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WELCOME TO THE MPH PROGRAM
DEPARTMENT OF HEALTH
COLLEGE OF HEALTH SCIENCES
WEST CHESTER UNIVERSITY

The faculty and staff of the Department of Health have prepared this handbook for you, the new graduate student in the Masters of Public Health Program. The purpose of the handbook is to: 1) provide you with information on the opportunities for graduate study within the Department of Health, 2) explain important policies, procedures, and degree requirements in the MPH Program, and 3) familiarize you with the Department of Health and the University. This handbook highlights information from the WCU Graduate Catalog along with MPH Program information you will need to be prepared to start your graduate studies at WCU. We hope this handbook will answer many of your questions about the MPH Program. After reviewing the handbook, you may have additional questions. Please contact your academic advisor with these questions and for specific information on graduate academic administrative policies, university policies, and MPH course descriptions, please refer to the Graduate Course Catalog that can be found on the WCU website (wcupa.edu).

Graduate students in the Department of Health have many opportunities to participate in student activities and to share in continuous improvement of programs. The full benefit of these opportunities is based upon a commitment to the highest levels of excellence in your graduate studies and professional lives. There are many paths leading to a career in public health. Whatever your prior training and experience or your future goals and aspirations, our intent is to share with you our common commitment to improving the health of the communities in which we live, work and play.

THE MPH PROGRAM IN THE DEPARTMENT OF HEALTH

History of Public Health Programs in the Department of Health

In 1999, the Master of Science (M.S.) in Health: Public Health Program was in its 17th year of providing quality graduate education in the Department of Health at West Chester University. Over the years, the health professions have experienced tremendous changes and challenges. The Department of Health faculty recognized these challenges and believed that a change in its degree offerings would enable us to enhance and expand the curriculum to effectively address the changing health needs of our local, regional, and national communities. Some of the current issues in health care include managed care, providing health services for a growing aging population, community health promotion, disease prevention, health disparities, the new area of integrative health, and emergency preparedness in the face of a post-911 world. The faculty felt that a Master of Public Health (MPH) format directed towards particular areas of health to enable graduates to work in the ever changing world of public health and health care was warranted. In 1999, the University approved the revised graduate public health curriculum. Currently, the MPH allows for the development and application of knowledge from multiple disciplines for the promotion and protection of health in human populations, with due consideration to cultural perspectives.

The MPH degree builds upon a strong tradition of public health education at West Chester University. The Department of Health has a long tradition of training public health practitioners at the undergraduate and graduate level. During the past three decades, students and faculty have been actively involved in research and service in public health. A long tradition of providing service to community health agencies, the Chester County Health Department and the Montgomery County Health Department
exists. This MPH degree enhances the departmental strength in public health and allows students within the program the opportunity for active involvement in research and community service activities.

The current public health curriculum provides students with a strong foundation in the recognized core areas of public health. All students must complete 18 credits of core courses in epidemiology, biostatistics, environmental health, health care administration, research methods and social/behavioral science. Within each track, students complete 21 additional credits of courses within defined areas of specialization which prepares them for public health careers in community health, environmental health, health administration or integrative health. As a capstone experience, students complete a 6-credit, 300-hour Applied Learning Experience (I and II) at a community practice site. The purpose of this experience is to allow students to employ newly acquired skills and knowledge to a current public health problem in a public health setting. The program at West Chester University is 45-credit hour MPH degree.

The Department of Health provides a legacy of commitment to public health, combined with accessible, affordable graduate educational opportunities and excellent resources and services. Students benefit from the vast wealth of educational experience that the public health faculty provides in addition to the ongoing interaction with the community.

Mission Statement and Core Values of the Master of Public Health Program

MPH Program Mission

The mission of the MPH Program in the Department of Health is to enable students to develop skills and apply knowledge from multiple disciplines for the promotion and protection of health in human populations and to serve as effective practitioners and leaders in the fields of community health, health care administration, environmental health or integrative health.

Core Values of MPH Program

The core values of the Master of Public Health (MPH) program are shaped by the following two interrelated convictions:

- Health is central to human existence, as it impacts both the quality and quantity of life of all individuals.
- Public health is vital for enhancing the health of individuals and their communities.

To promote the health of individuals and communities, all public health professionals (students, staff, faculty, and others affiliated with the program) are invited to adopt and further the following core values:

- Seeking and sharing knowledge and wisdom.
- Lifelong learning for self and others.
- Taking responsibility for one's actions.
- Ensuring the highest personal and professional integrity.
- Cultivating deep compassion for those suffering from ill health.
- Committing to and supporting diversity of individuals, views, programs, and institutions.
- Respecting, always, human dignity and human rights.
- Promoting social justice and justice for all.
We believe the cultivation and practice of these personal and professional values translates into the following for our MPH Program:

- An academic model that values the integration of the scholarship of teaching, research, and community service.
- A commitment to student-centered learning.
- Shared governance of every aspect of the program.
- A learning environment characterized by objective, evidence-based knowledge.
- Meaningful, active experiential learning and community service.
- Collaboration and mentoring not only among the faculty but also between the faculty and our students.
- A global public health view.
- An engaged, seriousness of purpose to improve the health of individuals and the communities in which they live.

**MPH Program Goals and Objectives:**

Goal statements and objectives for the MPH Program are divided into the three key areas of education, research and service.

**Education Goal Statement:** To graduate students who are competent in core areas of public health for their career roles in practice, research, and/or teaching.

**Education Objectives:** To achieve this program goal, the MPH program will:

1. Require students to complete core courses that provide foundation concepts in public health. These courses are HEA520 – Public Health Epidemiology, HEA526 – Biostatistics in Public Health, ENV-General Environmental Health, HEA630 -Health Care Administration, HEA632-Social and Behavioral Aspects of Public Health and HEA648-Research Methods in Public Health.
2. Provide a competency-based curriculum that will support the development of skills and knowledge that will enable students to identify and assess needs of populations, plan, implement and evaluate programs to protect and promote the health of populations.
3. Provide tracks to enhance and expand the learning experience in relation to the individual student’s interests in public health.
4. Provide students diverse opportunities to apply public health knowledge and skills through community service practicum experiences.
5. Prepare students for employment in public health or related health fields.

**Research Goal Statement:** To provide students and faculty the opportunity to participate in public health theory and practice research activities.

