) in Health Behavior and Health Promotion (HBHP) and Health Management, Administration and Policy (HMAP), designed to prepare public health professionals in the breadth of public health practice while also including in-depth preparation in community health education or management and administration. The mission of the MPH program is to provide academic excellence in educating health professionals who will provide competent leadership, innovation, and technical expertise at local, state, national, and international levels, and in particular with border health problems in rural communities along the U.S.-Mexico border. The degree program prepares public health professionals to function in a variety of settings, including health programs at the local, state, and federal government levels; profit and nonprofit organizations and agencies; worksite settings; and educational institutions.

HBHP classes are offered in the traditional classroom format and online; HMAP courses are offered only online. The on-line format is for people unable to attend classes on main campus, due to living far from the main campus in Las Cruces, work commitments, and other responsibilities. **NOTE: On-Campus students, with some rare exceptions, are EXPECTED to register for the on-campus (M01) sections of the classes. If determined that you are registered for an on-line section (M70) without approval, you will be moved to the M01 section.**

All students are expected to complete courses in sequence so that prerequisite knowledge and skills are developed before taking advanced courses. Opportunities for research and internships are available so students can apply knowledge and skills acquired in all classes.

The purpose of this handbook is to provide information essential to your success in the program. Please review the information and refer to it periodically throughout the program as it includes important program policies and procedures. This information is supplemental to that which exists for the Graduate School and University regulations specified in the New Mexico State University catalog. This information is available on-line at www.nmsu.edu.

Health Educator – Standard Occupation Classification¹

The Bureau of Labor Statistics (BLS) defines health educators (21-1091) as those who promote, maintain, and improve individual and community health by assisting individuals and communities to adopt healthy behaviors. Health educators collect and analyze data to identify community needs prior to planning, implementing, monitoring, and evaluating programs designed to encourage healthy lifestyles, policies and environments. Health educators may also serve as a resource to assist individuals, other professionals, or the community, and may administer fiscal resources for health education programs.

For more information read “Health educators: Working for wellness,” at <http://www.bls.gov/opub/ooq/2007/summer/art03.pdf>

MPH Program Overview

The MPH program began in the fall of 1996, was initially accredited in 2000, and received full re-accreditation in 2013 by the Council on Education for Public Health (CEPH) through December 31, 2018. The program recently applied for renewal of accreditation and results of that application are pending. NMSU is a member of the Council of Accredited MPH Programs (CAMP), and is a recognized Peace Corps Paul D. Coverdell Fellows program.

The NMSU MPH Program is a member of the Western Interstate Commission for Higher Education (WICHE) Western Regional Graduate Program (WRGP) student exchange program.

MPH Program Goals & Objectives

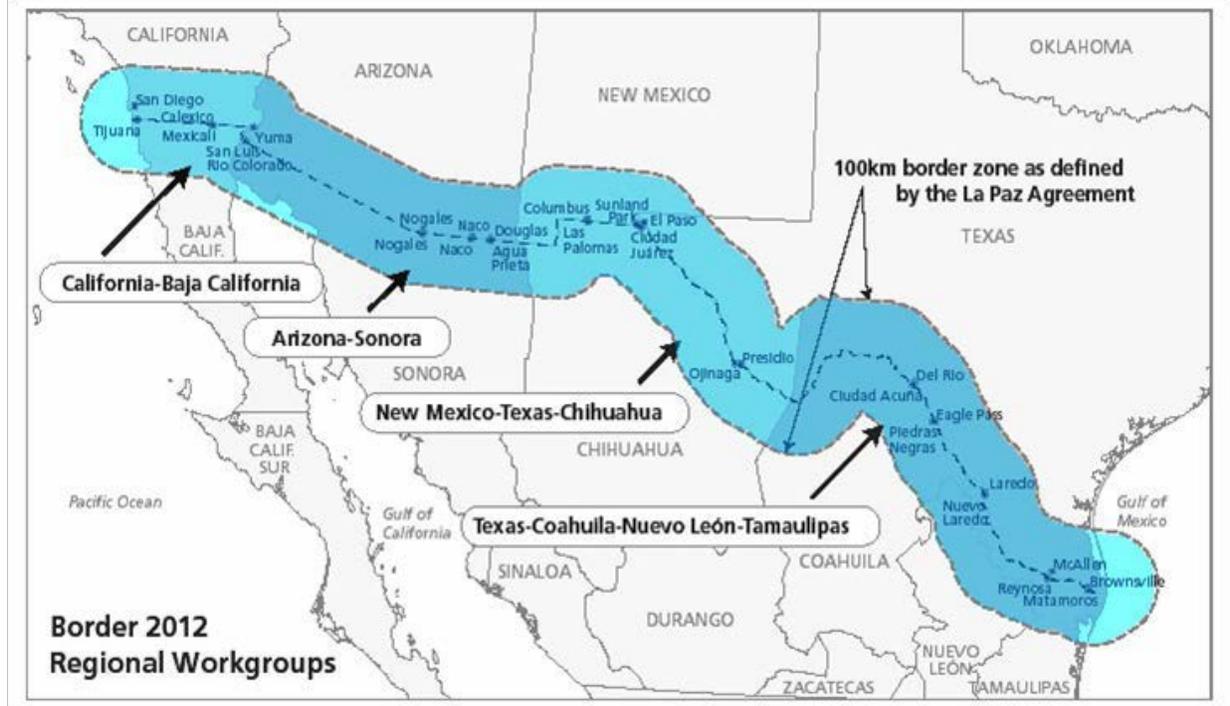
Education Goal: Prepare and produce competent professionals who have essential knowledge and skills for public health practice with diverse populations and in varied settings.

Research Goal: Conduct ethically and scientifically sound research/demonstration and translational projects to protect, improve, and/or restore the health of diverse populations.

Service Goal: Engage in service activities benefitting the university, New Mexico and regional communities, and professional associations throughout the southwest, the country, and international venues.

US/Mexico Border Emphasis

NMSU is located approximately 50 miles from the international border between El Paso, Texas and Juarez, Chihuahua, Mexico. This border spans 2,000 miles, from San Diego, CA to Brownsville, TX, comprised of 6 Mexican states and 4 US states. The population of the area is presently 15 million and is expected to double by 2025. NMSU’s proximity to the border shapes and directs many of the research and service activities undertaken by the university and the MPH program relating to border health.



Dual MSW/MPH Program

In 2006 the Dual Master of Public Health in Health Behavior and Health Promotion (formerly Community Health Education) and Master of Social Work degree was established in the College of Health and Social Services. Students enrolled in the dual MSW/MPH degree program will proceed through the course work, adhering to a recommended sequencing of courses. Specific information is available at

<http://socialwork.nmsu.edu/degrees-minors/msw-mp/>

The following serve as some of the benefits from this dual degree program:

- 1) The values and ethics of both programs are similar, and both programs have an emphasis on social justice.
- 2) The programs complement each other: public health focuses on populations of people and is highly analytical; social work focuses on individual, groups, and communities within the social environment and provides both qualitative and quantitative research classes.
- 3) Both programs heavily emphasize cross-cultural content in classes.

- 4) The MPH requires 160 clock hours of field experience for the entire program with supervision by an MPH or a Certified Health Education Specialist in an agency relevant to public health. The MSW field program has numerous placements that fit these criteria.
- 5) Completion of the MPH makes students eligible to take the Certified Health Education Specialist exam; Completion of the MSW makes students eligible for the MSW exams. Both add to graduates' employability.

In the United States, there are 42 programs nationwide that have dual MSW/MPH degrees. The degree is becoming increasingly popular. Many students find these combined degrees appealing, particularly if they are interested in public health and community outreach. Students from other countries and students who have served in the Peace Corps find that this degree furthers their careers in international service.

Minors

The Department offers two minors:

- Gerontology
- US-Mexico Border Health

Students may also seek a minor in another department if it complements their professional and personal goals, e.g., Anthropology, Communications, Psychology, etc. For the on-line MPH students, this may be more restrictive as the availability of on-line graduate courses is more limited than face-to-face options provided on main campus.

Research

This rich research and service environment has helped and enhanced NMSU to become a Carnegie R2 Research Institution, with total external research expenditures exceeding \$110 million for FY16. NMSU has the distinction of being a US Department of Education-designated Minority Institution, Hispanic Serving Institution, and a NASA Space Grant University.

Within the Department, the faculty are involved in research spanning a wide range of public health issues.

The MPH Faculty

The faculty of the MPH program has expertise in public health and community health education as well as many diverse specialty areas including health management, policy and administration.

Anup Amatya, Ph.D. (Associate Professor) earned his doctoral degree in biostatistics from the University of Illinois Chicago. His research interest is in the application of biostatistical methods in pharmaco-epidemiology and biomedical field.

Sue Forster-Cox, Ph.D., M.C.H.E.S. (Professor) received her doctoral degree from the University of New Mexico and has a specialty in health education, border health, health promotion, tribal health, and non-profit organizations.

Ernesto A. Morales, Ph.D. (Assistant Professor) received his doctoral degree from the University of Colorado Denver and has a specialty in health behavior and health education.

Charles T. Kozel, Ph.D., M.C.H.E.S. (Associate Professor) received his doctoral degree from the

University of New Mexico and has a specialty in community health education, health policy analysis, and administration.

Cynthia Kratzke, Ph.D., C.H.E.S. (Associate Professor) received her doctoral degree from Old Dominion University and has a specialty in community health education, health disparities, and cancer.

Jill McDonald, Ph.D. (Professor) received her doctoral degree from the University of Washington. She is the Stan Fulton Endowed Chair in Health Disparities Research, Director of the Southwest Institute for Health Disparities Research.

Rebecca Palacios, Ph.D. (Associate Professor) received her doctoral degree from the University of Texas at El Paso and has a specialty in health psychology, cancer prevention, health disparities in chronic diseases.

Humairat Rahman M.D, PhD: received her doctoral degree from University of South Florida and has a specialty in Environmental and Occupational Health, Toxicology, Chronic and Infectious Disease.

Satya P. Rao, Ph.D. M.C.H.E.S. (Professor) received her doctoral degree from Texas Women's University and has a specialty in domestic violence, HIV/AIDS, addictions, and community health education.

Dong Yeong Shin, Ph.D. (Assistant Professor) received his doctoral degree from the University of Alabama at Birmingham and has a specialty in health services administration in terms of strategic management, finance, human resources management, and information technology.

Joe Tomaka, Ph.D. (Professor) received his doctoral degree from the University of Buffalo. He is the is the Stan Fulton Endowed Chair in Public Health Research, Director of Crimson Research, and specializes in stress, health behavior, brief intervention, and program evaluation.

Susan Wilson, Ph.D. (Associate Professor) receiver her doctoral degree from Southern Methodist University and has a specialty in health policy and administration, anthropology and public health, rural health, international health, and health disparities.

Department Administrative Assistant

Catherine Lindsay assists the faculty, staff, and students with a range of services.

Program advisement / Faculty office hours

Program advisement: Students are assigned a faculty advisor when they are accepted into the MPH program. Students are responsibility for meeting with their advisor and discussing their course plans for each semester, field experience plans, plus any challenges or concerns they have with the program, classes, etc.

Each semester, the department places "advising holds" on student registration that prevent students from registering for classes until (a) the student meets with his/her advisor, and (b) the advisor asks the Graduate Coordinator to remove the advising hold. During the "releasing" of an advising holds, the Graduate Coordinator may discover registration holds placed by other units such as Accounts Payable or Parking Services. The Graduate Advisor does not have the authority to remove these holds, but he will notify students of their existence and the need to resolve the situation before the student can register for

classes.

A student can request a change of advisor. The Change of Advisor form is located at <http://publichealth.nmsu.edu/graduate-programs/forms/>

Faculty office hours: Each faculty member establishes his/her own office hours each semester. Students are responsible for communicating with faculty advisors and establishing times to meet as needed.

Orientation & the Department List-serve

At the beginning of each fall semester, an MPH Student Orientation is held on or near the main campus in Las Cruces to provide you with an opportunity to meet the faculty, gain an overview of the program, learn how to register for classes in sequence, and meet other MPH students. An email is sent to each student detailing the date and time for the orientation meeting.

There are two Department list-serves. One is used for student/department/university related information (MPHlist). The second is a general, larger listserv (HSCInfo) and is used to distribute information from alumni, local, state and national officials. To get on either list-serve, if you are not already on it, send an email to Sue Forster-Cox (sforster@nmsu.edu) and provide your NMSU email and full name.

MPH STUDENT ROLES AND RESPONSIBILITIES

Student Expectations

Students are expected to adhere to the highest level of professional and personal ethics at all times, in their personal demeanor, conduct, performance, plus their written and oral works. Please refer to the MPH Student Code of Conduct, towards the end of this document.

Student Behavioral Standards: All students are expected to honor and respect faculty, staff, guest speakers, and other students in the program. If a student has concerns about a particular assignment, grade, or anything else related to their academic program, they are asked to make an appointment and meet with the faculty member or student.