**Research Objectives:** To achieve this program goal, the MPH program will:

1. Maintain an academic environment that enables faculty and students to participate in a wide variety of public health research projects.
2. Promote research activities through course work and field experiences that will enable students and faculty to address important public health issues and problems.
3. Provide opportunities for public health faculty who are currently involved in research to share their experiences with all students through seminars, professional conferences, or involving students in ongoing research projects.

4. Require MPH faculty to actively engage in scholarship that reflects the theory and practice of public health.

**Service Goal Statement:** To involve students and faculty in activities which promote and support service to the university, public health profession, and community.

**Service Objectives:** To achieve this program goal, the MPH program will:

1. Involve students in service activities at the program level by having students serve as representatives on MPH standing and ad hoc committees.
2. Respond to community agencies’ requests for student and faculty involvement in service projects that focus on providing assistance and solutions to community health problems.
3. Provide continuing education and professional development opportunities for public health practitioners.
4. Provide students and faculty the opportunity to participate in public health professional organizations.
5. Require MPH faculty to actively engage in community service.

**Council on Education for Public Health (CEPH) Accreditation**

The Council on Education for Public Health (CEPH) is an independent agency recognized by the US Department of Education to accredit schools of public health and certain public health programs offered in settings other than schools of public health. These schools and programs prepare students for entry into careers in public health. The primary professional degree is the Master of Public Health (MPH) but other masters and doctoral degrees are offered as well. (CEPH, 2007)

**Specific Objectives of CEPH:**

The goal of the Council is "to enhance health in human populations through organized community effort." The Council's focus is the improvement of health through the assurance of professional personnel who are able to identify, prevent and solve community health problems.

The Council's objectives are:

1) to promote quality in public health education through a continuing process of self-evaluation by the schools and programs that seek accreditation;

2) to assure the public that institutions offering graduate instruction in public health have been evaluated and judged to meet standards essential for the conduct of such educational programs;

3) to encourage - through periodic review, consultation, research, publications, and other means - improvements in the quality of education for public health. (CEPH, 2007)

The MPH Program in the Department of Health at West Chester University received accreditation from CEPH in September, 2006.
Certification in Public Heath (CPH) Though the National Board of Public Health Examiners (NBPHE)

The NBPHE was established in September 2005 as an independent organization, to ensure that students and graduates from schools and programs of public health accredited by the Council on Education of Public Health (CEPH) have mastered the knowledge and skills relevant to contemporary public health. **All students who complete the degree requirements in the MPH Program with a 3.00 Grade Point Average will be eligible to take the CPH exam (all degree requirements need to be completed before taking the CPH Exam including Applied Learning Experience I and II).** For more information about the CPH Exam, please contact your academic advisor or visit the NBPHE’s website (nbphe.org).

Certified Health Education Specialist (CHES) Through the National Commission for Health Education Credentialing (NCHEC)

Health educators are professionals who design, conduct and evaluate activities that help improve the health of all people. These activities can take place in a variety of settings that include schools, communities, health care facilities, businesses, universities and government agencies. Health educators are employed under a range of job titles such as patient educators, health education teachers, health coaches, community organizers, public health educators, and health program managers. Certified Health Education Specialists (CHES) are those who have met the standards of competence established by the National Commission for Health Education Credentialing Inc. (NCHEC) and have successfully passed the CHES examination. The CHES designation after a health educator's name is one indication of professional competency and commitment to continued professional development. (nchec.org)

Students in the Community Health Track are eligible for the CHES Exam as the required courses for this track prepares students for this exam. Students from other tracks may be eligible for this exam if they take the required community health courses to prepare for the exam. For more information about the CHES Exam, please ask a Community Health Track Advisor or visit the National Commission for Health Education Credentialing website (nchec.org).

**90-Day Eligibility Option:** The 90-day option is offered to students scheduled to graduate within 90 days of an exam date. To qualify for this option, a student must be enrolled in an accredited institution of higher education, and must submit an official transcript showing a minimum of 25 semester hours relating to the Area of Responsibility along with written verification from his/her faculty advisor assuring the student will complete all degree requirements within 90 days of the exam date. (nchec, 2008).
MPH PROGRAM POLICIES

Undergraduate Preparation

The MPH Program draws a variety of students representing a wide array of health and non-health related undergraduate majors. The minimum requirements for the graduate program include:

• **Undergraduate Statistics Requirement**: Students who have not had an introductory course in statistics will need to complete this course before enrolling in HEA520 – Public Health Epidemiology and HEA526 – Biostatistics for Public Health. Students have the option of enrolling in MAT121 – Introduction to Statistics, at West Chester University or enrolling in a similar course at a community college or another university.

• **Statistics Competency Examination**: Students have the option of completing a Statistical Competency Examination (administered by the Department of Health, under the direction of Dr. Stacie Metz). This exam is scheduled at the start of fall/spring semesters. A score of 85 or better will be accepted as a replacement for the undergraduate statistics requirement. This option should only be considered if the student has previous experience with introductory statistics through other courses that may not appear on the transcript as traditional statistics courses. If students are considering this option, please contact Dr. Stacie Metz (email: smetz@wcupa.edu) for more information about the competency exam.

Students may begin the MPH Program (without the undergraduate statistics requirement) if other academic requirements are met, however students will be admitted under provisional status. To remove the provisional status and be eligible to register for HEA 520 and HEA526, proof of statistics course completion or the Statistics Competency Examination score is needed by submitting a copy of a transcript or score to the Department of Health and the Office of Graduate Studies.

Students who complete HEA520 and HEA526 without the undergraduate statistics course will not be able to obtain Degree Candidacy and will remain in provisional status. We strongly encourage students to complete this undergraduate course as soon as possible. If students do not obtain Degree Candidacy they will not be able to complete the degree.

• **Computer Literacy**: All students should be computer literate and be able to access the university email system, My WCU and Blackboard. Students should be proficient in Microsoft Word, PowerPoint, and Excel.

• All students should have an undergraduate cumulative GPA of 2.80.

The MPH Application Process

1. Applicants must have a baccalaureate degree from a college or university accredited in the United States or its equivalent from a school in another country.

2. A minimum 2.80 undergraduate GPA is required for admission. Provisional acceptance may be possible under some circumstances for applicants who do not meet this standard.
3. The Dean of Graduate Studies and Extended Education must give official acceptance. Only written notice from the Dean constitutes approval of admission, not correspondence with a department or an individual faculty member.