Academic Integrity: Academic integrity is the pursuit of scholarly activity free from fraud and deception and is an educational objective of this program. Academic dishonesty includes, but is not limited to, cheating, plagiarizing, fabricating of information or citations, facilitating acts of academic dishonesty by others, having unauthorized possession of examinations, submitting work of another person or work previously used without informing the instructor, or tampering with the academic work of other students. Any student accused of a specific act stated in the previous paragraph is subject to NMSU academic procedures relating or pertaining to violations of the student code of conduct for academic integrity. Plagiarism is a serious breach of academic dishonesty and anyone guilty of plagiarism will be subject to disciplinary action. The NSMU Library has an excellent site addressing plagiarism; students are encouraged to visit the site and use it as a reference. <http://lib.nmsu.edu/plagiarism/>

Student Performance Standards:

Graduate students are expected to attend and actively involve themselves in all class sessions and online activities.

Students should become proficient in and use the *Publication Manual of the American Psychological Association (APA)*, the latest edition, when formatting their written work. This is the recognized formatting style for the field of public health. Students are encouraged to purchase the *Publication*

Manual. Students are to proof carefully all assignments, checking for grammatical errors, punctuation and other errors, before submitting assignments.

The Writing Center on the NSMU main campus in the Clara Belle Williams building, 1st floor, is a resource available to all students. Contact them at 575-646-5297 to make an appointment to have your work reviewed/critiqued. They are available to serve online students with consultations as well.

Student Outcomes – Health Education Emphasis

The Seven Areas of Responsibility & Competency for a Certified Health Education Specialist are as follows:

Area I: Assess Needs, Resources and Capacity for Health Education/Promotion

Area II: Plan Health Education/Promotion

Area III: Implement Health Education/Promotion

Area IV: Conduct Evaluation and Research Related to Health Education/Promotion

Area V: Administer and Manage Health Education/Promotion

Area VI: Serve as a Health Education/Promotion Resource Person

Area VII: Communicate, Promote, and Advocate for Health, Health Education/Promotion, and the Profession

The complete listing of the 2015 responsibilities and competencies are found at this site:

<http://www.nchec.org/responsibilities-and-competencies>

(National Commission for Health Education Credentialing, Inc. (NCHEC and the Society for Public Health Education (SOPHE), (2015). Whitehall, PA: Author.)

A matrix of MPH courses and MPH program competencies is located at the end of this manual.

MPH course requirements – The following courses are required of all MPH students. Check with your Faculty Advisor for the recommended course sequencing.

I. Public Health Core Courses (15 credits)

MPH 510, Community and Psychosocial Aspects of Public Health (3)

MPH 520, Biostatistical Applications in Public Health (3)

MPH 530, Epidemiological Approaches to Disease Control and Prevention (3)

MPH 540, Public Health Services Design and Operation (3)

MPH 550, Environmental Public Health Issues (3)

II. Concentration (18 credits in one of the following areas)

Health Behavior and Health Promotion

MPH 570, Foundations of Public Health Education (3)

MPH 572, Techniques of Health Communication/Education (3)

MPH 573, Community Organization in Public Health (3)

MPH 574, Health Program Planning (3)

MPH 578, Evaluative Approaches in Public Health (3)

MPH 579, Research and Resources in Community Health (3)

Health Administration, Policy and Management Core Courses

- MPH 545 Health Services Organization & Delivery (3)
- MPH 546 Healthcare Financial & Budgeting Management (3)
- MPH 541 Principles of Health Program Management (3)
- MPH 558 Public Health Policy Analysis (same as PHL 458) (3)
- MPH 578 Evaluative Approaches in Public Health (3)
- MPH 547 Public Health Law and Ethics (3)

III. Cultural Foundation Course (3 credits)

Select one course from the cultural foundation series numbered MPH 560-MPH 569

IV. Additional Requirements (3 credits)

MPH 596, Field Experience (3)

Graduate-Level Elective (3) **AND** MPH Comprehensive Exam (0) **OR** MPH 599 Master's Thesis (6)

Thesis and Non-thesis Options

The thesis option requires 45 credit hours including thesis hours, while the non-thesis option requires 42 credit hours.

Final examination for the non-thesis option includes both oral and written questions pertaining to the student's graduate course work. Final examination for the thesis option consists of an oral defense of the thesis and related course work. A thesis guidelines document is available at the Department Website or by contacting the Graduate Coordinator.

In most instances, HMAP students will not be allowed to complete a thesis. Certain courses should be taken prior to engaging in a thesis. Work with your advisor to see if this is a viable option.

Electives (3 credits)

Elective 3

Course expectations

The MPH Program expects graduate students to maintain the highest levels of academic performance. Accordingly, all students must maintain a grade-point average (GPA) of at least 3.0 in all graduate courses taken as a graduate student. Graduate courses transferred from the undeclared program at NMSU or transferred from other institutions will be included in determining grade-point averages.

Grading Scale

Starting with the spring 2018 Semester, the Department of Public Health Sciences will not employ a fractional grading system. Fractional grading involves giving grades that include a plus (+) or a minus (-) such as A- or B+. Instead, faculty will use only non-fractional grades including A, B, C, D, and F.

C, D, and F Grades:

Any graduate course (required or elective) in which a student earns a C or D (including +/- grades) will not count toward a Master of Public Health degree or Graduate Public Health Certificate. Students must repeat the first course in which they earn a C or D grade. This can only be done one time. If a second grade of C or lower is earned in the repeated course or any other graduate course, the student will be dismissed (see Grounds for Expulsion).

In addition, students should be aware that a C or D grade, including a + or - grade, is included in the calculation of the cumulative grade-point average. Therefore, any grade lower than B, including B-, must be compensated for by passing grades of B or better in other courses (e.g., B+, A-, A) in order to attain or maintain a 3.0 grade-point average before awarding of the degree/certificate.

Grounds for Expulsion:

Two C or D grades, including those with +/- grades, in any graduate courses (required or elective) will result in expulsion from the MPH program.

Any single course for which an F grade is earned will result in expulsion from the MPH program.

Please refer to the current NMSU Graduate Catalog version for other details and current policies.

Transfer of credits

Graduate students may transfer coursework from a previous institution to NMSU. For master's students, at least 50% of a student's master's degree must be completed at NMSU, but the remaining 50% *may* be transferred from graduate level courses taken at another accredited university. Transfer courses are at the department's discretion, and not all departments will allow a graduate student to transfer in 50% of their program. Please refer to the current NMSU Graduate Catalog for more details and current policies.

Students should seek to transfer credits from a previous institution, for other graduate work completed, as soon as possible. The coursework must not be older than seven years at the time of your graduation from NMSU. Students need to complete the Transfer of Credit form, available on-line from the NMSU Graduate School – Forms Section and provide a copy of the course syllabus for review. The student is also required to complete a Degree Audit Exception form. The form is reviewed and approved by the student's advisor, the Graduate Coordinator, and the Graduate School.

Independent Study (MPH 590)

Students interested in pursuing a specific topic or issue for credit may elect to take MPH 590, Independent Study for 1-6 credits. Independent study classes must have prior approval of department head. Students identify a faculty member with whom they wish to conduct the Independent Study, establish a plan of action, complete the following form, and obtain the necessary signatures before they may enroll in the course.

<http://publichealth.nmsu.edu/wp-content/uploads/2011/08/independentstudy.pdf>

Field Experience

The field experience is a required and integral part of the Master of Public Health (MPH) degree program. This includes students completing the degree face-to-face, on-line, and those seeking the dual degrees of Master of Public Health/Master of Social Work. A field experience allows you, the student, the opportunity to apply classroom learning to real-world problems and solutions. Placements are made according to career goals and location preferences. The field experience may occur after the second semester, for full time MPH students and later if possible.

Students are encouraged to seek creative field experience placements that allow you to apply skills acquired in the classroom setting, assist a group or community with a public health/education issue, and promote personal and professional growth. Sites may be at local, regional, national, or international organizations or facilities. Affiliation agreements must be in place with the identified agency, program or organization prior to a student starting his/her field experience. Students are to work with their advisor and the field experience coordinator in the selection of a placement.

Complete information about the required internships is located on the Department website at:

<http://publichealth.nmsu.edu/field-experience/>

Comprehensive Examination (the “Final Examination”)

Students who pursue the non-thesis option of the MPH program are required to complete a comprehensive (final) examination in their last semester in the program. The exam is both written and oral in format.

At the time of the comprehensive (final) examination, a graduate student must have an NMSU cumulative graduate grade-point average of at least 3.0 and must be enrolled in their final semester or pay a course examination fee if not enrolled.

Students will follow the information below as a guide when undertaking their comprehensive (final) exam process.

1. Identify two Public Health Sciences faculty members and one non-Public Health Sciences faculty member, who will serve as Dean’s Representative, to sit on your committee.
 - a. All faculty must be graduate faculty members
 - b. Verify they are Graduate Faculty Members at the following site:
<http://gradschool.nmsu.edu/gradfac1.htm>
 - c. If the student has a minor, the Dean’s Representative will come from the minor program.

2. Determine who, from the Public Health Sciences faculty, you wish to have serve as committee chair and ask them if they will serve in that capacity.
3. Ask all three people if they may be willing to serve on your committee (double check with your committee chair—they may want to be the contact person for the ‘outside’ individual/dean’s representative).

Note: Contacts can be made in person, by email or phone.

4. Students must complete the Graduate School form (use link below to access the form) to request to take the comprehensive examination. The form must be completed and submitted to the Graduate Coordinator by September 5 for fall semester and February 5 for the spring exam.

Note: Comprehensive exams are not normally given during the summer semester.

<http://publichealth.nmsu.edu/graduate-programs/current-graduate-students/forms/>

The examination is scheduled in October and March of each year, typically the second weekend of the month. All exam questions will be available to the students through the Canvas Learning Management System. The questions will be available from 8 AM (MT) on Friday through 8 AM (MT) the following Monday. Students turn in their responses via the Canvas Assignment tab.

Students will respond to:

- One question from the public health core
- One question from the health behavior and health promotion or health management, administration and policy curriculum
- One question from either a) the student’s minor if he/she has declared one or b) the student’s area of interest as determined via conversation between the examining committee chair and the student.

Exam outcomes

The student's exam will result in one of three outcomes:

1. Pass the written exam.
2. Oral examination – if any of the three (3) questions in the written exams are inadequate to pass the student MAY be given an oral exam if the committee deems that they qualify.
3. Fail the exam. If the committee deems the examination a failure, i.e., failure of at least two (2) questions, the student may be granted a retake the following semester. It is not automatic.

Verification Process

To ensure the academic integrity of the comprehensive exam process, students are required to attest that they were the only person to this assignment by attesting to that fact twice, once before taking the exam and once after. Students complete the verification process using the quiz function in Canvas. Students do not receive the results of their exam unless they have completed both quizzes.

Note: If the student retakes the exam the following semester and fails, there will be no oral exam and no degree is awarded.

Thesis Option

Students have the option of completing a thesis in their MPH program. The thesis option requires that a student complete 45 versus 42 credit hours for the non-thesis option. Students will take 6 thesis hours (MPH 599) as part of their 45 hours. Three thesis hours may be used as the student's elective.

Students are urged to decide, as quickly as possible, if they wish to pursue the thesis option so they have ample time to develop their research plan, collect and analyze data, and complete the final written document, the thesis. Identification of a faculty member to serve as the faculty thesis advisor is a key step in the process that should be done as soon as possible.

NOTE: Normally, only students in the HBHP concentration are permitted to participate in the thesis option.

Four steps to completing a thesis

The following list was developed by MPH faculty to assist our students who elect to pursue the thesis option. This is only a guide; consult your individual faculty thesis advisor for specific details. A document fully describing thesis guidelines is available at the Department website or by contacting the Graduate Coordinator.

STEP #1 (to be completed during the 1st semester of full-time study)

- identify a thesis topic
- identify a faculty advisor to serve as thesis chair
- begin review of the literature

STEP #2 (to be completed by the end of the 2nd semester of full-time study)

- develop a 2-page prospectus
- identify all members of the thesis committee
- have all committee members approve the prospectus
- complete the review of the literature
- Enroll in MPH 579

STEP #3 (to be completed by the end of the 3rd semester of full-time study)

- initiate all paperwork required for IRB approval of the research
- meet/communicate regularly with the committee
- complete the initial draft of chapters 1-3 of the thesis
- have the committee approve data collection methods
- complete all data collection

STEP #4 (to be completed by the end of the 4th semester of full-time study)

- complete all data analysis
- complete all chapters of the thesis
- submit the final draft of the thesis to the committee at least one month prior to the scheduled defense date
- complete an oral defense of the thesis
- schedule your defense date in accordance with NMSU Graduate School deadlines
- apply for graduation!

Thesis Manuscript Option

The thesis guidelines document described above and available at the Department website provides details on the Thesis Manuscript Option. In the thesis manuscript option, one publishable manuscript will be developed and submitted to a journal.

Graduate School Deadlines & Forms

Refer to the Graduate School website for Graduation deadlines, which are specific for each semester, to include dates for defending comprehensive exams and submitting a thesis. It is the student's responsibility to know the different deadlines and complete the necessary paperwork and activities, in order to graduate. All forms for the Graduate School are found at:

<http://prospective.nmsu.edu/graduate/forms/index.html>

Leaving Graduate School

If a student needs to take a leave of absence from the program, or withdraw from the university for personal or professional reasons, refer to the section in the Graduate Catalog about Leaving Graduate School and follow the instructions. <https://catalogs.nmsu.edu/>

If the leave is less than one year, discuss with your advisor your plans to return and reengage in the academic degree plan.