4. Space must be available in the program.

5. Requirements to resolve academic deficiencies are to be met prior to registering for graduate courses. Individual departments may have more rigorous requirements.

West Chester University's policy for graduate studies includes that the highest possible grades/test scores do not guarantee admission to graduate school, nor do low grades/test scores automatically disqualify a candidate. Our policy is that no applicant should be admitted unless we expect that applicant to do well enough to graduate and have no serious academic problems.

Note: Graduate admission decisions are made using a variety of criteria including the undergraduate grade point average, letters of reference and an applicant's goal statement. Individuals who have questions about their admissibility are encouraged to contact the Office of Graduate Studies or the MPH Program Director.

Provisional Admission Status

An applicant who has academic deficiencies may be granted provisional status. The MPH Program Director, Track Coordinators and Faculty Advisors will specify course work which must be taken to remove such deficiencies and which might not be credited to degree requirements including, if necessary, undergraduate prerequisites. Admission to degree study does not constitute admission to degree candidacy. After a student has satisfactorily fulfilled certain course requirements specified in the degree program and has completed 12 to 15 semester hours of work, the student must apply for admission to degree candidacy.

Non-degree Students

A non-degree student may be admitted to take a workshop or other credit-bearing class. Non-degree students may schedule up to nine credits of course work on a non-matriculated basis. Students taking courses under this policy are expected to meet the minimum GPA required for graduate work and may need to seek permission prior to enrolling. Taking courses on a non-degree basis does not guarantee admission and credits earned may not necessarily be applied to a degree program at a later date. Additional course work may be taken only after the student has applied and been accepted as a matriculated student into the MPH Program. Students taking only special courses, such as workshops, are the exception to this rule. Courses taken under non-degree status may not necessarily be applied to degree programs at a later date. Students should begin the formal application process immediately after they have decided to pursue a graduate degree at West Chester University.

Full Time and Part Time Student Status

Students can enter the program with part time or full time status. Students who maintain part time status are registered for 3-6 credits per semester. Students who maintain full time status are registered for 9-12 credits per semester.
Graduate Transfer Credit

Up to nine (9) semester hours of graduate credit from other accredited MPH Programs may be transferred for credit toward the MPH core courses at West Chester University. Additional course work for MPH Tracks may be transferred in from other programs. The acceptance of transfer credit is based on review and approval by the MPH Program Director and Track Coordinators. Only grades of “B” or better will be accepted for transfer. Transfer credit must carry a letter or numerical grade of “B” or better and cannot be a pass/fail course.

Time Limitation for MPH Program Completion

All requirements for the master’s degree including course work and the Applied Learning Experience I and II must be completed within six years of admission into the MPH Program. It is important to note that MPH Track advising sheets offer two course rotations to complete the degree within two or three years. Students do have the option of taking one course a semester but this may take up to six years for program completion.

Degree Candidacy

Degree candidacy application must be made immediately upon completion of 12–15 semester hours of course work. Every student must file an application for degree candidacy with the Dean of Graduate Studies. To be eligible for degree candidacy, students must have a cumulative GPA of 3.0. The forms are available on line or through the Office of Graduate Studies. Completed forms must be submitted to the Office of Graduate Studies for processing and not to the Department of Health. Students will receive a letter from the Dean of Graduate Studies approving or denying their degree candidacy.

Leave of Absence

Students in a degree program who will not be registering for course work during the fall or spring semesters should either schedule GSR 799 (Continuous Registration) or file a request for a leave of absence with the Dean of Graduate Studies and Extended Education. A leave of absence may be granted for a minimum of one calendar year. The request should be filed in advance of the semester in which course work is halted. Approved leaves of absence do not release the student from the six-year time limitation stipulated for the completion of degree requirements. Leave of absence request forms may be obtained from the Office of Graduate Studies and Extended Education.

Academic Advisement

Upon admission to the program, each student is assigned an academic adviser based upon the student’s track selection. Academic advisors post office hours on their office doors. During advisement periods, students are encouraged to meet with their assigned advisor by scheduling advising appointments. Students are also encouraged to meet with their academic advisors on a regular basis to help develop program plans to meet the requirements for graduation. Advisors are also available for general assistance to students during their time in the program. Students are responsible for meeting all deadlines, such as filing applications for degree candidacy and graduation through the Office of Graduate Studies.

- **Advising Sheets for MPH Program Tracks:** Each MPH Track has an advising sheet that lists the required core and track courses. Additionally, each sheet contains recommended course sequences to complete the program as a full or part time student. The course
sequences are recommended in the designated format to enable students to complete courses with prerequisite requirements for Applied Learning Experience I and II. Students who begin course work in spring and summer semesters will need to make adjustments to their course schedules to meet program requirements. It is the student’s responsibility to check with their academic advisors to ensure that courses are scheduled in appropriate sequence for successful completion of course work. Advising sheets for each track are available under the MPH’s webpage/Blackboard and in the Secretarial Suite in Sturzebecker Health Science Center or through your assigned academic advisor.

- **Advisor Availability**: It is important to note that advisors are available during the fall and spring semesters. During the summer, many advisors are not on campus. It is recommended that students meet with advisors during the fall/spring semesters to resolve advising issues as students should not expect quick responses to questions when advisors are not readily available during the summer months.

**Graduate Grading System**

The following grading system applies to graduate students:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Quality Points</th>
<th>Interpretation</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.00</td>
<td>Superior graduate attainment</td>
</tr>
<tr>
<td>A-</td>
<td>3.67</td>
<td></td>
</tr>
<tr>
<td>B+</td>
<td>3.33</td>
<td>Satisfactory graduate attainment</td>
</tr>
<tr>
<td>B</td>
<td>3.00</td>
<td></td>
</tr>
<tr>
<td>B-</td>
<td>2.67</td>
<td></td>
</tr>
<tr>
<td>C+</td>
<td>2.33</td>
<td>Attainment below graduate expectations</td>
</tr>
<tr>
<td>C</td>
<td>2.00</td>
<td></td>
</tr>
<tr>
<td>C-</td>
<td>1.67</td>
<td></td>
</tr>
<tr>
<td>F</td>
<td>0</td>
<td>Failure</td>
</tr>
<tr>
<td>IP</td>
<td>In Progress</td>
<td></td>
</tr>
<tr>
<td>NG</td>
<td>No Grade</td>
<td></td>
</tr>
<tr>
<td>W</td>
<td>Withdrawal</td>
<td></td>
</tr>
<tr>
<td>Y</td>
<td>Administrative Withdrawal</td>
<td></td>
</tr>
<tr>
<td>AU</td>
<td>Audit</td>
<td></td>
</tr>
</tbody>
</table>

West Chester University does not recognize a grade of D for graduate study. Therefore, any grade below a C- in a graduate course is considered a failure and carries zero quality points.