If the leave has been for more than one year, it is necessary to go online to the NMSU Admissions page and complete the process indicating that you wish to be readmitted. In addition, submit a letter to your advisor and the MPH Graduate Coordinator addressing your desire to return to classes, your plan to complete the MPH degree, and your anticipated time frame (recognize that graduate degrees must be completed within 7 years (or 8 successive summers).

MPH STUDENT CODE OF CONDUCT

This departmental policy applies to all students pursuing any degree program, minor, or course offered by the Department of Public Health Sciences. This departmental policy is in addition to all relevant and related policies at New Mexico State University (see <https://deanofstudents.nmsu.edu/>)

Violations of this departmental policy will be reviewed by the Academic Department Head, and may involve a review and recommendation for action by others (e.g. a faculty review panel, a student review panel, etc.), at the discretion of the department head. Sanctions will depend on the severity of the

violation, and can range from a written warning, to dismissal from the class, program, department, or university.

Student Code of Conduct, Department of Public Health Sciences

Each student is responsible for becoming familiar with the Department of Public Health Sciences Student Code of Conduct. If a student is unsure about the application or interpretation of the Student Code of Conduct, it is her or his responsibility to seek clarification from department administrators.

The Code of Conduct addresses the department's expectations of students in five areas: discrimination, harassment, professional conduct, academic integrity, and acceptable use of electronic communication.

Discrimination:

The Department of Public Health Sciences does not discriminate or tolerate discrimination by or against members of the department community on the basis of race, color, national origin, gender, sexual orientation, religion, age, mental or physical disability, veteran status, marital status, or other protected characteristics in the admission to, access to, or treatment or employment in any of its programs or activities.

Harassment:

The Department of Public Health Sciences is committed to maintaining an environment that is free of unwelcome and disrespectful conduct and communication and in which department members feel safe and comfortable. As such, it is a violation of this policy for any Department of Public Health Sciences employee, instructor, or student to engage in harassing conduct or communication directed toward another employee, instructor, student, or any other person affiliated with the department. Unwelcome conduct, directed at others and based on other protected characteristics, such as race, sexual orientation, gender, religion, age, and other characteristics as set forth in the department's nondiscrimination policy, violates both the harassment policy and the discrimination policy. Please note that faculty and staff have an obligation to report any suspected harassment, even if discussed in confidentiality.

Professional Conduct:

As part of its commitment to integrity and respect in the community in which it operates, the Department of Public Health Sciences expects that its students will conduct themselves in a professional and respectful manner at all times, both when interacting within the department community and when representing the department at events outside the institution. In that regard, students will not at any time engage in unduly disruptive, threatening, unethical, disrespectful, or abusive conduct toward other members of the department community, including fellow students, instructors, and staff.

Academic Integrity:

The Department of Public Health Sciences considers academic integrity to be essential for each student's intellectual development. As an institution fundamentally concerned with the free exchange of ideas, the department depends on the academic integrity of each of its members. In the spirit of this free exchange, students and instructors of the Department of Public Health Sciences recognize the necessity and accept the responsibility for academic integrity. A student who enrolls in the department thereby agrees to respect and acknowledge the research and ideas of others in his or her work and to abide by those regulations governing work stipulated by the university, college, or academic program, and, in turn, the instructor.

The department also recognizes that, in an educational community, the pressure to succeed can often be intense. Students who feel overwhelmed by their academic and personal obligations may be tempted

to take shortcuts that may compromise their honesty and integrity. To help students derive the full benefit of the educational opportunity provided by the department, this section defines a violation of academic integrity and gives examples of actions that are considered dishonest. The department encourages students who may have questions or concerns about the definition and forms of academic integrity violations described herein to contact their course instructor or academic advisor.

A violation of academic integrity is any action or attempted action that may result in creating an unfair academic advantage for the student or an unfair academic advantage or disadvantage for any other member or members of the academic community.

Student work may be monitored for evidence of plagiarism, using an anti-plagiarism application, database, or service of the Department of Public Health Sciences' choosing. Students grant to the Department of Public Health Sciences permission to review work submitted for the purpose of comment, criticism, and grading of the work; to distribute the work to other Department of Public Health Sciences students for educational purposes; to submit the work to the anti-plagiarism application, database, or service of the Department of Public Health Sciences' choosing; to make and retain copies of the work; to image the work for computerized grading; and to archive certain work in a publicly accessible collection.

Academic integrity violations include the following:

Plagiarism. Plagiarism is defined as use of intellectual material produced by another person without acknowledging its source. For example:

- Wholesale copying of passages from works of others into an assignment, paper, discussion board posting, or thesis or dissertation without acknowledgment.
- Using the views, opinions, or insights of another without acknowledgment.
- Paraphrasing another person's characteristic or original phraseology, metaphor, or other literary device without acknowledgment

Students' Use of Their Own Scholarly Work

- During their studies with the Department of Public Health Sciences, students may find themselves writing for a second, third, or fourth time on the same topic; regardless, their writing is expected to reflect new approaches and insights into that topic to demonstrate their intellectual growth.
- The Department of Public Health Sciences recognizes that there may be some overlap between the requirements, assignments, and inquiry for different courses. In general, students may use only small portions of documents as background or foundational material for additional development in a subsequent assignment or research project. Students may not merely copy and paste substantial sections from one paper to another. Any use of prior work is at the discretion of the instructor: students must receive prior approval from their instructor, who may request a copy of the previous work. Fair use laws must be respected for published documents.
- When using their own scholarly work in subsequent research, students should cite themselves as a primary author and their previous coursework as unpublished papers, as shown in the APA publication manual.

Cheating. Cheating is defined as fraud, deceit, or dishonesty in an academic assignment. It includes using or attempting to use materials, or assisting others in using materials that are prohibited or inappropriate in the context of the academic assignment in question. For example:

- Copying or attempting to copy from others during an exam or on an assignment.
- Communicating answers with another person during an exam.
- Preprogramming a calculator to contain answers or other unauthorized information for exams.
- Using unauthorized materials, prepared answers, written notes, or concealed information during an exam.
- Allowing others to complete an assignment or portion of an assignment, including the use of a commercial term paper service.
- Submitting the same assignment for more than one course without the prior approval of all the instructors involved.
- Collaborating on an exam or assignment with any other person without prior approval from the course instructor.
- Taking an exam for another person or having someone take an exam for you.

Providing False Information. For example:

- Furnishing false information in the context of an academic assignment.
- Fabricating or altering information or data and presenting it as legitimate.
- Providing false or misleading information to an instructor or any other department staff member.