- **IP (In Progress)** is given to indicate work in progress and will be used only for protected courses (theses, practicums, internships, recitals, and research reports).
- **NG (No Grade)** is given when a student fails to complete course requirements by the end of a semester and a time extension is granted by the instructor.
- **W (Withdrawal)** is given when a student withdraws from a course between the end of the first and the end of the ninth class week of the semester or the equivalent in summer sessions.
- **Y (Administrative Withdrawal)** is given under appeal when there are nonacademic mitigating circumstances, and there is documentation that the student never, in fact, attended class.
IP (In Progress) Grade Designation

The IP grade designation will only be used when a student does not complete work in Applied Learning Experience I and II within the semester. The IP designation will be changed to a grade when the student completes the required work for Applied Learning Experience I and II.

Removing "No Grade" Designation

NG grades will be given when a student fails to complete course requirements by the end of a semester and a time extension is granted by the professor. Students must complete course requirements as stipulated by the professor and not later than the end of the 9th week of the subsequent semester or the NG grade will convert to a F.

Grade Change Policy

A grade awarded other than NG is final. Final grades can be changed only when there is a clerical or computational error. If the student thinks there is an error, the student must report the alleged error in writing to the professor as soon as possible, but no later than the end of the fifth week of the following semester. If a grade change is warranted, the professor must submit a change of grade request to the Office of the Registrar not later than the end of the ninth week of the semester. Final grades cannot be changed after the ninth week of the semester following the alleged error.

Course Repeat Policy

Graduate students may repeat up to two courses, which are being applied to their degree, and for which they have received a grade of C+, C, or C-. Courses may be repeated only once. Both grades received for a course will remain on the student's record, and both grades will be used to calculate the cumulative and major averages. Receipt of any C+, C, or C- grade applies toward the probation and dismissal policy. This policy also applies to courses taken at the undergraduate level and applied to the graduate degree or certificate or teacher certification program, or taken as a prerequisite for the program.

Academic Good Standing

Students must maintain a 3.00 cumulative average to remain in good standing in the MPH Program.

Application for Graduation

Information, fees and forms for graduation are found on line under the Office of Graduation Studies’ webpage. Students will need to follow the deadlines listed below. Failure to apply by the deadline will delay the student’s graduation date to the following semester.

Graduation Application Deadlines

<table>
<thead>
<tr>
<th>Semester</th>
<th>Graduation</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring Semester</td>
<td>May Graduation</td>
<td>February 1st</td>
</tr>
<tr>
<td>Summer Semester</td>
<td>August Graduation</td>
<td>June 1st</td>
</tr>
<tr>
<td>Fall Semester</td>
<td>December Graduation</td>
<td>October 1st</td>
</tr>
</tbody>
</table>
If students do not complete their Applied Learning Experience within the semester of the planned graduation date, they do not need to reapply. The graduation date will be then scheduled for the next semester. Students can contact Michelle Auciello (email: mauicello@wcupa.edu) in the Office of Graduation Studies for additional information about graduation policies.

**Academic Probation/Dismissal**

Graduate students whose cumulative grade point average falls below 3.00 will be placed on academic probation. Graduate students must raise their GPA to 3.00 by the end of the next semester (or full summer term) in which they register. An additional probationary semester may be granted at the discretion of the Graduate Dean. If a student fails to meet the conditions of academic probation he/she is subject to dismissal. Graduate students earning a cumulative GPA of 2.00 or lower will be dropped from their graduate program without a probationary period.

A graduate student earning an F grade in any course will be dismissed from the University. Exceptions may be made for a course outside the student's discipline upon the recommendation of the graduate coordinator and the approval of the graduate dean. An F earned at West Chester University may not be made up at another institution of higher learning for the same course.

Grades earned during summer sessions count the same as grades earned during the academic year. All grades recorded determine the student's academic status, even if a student changes degree programs. Students dropped from a graduate program due to unsatisfactory work will not be permitted to take courses for credit towards a graduate degree in that department beyond the semester in which they are dropped.

**To be eligible to receive the master's degree, graduate students must complete all requisite courses and credits with a cumulative GPA of at least 3.00.**

**Students holding graduate assistantships who fail to maintain a 3.00 cumulative GPA will have their assistantships revoked or will not have them renewed. This policy includes courses taken during summer sessions.**

**Academic Integrity Policy**

Any situation involving a violation of academic integrity is of major concern to the University. Faculty members preserve and transmit the values of the academic community through example in their own academic pursuits and through the learning environment that they create for their students. They are expected to instill in their students a respect for integrity and an understanding of the importance of honesty within their chosen profession. Faculty must also take measures to discourage student academic dishonesty.

Commitment to maintaining and encouraging high standards of academic integrity is demonstrated in many ways. One way is through the establishment of policies and procedures governing violation of the standards of academic integrity. The following policies, procedures, and definitions are intended to help faculty meet these responsibilities.

First, the instructor has both the right and responsibility to demand academic honesty if a student is to remain in good standing in the course and is to be evaluated fairly by the instructor. A grade certifies both knowledge and a standard of academic integrity. It is essential that the instructor retain the right to
set the minimum academic penalty for academic dishonesty in a course, subject to the appeal rights of a student.

Second, cheating is **not** just a matter between an instructor and student in a specific course. While it is the right and duty of the instructor to set minimum penalties for dishonesty in a particular course, the University is responsible for the minimum standards of academic integrity and achievement on which degrees are based. It is the University that permits students to remain members of the academic community and finally certifies that students have attained sufficient academic credit and exhibited acceptable standards of conduct to entitle them to a degree.

Third, students accused of academic dishonesty have the right to have their case heard in a fair and impartial manner, with all the safeguards available within the bounds of due process.