Copyright Violation. The Department of Public Health Sciences recognizes and respects intellectual property rights. As part of its mission to maintain the highest standards for ethical conduct, the department requires its employees, instructors, students, and other department community members to use copyrighted materials in a lawful manner.

No employee, instructor, student, nor other department community member may reproduce any copyrighted work in print, video, or electronic form in violation of the law. The easiest way to avoid violating the law is by receiving the express written permission of the copyright holder. Copyright laws in the United States may protect works even if they are not registered with the U.S. Copyright Office and even if they do not carry the copyright symbol.

Copyrighted works include, but are not limited to, printed articles from publications, television and radio programs, videotapes, music performances, photographs, training materials, manuals, documentation, software programs, databases, World Wide Web pages, and CD-ROMs. In general, the laws that apply to printed materials are also applicable to visual and electronic media.

The Department of Public Health Sciences directs its employees, instructors, students, and other department community members to obtain appropriate permission from copyright holders directly, or their licensing representative, when reproduction or duplication exceeds fair use. The fair use doctrine allows limited exemptions to copyright infringement liability when copyrighted works are used for purposes such as comment, criticism, teaching, scholarship, or research, particularly when the use of the work is limited in amount and scope and is for noncommercial purposes.

Misrepresentation of Credentials. Statements made and documents supplied by Department of Public Health Sciences applicants and students must be complete and accurate. The department will not tolerate any misrepresentation by a student or applicant of past or current academic programs, degrees, or professional accomplishments. If unexplained discrepancies appear between statements or documents provided to Department of Public Health Sciences and information obtained otherwise, except in the case of misspellings and other such inadvertent errors, applicants may be rejected for admission and enrolled students may be dismissed.

Theft or Damage of Property. For example:

- Sabotaging or stealing another person's assignment, paper, project, electronic hardware, or software.
- Obtaining improper access to, or electronically interfering with, the property of another person or the department via computer or other means.
- Obtaining a copy of an assignment or exam prior to its approved release by the instructor.

Alteration of University Documents. For example:

- Forging an instructor's or department official's signature on any document.
- Submitting an altered transcript of grades to or from another institution or employer.
- Putting your name on, or copying, another person's paper or assignment.
- Altering a previously graded exam or assignment for purposes of a grade appeal or for gaining points in a regarding process.

Acceptable Use of Electronic Communication

Electronic communication networks, the Internet, and any NMSU Electronic Systems are not to be used to cause harm, no matter how minor, to any individual, entity, or facility.

The following electronic communication activities are specifically prohibited:

- Harassing other users.
- Engaging in illegal activities.
- Contributing to unwelcome and/or unwarranted commercial pressure.
- Accessing and/or using accounts of others without their permission.
- Giving away or selling information about accounts to allow other non-owners to access or use accounts.
- Destroying or damaging equipment, software, or data belonging to others.
- Copying copyrighted materials without authorization.
- Disrupting service to other users or the system.
- Monitoring electronic communications without authorization.
- Disclosing passwords to others.
- Using illegally obtained software on the system.
- Copying, altering, or deleting someone else's files without that person's permission.
- Forging messages.
- Cracking passwords and systems.
- Sending harassing, unwelcome, or threatening messages.
- Sending unauthorized anonymous messages.
- Sending bulk unsolicited messages.
- Reading someone else's files without permission.
- Contributing to system attacks, denial of services, and other malicious uses of the network and systems.
- Libeling or slandering any person.
- Invading another person's privacy.

Electronic communication

1. Students must use the NMSU email (not the gmail, yahoo, etc.) to communicate with faculty advisors, administrators and staff. Due to privacy laws and security concerns, we are unable to respond to emails that do not originate from an official NMSU email address. NMSU policy requires all students to communicate with the university via their NMSU email account.

2. Students must use the NMSU email or the email within CANVAS learning management system to

communicate with the NMSU faculty regarding a course in which they are enrolled. For communication with faculty on other matters, students may use NMSU email system.

Instructor Response Time

Email is a great way to get your question to your professor, but realize they may not be able to answer immediately. Expect faculty to respond to emails between 9 A.M. and 5 P.M. on Monday through Friday within 48 hours. The 48 hour response time does not include; weekends, holidays or school breaks. In some cases, professors may not have access to information about your question, or may not have immediate access to email due to various reasons, including being away for professional conferences. If a student does not receive a response from a faculty within 48 hours during the business week, it is the student's responsibility to follow up with the faculty by sending another email and/or calling the faculty or the department office phone number.

MPH STUDENT TERMINATION POLICY

Termination from the Program

The graduate faculty of the Department of Public Health Sciences has the responsibility to prepare students to function as competent and ethical public health professionals. In this regard, the graduate faculty also have the obligation to terminate a student from the MPH program at any time prior to completion of his/her program when the student fails to maintain minimum expected quality academic and professional standards in the classroom or in the field practicum.

Upon review by the graduate faculty a student will be terminated from the MPH program if one or more of the following occurs:

- Two C or D grades, including those with +/- grades, in any graduate courses (required or elective) Receives;
- one "F" in any single course
- Receives a grade of "D" or lower in the field experience;
- Earns below the minimum 3.0 cumulative grade point average at the end of two consecutive grading periods;
- Demonstrates inappropriate or disrespectful conduct toward faculty, staff, and/or student peers;
- Fails to demonstrate ethical conduct.

All students are routinely reviewed by Public Health Sciences graduate faculty after the first fall semester and every fall during their program. Any graduate faculty member may request a graduate faculty review of a student at any other time if circumstances warrant such a review. The request for special review must be in writing to the department head. The department head and graduate coordinator must approve the request before the review is scheduled with the graduate faculty. The graduate faculty review committee will consist of a minimum of three graduate faculty members, and is subject to approval by the department head.

Students will be notified, in writing, of termination following a graduate faculty vote to dismiss.

Petition for Reinstatement

Upon receipt of a termination notice, a student who believes there are extenuating circumstances that led to the noted deficiencies, may submit a written request for reinstatement into the program.

Requests must be made within ten working days after receipt of the department's notice of termination.

Once the department receives a reinstatement request, the following process will occur:

1. The student shall submit a written petition explaining the extenuating circumstances leading to the notice of termination;
2. The department head will constitute a Reinstatement Review Committee consisting of three MPH graduate faculty. The Reinstatement Committee will meet within five working days following receipt of the student's written petition;
3. The committee shall deliberate in private and transmit its recommendations to the department head within five working days following the reinstatement meeting;
4. The department head shall consider the Reinstatement Review Committee's recommendation and provide written notification to the student and the committee of his/her decision within three working days of receipt of the committee's recommendation.

Students who are reinstated, as a result of their appeal, but who subsequently violate the above policies are automatically and permanently terminated from the program without an additional opportunity to request reinstatement.

Commonly used forms

Can be found at the Graduate School website:

<http://gradschool.nmsu.edu/>

Degree application:

Complete this through the mynmsu portal. Students must complete the degree application in order for the degree to be certified. More information can be found at: <http://commencement.nmsu.edu/>

Exit interview

All MPH students MUST complete an exit interview prior to being cleared for graduation. The Exit Interview will be available on CANVAS and students will have approximately three weeks to complete this form. Only the Department Head will have access to the data. Upon receipt, all names/identifying information will be removed. The exit interview is used by the Department to identify strengths and weaknesses of the program. In conjunction with other data, such information is invaluable in reviewing the curriculum.

Certified Health Education Specialist (CHES)

When students complete the MPH program, with the health education concentration, they are eligible to sit for the Certified Health Education Specialist (CHES) exam. The exam is offered on the third Saturday, every April and October, at multiple testing sites around the nation. The earliest a person can sit for his/her CHES is at the exam date that would fall within 90 days of their graduation, e.g. May graduates can sit for the exam in April, December graduates can sit for the October exam.

The mission of the National Commission for Health Education Credentialing, Inc. (NCHEC) "is to enhance the professional practice of Health Education by promoting and sustaining a credentialed body of Health Education Specialists." (NCHEC, 2014).

Students are encouraged to prepare and sit for the exam. Obtaining one's CHES is an indication of competency in the profession and one's continued commitment to growth, through the continuing education required to maintain one's CHES. For more information, visit the NCHEC site at:

<http://www.nchech.org/>

[Do we want to provide info re the CPH exam? A few HMAP folks have prepped for and sat for that one.](#)

GENERAL RESOURCES FOR GRADUATE STUDENTS

Resources and services available on campus and online

There is a wide range of resources and support available to students on campus.

Visit <http://currentstudents.nmsu.edu/> to gain an overview of resources and links for:

- Health and Wellness
- Campus Media
- Computer and Web services
- Conduct and Policies
- Library Services
- Student Involvement
- Support Programs

Computer Labs – Times & Locations

Student Computing Services maintains computer labs which are conveniently located throughout NMSU's main campus; trained lab assistants monitor some of these labs. These labs are equipped with Macintosh and Windows PC systems and software.

For a comprehensive list of computer lab locations, lab hours and hardware and software available in each lab, visit <http://studenttech.nmsu.edu/computers-wireless/labs/>. To speak to a Lab Monitor, call (575) 646-2661.

Employment opportunities on campus

Many MPH students on main campus are Graduate Assistants (GA) to faculty members in the Department, the College, and elsewhere across the University. This opportunity is not available to on-line students. Typically, this is a 10-20 hour/week position depending on student interest, availability of funds, etc. If interested in being considered as a GA, complete and submit the following form to the Department, by the due date indicated on the Department of Public Health Sciences website:

<http://publichealth.nmsu.edu/wp-content/uploads/2012/03/graduate-assistantship-application.doc>

For students wanting to work on campus, aside from a GA position, connect with the Student Jobs site:

<http://hr.nmsu.edu/jobs/student-jobs/>

Some basic information for graduate students working on campus:

- Must be degree-seeking, enrolled in a minimum of nine (9) graded graduate credit hours fall and spring semesters, and maintain at least a 3.00 cumulative grade-point average.
- To maintain employment eligibility from one semester to the next, a graduate student must have completed and passed nine graduate credits the previous semester.
- Employment is limited to a maximum of 20 hours per week during the fall and spring semesters.
- During summer, no classes are required, but if students take classes, they may take as many as four (4) credits per session and work up to 40 hours per week. More than four (4) credits limit them to 20 hours per week.

Students may seek employment off campus. Refer to local newspapers, the Las Cruces Sun-News, the

Bulletin, and the El Paso Times for want ads. Bulletin board postings, faculty, the Department list-serve, and other students are good sources of information about jobs.

Fellowship and grant information from the Graduate School

Refer to this site <http://gradschool.nmsu.edu/fellowships/index.htm> to learn about grants and other resources for graduate students.

Public Health Student Organization

This group meets throughout the school year for the purpose of networking, performing community service and socializing.

Eta Sigma Gamma

A Health Education national honorarium, the Beta Omega Chapter at NMSU provides service to the department, campus and community.

Professional Public Health Organizations

A listing of local, regional, state and national public health organizations are listed later elsewhere in this manual. Most of the organizations offer discounted student memberships. Students can benefit from beginning to establish their public health network while in school, by joining the organizations, attending meetings, presenting papers or posters at conferences, etc.

Returned Peace Corps Volunteers Student Organization

This group, established in 2009, is for RPCVs across campus to network, perform community service and maintain international connections.

Scholarships, College of Health and Social Services

Refer to this site to learn of available scholarships available within the College:

<http://health.nmsu.edu/current-students/scholarships/>

University Research Council (URC) Annual Research Fair

The fair is held every fall, on main campus. This is a format to showcase student and faculty research and projects. For more information, contact <http://research.nmsu.edu/>

Public Health & Health Education Organizations

Local

- Eta Sigma Gamma, Beta Omega (Department-based organization)
- Public Health Student Organization (PHSO) (Department-based organization)

Regional

- New Mexico Public Health Association (NMPHA) <http://www.nmpha.org/>
- Paso Del Norte Society for Public Health Education (Paso Del Norte SOPHE)
- Texas Public Health Association <https://www.texaspha.org/>

National

- American Public Health Association (APHA) www.APHA.org
- Society for Public Health Education (SOPHE) (national organization) <http://www.sophe.org/>

MPH Alumni Networking

The Department has a MPH Alumni Networking page at:

<http://publichealth.nmsu.edu/alumni-2/>

Code of Ethics for the Health Education Profession³

The Health Education profession is dedicated to excellence in the practice of promoting individual, family, organizational, and community health. Guided by common ideals, Health Educators are responsible for upholding the integrity and ethics of the profession as they face the daily challenges of making decisions. By acknowledging the value of diversity in society and embracing a cross-cultural approach, Health Educators support the worth, dignity, potential, and uniqueness of all people.

The Code of Ethics provides a framework of shared values in which Health Education is practice. The Code of Ethics is grounded in fundamental ethical principles that underlie all health care services: respect for autonomy, promotion of social justice, active promotion of good, and avoidance of harm. The responsibility of each health educator is to aspire to the highest possible standards of conduct and to encourage the ethical behavior of all those with whom they work. Regardless of job title, professional affiliation, work setting, or population served, Health Educators abide by these guidelines when making professional decisions

Article I – Responsibility to the public

A Health Educator's ultimate responsibility is to educate people for the purpose of promoting, maintaining, and improving individual, family, and community health. When a conflict arises among individuals, groups, organizations, agencies, or institutions, health educators must consider all issues and give priority to those that promote wellness and quality of living through principles of self-determination and freedom of choice for the individual.