**Violations of Academic Integrity**

Violations of the academic integrity standards of West Chester University fall into six broadly defined categories listed below:

1. **Plagiarism**  
   Plagiarism is the inclusion of someone else's words, ideas, or data as one's own work.

2. **Fabrication**  
   Fabrication is the use of invented information or the falsification of research, information, citations, or other findings.

3. **Cheating**  
   Cheating is an act or an attempted act of deception by which a student seeks to misrepresent his/her mastery of the information or skills being assessed. It includes, but is not limited to, using or attempting to use unauthorized materials, information, or study aids in any academic exercise.

4. **Academic Misconduct**  
   Academic misconduct includes, but is not limited to, other academically dishonest acts such as tampering with grades; or taking part in obtaining or distributing any part of a test that has not yet been administered; or disrupting or interfering with the ability of others to complete academic assignments. It also includes violations of the Student Code of Conduct, as they relate to the academic environment.

5. **Facilitating Academic Dishonesty**  
   Facilitating academic dishonesty includes helping or attempting to help another to commit an act of academic dishonesty.

6. **Breach of Standards of Professional Ethics**  
   In certain degree programs, students will be instructed on and provided with that particular professions code of ethics (e.g., the American Nurses Association Code for Nurses). Under some circumstances, if a student is found to have violated that professional code, that violation may be considered a breach of the Academic Integrity Policy.
Campus Email Communications, My WCU and Blackboard

WCU Email

Students are expected to check their West Chester University Email account. Many important university notices are sent to students via WCU email. Faculty are expected to correspond with students through their WCU email addresses. Student can forward their WCU email to their personal email accounts. Students should contact Academic Computing Services to establish the forwarding system for WCU email.

My WCU

My WCU is a computerized service that allows students to register for courses, access transcripts and advising information along with computerized access to library services and other services. Graduate students have to be accepted into the MPH Program as fully matriculated (with payment of admission fees) to access My WCU. Students will need to establish a user name and password to access My WCU.

The Blackboard System

The Blackboard Learning System™ is a family of software applications designed to enhance teaching and learning. Intuitive and easy-to-use for instructors and students, the Blackboard Learning System helps instructors to build course materials online and engage with students in an interactive way. (Blackboard.com)

At WCU, students can access their courses on Blackboard for course syllabi, course notes and outlines, activities, discussion boards, course announcements, course evaluations and other course support materials. Each instructor provides the material that is appropriate for their courses on Blackboard.
GRADUATE CERTIFICATE PROGRAMS

Purpose of Graduate Certificates

The graduate certificates in the Department of Health allows students (with a bachelor’s degree) to explore an area of interest in public health or build on current skills. Students do not have to be enrolled in the MPH Program to complete a certificate. Students will need to be admitted into the certificate program by going through the admissions process. If students decide to enroll in the MPH Program, they may apply the certificate credits to the MPH degree. These applied credits will need to meet the MPH academic requirements and certificate students will then need to apply for the MPH Program.

Students currently enrolled in the MPH Program can take additional courses beyond their required track courses to earn a certificate. MPH students will need to apply for the certificate program. When the certificate is completed the certificate designation will appear on the student’s transcript. Many students in the MPH Program have interests in more than one track and the addition of a certificate allows students to add to their skills and competencies in public health. For more information on the application process for certificate programs, please ask your advisor or refer to the Graduate Catalog at the university website (wcupa.edu). The following certificate programs are available in the Department of Health.

Graduate Certificate in Emergency Preparedness

This certificate is designed for public health, environmental health, occupational health, and emergency professionals along with managers and educators who need to upgrade their skills in the area of protecting people in emergencies. For more information, contact Dr. Charles V. Shorten, 610-436-2360; fax, 610-436-2860; or e-mail, cshorten@wcupa.edu.

Graduate Certificate in Health Care Administration

The graduate certificate in health care administration provides health care professionals an opportunity to expand their knowledge of health care administrative issues. An accelerated format is available for many of the courses so the certificate can possibly be earned in three semesters or less. For more information contact Dr. Tanya Morgan, 610-436-2113; fax, 610-436-2860; or e-mail, tmorgan@wcupa.edu.

Graduate Certificate in Integrative Health

The graduate certificate in integrative health is designed for healthcare professionals desiring graduate study of evidence-based integrated approaches to health promotion, disease prevention, and treatment. Please note that this certificate is not designed to prepare practitioners in any given modality. For more information, contact Dr. Roger Mustalish, chairperson, Department of Health, 610-436-2931; fax, 610-436-2860; or e-mail, rmustalish@wcupa.edu.
TUITION, FEES, FINANCIAL AID AND GRADUATE ASSISTANTSHIPS

Tuition and Fees

For the purposes of assessing tuition and fees, part time students are enrolled in nine (9) or less credits. Full time students are those who are enrolled in nine (9) or more credits during fall and spring semesters. Graduate students enrolled for more than fifteen (15) credits per semester are charged additional fees for every credit over 15. In-state residents' tuition and fees are lower than out-of-state residents' tuition and fees. For up-to-date information on tuition and fees at any given time, contact the Office of the Bursar (610-436-2552).

Financial Aid

The purpose of financial aid at West Chester University is to provide financial assistance and counseling to students who can benefit from further education, but who cannot obtain it without such assistance. Financial assistance consists of gift aid in the form of scholarships or grants and self-help aid in the form of employment or loans. The main responsibility for meeting educational expenses rests with students. Financial aid is a supplement to family contributions and is to be used for educational expenses. Eligibility for financial aid, with the exception of some assistantships and scholarships, is based on demonstrated financial need. Family income, assets, and family size influence the demonstrated financial need of the student. Direct questions concerning financial aid to the Office of Financial Aid (610-436-2627). The Department of Health has a limited number of scholarships or awards. The availability of awards varies by emphasis area.

Graduate Assistantships

The Department of Health receives a large number of requests for graduate assistantships. We have a very limited number of graduate assistant positions. We ask that students follow the procedure outlined below during the application and decision process for graduate assistantships. When positions are filled in the Department of Health, we will no longer have openings for that particular academic year. When positions are filled in the Department of Health, students interested in pursuing a graduate assistantship are encouraged to contact the Office of Graduate Studies for additional opportunities in other departments.

To be eligible to receive a graduate assistantship, the student must satisfy the following requirements:

1. Must be a fully matriculated, degree-seeking, graduate student; normally, certification students are not eligible, and provisionally accepted students are not eligible unless the provisions are removed before the semester begins. Exceptions must be approved by the graduate dean.