Section 1: Health Educators support the right of individuals to make informed decisions regarding health, as long as such decisions pose no threat to the health of others.

Section 2: Health Educators encourage actions and social policies that support and facilitate the best balance of benefits over harm for all affected parties.

Section 3: Health Educators accurately communicate the potential benefits and consequences of the services and programs with which they are associated.

Section 4: Health Educators accept the responsibility to act on issues that can adversely affect the health of individuals, families, and communities.

Section 5: Health Educators are truthful about their qualifications and the limitations of their expertise and provide services consistent with their competencies.

Section 6: Health Educators protect the privacy and dignity of individuals.

Section 7: Health Educators actively involve individuals, groups, and communities in the entire educational process so that all aspects of the process are clearly understood by those who may be affected.

Section 8: Health Educators respect and acknowledge the rights of others to hold diverse values, attitudes, and opinions.

Section 9: Health Educators provide services equitably to all people.

Article II: Responsibility to the Profession

Health Educators are responsible for their professional behavior, for the reputation of their profession, and for promoting ethical conduct among their colleagues

Section 1: Health Educators maintain, improve, and expand their professional competence through

continued study and education; membership, participation, and leadership in professional organizations; and involvement in issues related to the health of the public.

Section 2: Health Educators model and encourage nondiscriminatory standards of behavior in their interactions with others.

Section 3: Health Educators encourage and accept responsible critical discourse to protect and enhance the profession.

Section 4: Health Educators contribute to the development of the profession by sharing the processes and outcomes of their work.

Section 5: Health Educators are aware of possible professional conflicts of interest, exercise integrity in conflict situations, and do not manipulate or violate the rights of others.

Section 6: Health Educators give appropriate recognition to others for their professional contributions and achievements

Article III: Responsibility to Employers

Health Educators recognize the boundaries of their professional competence and are accountable for their professional activities and actions.

Section 1: Health Educators accurately represent their qualifications and the qualifications of others whom they recommend.

Section 2: Health Educators use appropriate standards, theories, and guidelines as criteria when carrying out their professional responsibilities.

Section 3: Health Educators accurately represent potential service and program outcomes to employers.

Section 4: Health Educators anticipate and disclose competing commitments, conflicts of interest, and endorsement of products.

Section 5: Health Educators openly communicate to employers expectations of job-related assignments that conflict with their professional ethics.

Section 6: Health Educators maintain competence in their areas of professional practice.

Article IV: Responsibility in the Delivery of Health Education

Health Educators promote integrity in the delivery of health education. They respect the rights, dignity, confidentiality, and worth of all people by adapting strategies and methods to the needs of diverse populations and communities.

Section 1: Health Educators are sensitive to social and cultural diversity and are in accord with the law, when planning and implementing programs.

Section 2: Health Educators are informed of the latest advances in theory, research, and practice, and use strategies and methods that are grounded in and contribute to development of professional standards, theories, guidelines, statistics, and experience.

Section 3: Health Educators are committed to rigorous evaluation of both program effectiveness and the methods used to achieve results.

³ Society of Public Health Educators (SOPHE) (2007). *Code of Ethics for the Health Education Profession*. Retrieved from <http://www.sophe.org/content/ethics.asp>.

Section 4: Health Educators empower individuals to adopt healthy lifestyles through informed choice rather than by coercion or intimidation.

Section 5: Health Educators communicate the potential outcomes of proposed services, strategies, and pending decisions to all individuals who will be affected.

Article V: Responsibility in Research and Evaluation

Health Educators contribute to the health of the population and to the profession through research and evaluation activities. When planning and conducting research or evaluation, health educators do so in accordance with federal and state laws and regulations, organizational and institutional policies, and professional standards.

Section 1: Health Educators support principles and practices of research and evaluation that do no harm to individuals, groups, society, or the environment.

Section 2: Health Educators ensure that participation in research is voluntary and is based upon the informed consent of the participants.

Section 3: Health Educators respect the privacy, rights, and dignity of research participants, and honor commitments made to those participants.

Section 4: Health Educators treat all information obtained from participants as confidential unless otherwise required by law.

Section 5: Health Educators take credit, including authorship, only for work they have actually performed and give credit to the contributions of others.

Section 6: Health Educators who serve as research or evaluation consultants discuss their results only with those to whom they are providing service, unless maintaining such confidentiality would jeopardize the health or safety of others.

Section 7: Health Educators report the results of their research and evaluation objectively, accurately, and in a timely fashion.

Article VI: Responsibility in Professional Preparation

Those involved in the preparation and training of Health Educators have an obligation to accord learners the same respect and treatment given other groups by providing quality education that benefits the profession and the public.

Section 1: Health Educators select students for professional preparation programs based upon equal opportunity for all, and the individual's academic performance, abilities, and potential contribution to the profession and the public's health.

Section 2: Health Educators strive to make the educational environment and culture conducive to the health of all involved, and free from sexual harassment and all forms of discrimination.

Section 3: Health Educators involved in professional preparation and professional development engage in careful preparation; present material that is accurate, up-to-date, and timely; provide reasonable and timely feedback; state clear and reasonable expectations; and conduct fair assessments and evaluations of learners.

Section 4: Health Educators provide objective and accurate counseling to learners about career opportunities, development, and advancement, and assist learners' secure professional employment.

Section 5: Health Educators provide adequate supervision and meaningful opportunities for the professional development of learners. PH classes and program competencies

To provide academic, professional, and service excellence in preparing community health education professionals who will demonstrate competent leadership, innovation, and technical expertise at local, state, national and international levels, in particular with border and rural health problems in communities along the U.S./Mexico border.

ACKNOWLEDGMENT OF READING THE MPH HANDBOOK

I, _____, acknowledge that I have read the NMSU
(print name)

Master of Public Health Student Handbook. I understand that I will be held to the standards,

rules, and policies addressed in the handbook.

Signature

Date

Print off, sign and submit this to the Department of Public Health Sciences via email or in person within 30 days of the beginning of your first semester in the MPH program. Failure to do so will result in a lock on spring registration.

Department of Public Health Sciences
Health & Social Services Building, Room 326
1335 International Mall
PO Box 30001, MSC 3 HLS
Las Cruces, NM 88003
Telephone: 575 646 4300

Dept. web site: <http://publichealth.nmsu.edu> You can also sign, scan and email to tomaka@nmsu.edu.