2. Have a minimum cumulative GPA of 3.0 for current graduate students (if a graduating senior, the undergraduate GPA must be at least 2.8).

3. Must submit a statement of professional goals, three letters of recommendation (using the form provided by the Graduate Office).

4. Have applied for a graduate assistantship by April 15 to be eligible for a fall semester assistantship, or by October 15 for a spring semester assistantship. Complete a Health Department Graduate Assistant Application found on the MPH website/Blackboard and submit the application to the
Department of Health Graduate Coordinator by April 2\textsuperscript{nd} for a fall semester assistantship and October 1\textsuperscript{st} for a spring semester assistantship.

Full-time graduate assistants, in return for 20 hours of assigned duties per week, receive tuition remission and a stipend of $5,000 for the academic year and must be enrolled as full-time graduate students (9-15 credits). Half-time assistantships involving 10 hours per week of assignments also are available. For these, students enroll in six credits of course work and will receive tuition remission for those credits as well as a stipend of $2,500 for the academic year. Full-time graduate assistants are not allowed to hold other on-campus employment simultaneously. Part-time graduate assistants may work on-campus a maximum of 10 hours per week in addition to holding an assistantship.

For maximum consideration for support, applications for the fall semester should be submitted by April 15. Assistantships also are offered by the Academic Programs and Services Division, Residence Life and Housing, the Academic Computing Center, and other offices. Please contact these offices or the Office of Graduate Studies for additional information.

Maintaining graduate assistantships requires students to demonstrate both satisfactory performances in meeting assigned hours, dates, and responsibility, as well as good academic standing. Students holding graduate assistantships who fail to maintain good academic standing (minimum GPA of 3.0) will have their assistantships revoked or will not have them renewed. This policy includes courses taken during summer sessions. Full-time graduate assistantships are given for a maximum of four semesters. Half-time assistantships may be granted for up to eight semesters.
THE MPH CURRICULUM

Overview

The MPH Program curriculum provides students with a strong foundation in the recognized core areas of public health. All students must complete core courses in epidemiology, biostatistics, environmental health, health administration, social and behavioral science and research methods along with selecting a track. Students must complete a minimum of 45 credits to obtain the MPH degree (18 credits of core courses, 21 credits in a MPH track, 3 credits in Applied Learning Experience I and 3 credits in Applied Learning Experience II).

The MPH Program offers four elective tracks: community health, environmental health, health care administration and integrative health. Within each elective track there are additional course requirements.

At the end of the program students participate in a practicum completed during Applied Learning Experience I and II. This practicum is a planned, supervised and evaluated learning experience. During this experience students plan and implement a major project that is their culminating activity. All students are responsible for completing the major project along with presenting a poster of their work at the end of each semester. The purpose of this practicum and culminating activity is to allow students to integrate core MPH competencies with selected specialties and to employ newly acquired skills and knowledge to a current public health problem in a community setting.

MPH Course Formats

All courses in the MPH Program that are scheduled for fall and spring semesters are offered in the evenings to accommodate many of our employed students. Many of the summer courses are scheduled during the day with some courses offered in the evening.

Traditional Course Formats

Courses offered in the traditional format are scheduled for 15 weeks. Classes meet one day a week for 3 hours. Class times are 4:15pm – 7:00pm or 7:15pm – 10:00pm, Monday through Thursday. Courses presented in the traditional format include the MPH Core courses: HEA520 - Public Health Epidemiology; HEA526 - Biostatistics for Public Health and HEA530 - General Environmental Health. The Environmental Health track courses and the business courses in the Health Care Administration track are presented in the traditional format.

Accelerated Course Formats

Many of the track courses are offered in the accelerated format in seven weeks. These classes meet one night a week from 4:15pm – 10:00pm, Monday through Thursday. Courses presented in the accelerated format include the MPH Core courses: HEA630 - Health Care Administration; HEA632 - Social and Behavioral Aspects of Health and HEA648 - Research Methods in Public Health. The Community Health and Integrative Health track courses are presented in the accelerated format. Most of the courses in Health Care Administration are presented in the accelerated format with required business courses offered in the traditional format.
With careful advising and planning, students who schedule accelerated courses may complete up to three courses a semester with a time commitment of one or two nights during each semester. This course sequence allows students to reduce the time to graduation. These are the benefits of the accelerated format. However, the challenge for students completing these courses is to effectively manage time with the increased hours (outside of class hours) needed to complete projects and assignments in a shorter period of time. It is important to note the instructors who teach in this format have designed these courses to include lectures interspersed with class discussions, group activities, guest speakers, and work sessions for group projects.

**Summer Course Formats**

During the summer semesters the MPH faculty offers elective courses for students who need to meet these requirements. Many of these courses are offered in five day formats (8:00am – 5:00pm). A few required courses may also be offered during summer sessions in this format, but the majority are elective courses. Students who are employed may need to use vacation time to complete these courses. This condensed format allows students to be immersed in the course and provides time for field trips.

**International Courses**

MPH students have opportunities to participate in study abroad with faculty who offer courses with a public health emphasis in Mexico, China, and Peru. Topic areas range from transcultural health to environmental issues. These courses are scheduled throughout the academic year with most opportunities offered during spring and summer semesters.

**Group Projects in MPH Courses**

Many of the courses in the MPH Program incorporate group activities and projects into course assignments. Working as a team is essential in the public health profession. Many instructors design their projects to simulate actual projects and activities that can be found in Departments of Health, non-profit agencies, hospitals and environmental health work sites. Therefore, students are expected to act as professionals during group work. We expect students to work cooperatively, follow group guidelines and policies, adhere to group deadlines, and work as team members in problem solving, crisis management, program planning and evaluation activities.

**MPH Course Descriptions**

Students should refer to the Graduate Catalog on the university website (wcupa.edu) for a complete listing of course numbers and descriptions of MPH core and track courses.
The MPH Core Curriculum

All MPH candidates are required to take the following core courses in order to gain an understanding of 1) the multidimensional factors affecting public health, 2) the organization, financing, delivery, and administration of health services, and 3) methods for monitoring, analyzing, and assessing public health needs:

- HEA520  Public Health Epidemiology
- HEA526  Biostatistics for Public Health
- HEA530  General Environmental Health
- HEA630  Health Care Administration
- HEA632  Social and Behavioral Aspects of Health
- HEA648  Research Methods in Public Health
- HEA649  Applied Learning Experience I
- HEA650  Applied Learning Experience II (taken during the last semester of the program)

MPH Program Tracks

Students may choose one of the following tracks within the MPH Program:

The Community Health Track

A number of rewarding career opportunities are available for graduates of the MPH Community Health Track. Graduates complete the track with knowledge and skills that are adaptable to many settings including: federal and state agencies, voluntary health agencies, hospitals, health maintenance organizations and worksite settings. The terms community health specialist, community health educator, public health educator, health education specialist, health promotion specialist, and health educator are often used to describe the job titles for graduates. It important to note that health educators are rarely in employment situations where only one skill is needed. For more information on this track, contact Community Health Track Coordinator, Dr. Debra Bill (610) 436-2113 or dbill@wcupa.edu. A combination of skills and the ability to work as a member of a team ensures success at working in a number of settings and the following track courses prepares graduates for their future careers and CHES certification:

- HEA531  Community as a Basis for Health
- HEA543  Transcultural Health
- HEA539  Health Promotion Program Planning
- HEA538  Evaluation of Health Programs
- HEA544  Program Administration in Health and Human Service
- 6 credits of health electives selected under advisement

The Health Care Administration Track

Health administrators are charged with coordinating a wide variety of activities crucial to the effective and efficient delivery of health services and programs. In general, the job of the health administrator is to plan, organize, coordinate, and supervise the delivery of services within a wide range of health care organizations, including hospitals, mental health clinics, long-term care facilities, rehabilitation centers, managed care organizations, and multidisciplinary physician groups. The responsibilities of a health administrator take place in an environment influenced by many regulations and political forces. Consequently, a thorough understanding of the factors influencing health policy is
crucial to effective health administration. For more information of this track, contact the Health Care Administration Coordinator, Dr. Tanya Morgan (610) 436-2113 or tmoragan@wcupa.edu. Courses for this track are the following:

- HEA642 Access and Distribution of Health Services
- HEA538 Evaluation of Health Programs
- HEA631 Health Services Law
- HEA640 Issues of Managed Care
- ADM501 Administrative Theory and Environment
- ADM503 Accounting and Budgeting
- 3 credits of health/administration elective selected under advisement

The Environmental Health Track

The Environmental Health Track prepares students for the technical and professional demands of careers dedicated to the protection of human health and the environment. Graduates of the program work to improve the quality of air, water, soil and food using technology to measure and control pollutants, indoors and outdoors. MPH degree recipients direct multidisciplinary teams of professionals as Environmental Health Managers. At all levels, the program embraces the broad environmental ethic of sustainability through human cooperation with nature, including basic rights to a safe home and workplace; clean water supplies for human consumption, recreation and wildlife; safe and available food supply; waste and energy management; and careful resource management for the future. For more information on this track, contact Environmental Track Coordinator: Dr. Charles V. Shorten, 610-436-2360 or cshorten@wcupa.edu. Courses for this track are the following:

- ENV524 Industrial Hygiene
- ENV545 Risk Assessment
- ENV547 Environmental Regulations
- ENV551 Environmental Toxicology
- GEO534 Geographic Information Systems
- 6 Credits of environmental health courses selected under advisement

The Integrative Health Track

The Integrative Health Track area explores the integration of Complementary and Alternative Medicine into conventional health care and stresses a critical assessment of evidenced-based research. For more information on this track, contact Integrative Health Track Coordinator: Dr. Roger Mustalish, 610-436-2931 or rmustalish@wcupa.edu. Courses for this track are the following:

- HEA501 Integrative Health
- HEA538 Evaluation of Health Programs
- HEA550 Evidence Based Medicine and Public Health
- HEA539 Program Planning
- 9 credits of health electives selected under advisement
COMPETENCIES IN THE MPH PROGRAM

Competencies define what a successful student in the Master of Public Health program in the Department of Health at West Chester University should know and be able to do upon completion of the MPH core and track courses. The MPH Program has a set of competencies for the core courses and the program tracks. Students should become familiar with the core and track competencies as these are competencies provide the foundation for professional standards in the MPH Program.

The MPH Program Competencies – Learning Objectives and Outcomes

The competencies, learning objectives and outcomes for the MPH core courses were developed to reflect the fundamental concepts of public health. The learning objectives and outcomes for the MPH tracks were developed to prepare students for their specific disciplines. It is important to note that there are a set of shared competencies that are found throughout the tracks. These competencies serve to unify the MPH program and enable the graduates to complete the degree with a set of common skills and competencies. The following six shared skills and competencies are found throughout all of the tracks:

1) Program Planning
2) Program Evaluation
3) Program Implementation
4) Needs Assessment
5) Communicate Concerns and Resources
6) Advancing the Profession

Students are expected to demonstrate the ability to translate theory into practice during Applied Learning Experience I and II. The following MPH Program learning objectives and outcomes from the core and elective courses reflect the competencies listed above and prepare students for their role as public health professionals in the practicum setting.

Five Core Competencies in Public Health

<table>
<thead>
<tr>
<th>MPH Core Course</th>
<th>MPH Core Competency: Upon completion of the MPH Public Health Core Courses, graduates will be able to:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biostatistics</td>
<td>Apply the concepts of biostatistics in the collection, retrieval, analysis and interpretation of health data along with designing health related surveys/experiments and apply the concepts of statistical data analysis to community populations.</td>
</tr>
<tr>
<td>Epidemiology</td>
<td>Demonstrate knowledge of the principles of epidemiology through the study of distribution and determinants of disease, disabilities and death in human populations, the characteristics and dynamics of human populations along with the natural history of diseases in community populations.</td>
</tr>
<tr>
<td>Health Care Administration</td>
<td>Apply the concepts of health care administration that includes planning, organizing, administration, management and evaluation of public health programs.</td>
</tr>
<tr>
<td>Social and Behavioral Aspects of Health</td>
<td>Demonstrate knowledge of the concepts of social and behavioral theories relevant to the identification and solution to public health problems.</td>
</tr>
<tr>
<td>Environmental Health</td>
<td>Interpret and analyze the impact of environmental issues including the biological, physical and chemical factors that affect the health of a community.</td>
</tr>
</tbody>
</table>
Public Health Core Learning Outcomes and Integration into MPH Tracks

After completion of the public health core, the students will be able to integrate public health core competencies into their specialty area by the following five outcomes:

1. Demonstrating proficiency in planning, designing and implementing research projects/programs that include primary and secondary data from laboratory or field work.
2. Analyzing and synthesizing various available resources and data to determine the public health needs in a community setting.
3. Subscribing to a professional code of ethics and applying ethical standards to public health issues.
4. Demonstrating proficiency in the use of technology and assessing information through the use of technology along with applying technology to the dissemination of information.
5. Integrating core public health concepts into their selected area of public health by demonstrating the ability to apply theory to practice, critical thinking and problem solving skills and demonstrating skills to remain competent in their area of interest.

MPH Track Competencies

Community Health Track Competencies*

Upon graduation, the Community Health Track graduates will be able to:

- Assess individual and community needs for health education
- Plan effective community health education programs
- Implement community health education programs
- Evaluate the effectiveness of community health education programs
- Coordinate provision of community health education services
- Serve as a resource person in community health education
- Communicate community health and education needs, concerns and resources
- Apply appropriate research principles and methods in community health education
- Administer community health education programs
- Advance the profession of health education

*Community Health competencies are adopted from The National Commission for Health Education Credentialing, Inc., Responsibilities and Competencies.

Integrative Health Track Competencies

Upon completion of the Integrative Health Track graduates will be able to:

- Assess specific public health needs of the community for integrative health programs.
- Serve as a resource person in integrative health.
- Implement integrative health programs to maintain optimum health and to reclaim health in a holistic manner where disease states exist.
- Evaluate the effectiveness of existing programs and implement integrative strategies where appropriate.
• Apply rigorous scientific evaluation of the efficacies of potential integrative modalities.
• Serve as an advocate for integrative health, especially in underserved populations.
• Advance the profession of integrative health.
• Communicate the value of evidence-based integrative health strategies to address community health needs and issues.

Health Care Administration Track Competencies

Upon completion of the Health Care Administration Track graduates will be able to:

• Engage in activities that are relevant and address current trends and issues of health care administration.
• Identify external and internal pressures affecting administrators’ functions and their role in organizational politics, resource allocation decisions, and other critical issues.
• Demonstrate the widespread applicability of management theory to all types of health service organizations and health systems.
• Reinforce existing skills and experience of health care administration while providing and applying new theory, as well as traditional theory and concepts in new ways.
• Apply health care administration terminology and concepts to enhance lifelong learning and professional development.

Environmental Health Track Competencies*

Upon completion of the Environmental Health Track graduates will be able to:

• Identify illness and injury causing agents in workplaces, residences, health care facilities and other institutions, and the outdoor environment.
• Measure biological, chemical and physical disease agents in any environment and assess compliance with environmental regulations and professional standards
• Analyze, interpret and evaluate toxicological, epidemiological and environmental exposure data
• Quantitatively assess risk using mathematical models
• Communicate risk information to the populations they serve
• Plan and manage emergency preparedness programs
• Integrate, implement and evaluate control strategies to reduce environmental risks
• Lead, manage and administer environmental health programs
• Apply appropriate research principles and methods in Environmental Health.
• Advance the profession of Environmental Health

*The competencies for the Environmental Health track are an adaptation of the requirements for industrial hygiene practice set up by the American Board of Engineering Technology (ABET) which accredits industrial hygiene programs. These industrial hygiene concepts have been broadened to include the whole field of environmental health and some aspects of emergency preparedness.
APPLIED LEARNING EXPERIENCE I AND II

Overview

Applied Learning Experience I and II is the practicum and culminating activity for the MPH Program. This practicum and culminating activity is a planned, supervised and evaluated learning experience. During this experience students plan and implement a major project that is their culminating activity. The practicum is the time devoted to the development and implementation of the major project. Applied Learning Experience I and II are designed to ensure the major project is planned and implemented during two consecutive semesters (the last two semesters at the end of the student’s program). Examples of major projects or culminating activities include: research projects, program development, program evaluation and case studies. All students are responsible for completing the major project along with presenting a poster of their work at the end of each semester. The purpose of this practicum and culminating activity is to allow students to integrate core MPH competencies with selected specialties and to employ newly acquired skills and knowledge to a current public health problem in a community setting.

Please note: The information provided in this section is an overview of Applied Learning Experience I and II. The Applied Learning Experience I and II Guidelines provides in-depth information for students and site supervisors along with forms that will need to be completed by students and site supervisors. These guidelines are available in the Department of Health office or on the MPH website or Blackboard.

HEA649- Applied Learning Experience I

The purpose of this course is to prepare students for the Applied Learning Experience II which is the culminating experience (major project report and poster session) and practicum (implementation of major project at the practice site). This preparation will include a comprehensive and integrated application of the MPH curriculum in the development of the major project plan that will be completed during Applied Learning Experience II. Students will also be introduced to the role of the agency in the community setting with completion of the Agency Interview Reaction paper and the Agency Report. Students will select their community practice site for the practicum experience under the supervision of the Applied Learning Experience Faculty Advisor.

HEA650- Applied Learning Experience II

The purpose of this course is to enable students to complete their practicum and culminating experience (Major Project Report) at a site selected during Applied Learning Experience I. This practicum is a continuation of the of the Major Project Plan that was developed during Applied Learning Experience I. Students will be responsible for implementation of the Major Project Plan at the practicum site along with preparing a professional poster that summarizes the completed Major Project. This experience will include a comprehensive and integrated application of the MPH curriculum to the implementation of the Major Project Plan and completion of the Major Project Report.

Course Prerequisites for HEA649 - Applied Learning Experience I

Applied Learning Experience I and II are culminating experiences and are the final courses taken before graduation. Students will need to complete 30 credits before registering for HEA649-Applied Learning Experience I and complete an Applied Learning Experience I Application that will include a list of completed courses with the student’s transcript and cumulative grade point average. This application will
need to be reviewed and approved by the Applied Learning Experience Faculty Advisor. Only students with approved applications will move to the next step of agency site selection and interviews. **It is important to note that each track may have specific courses that need to be completed before the start of Applied Learning Experience I and students are responsible for meeting with their academic advisors to ensure that courses are completed in appropriate sequence before the start of Applied Learning Experience I. All students (regardless of assigned track) will need to complete the following courses before the start of HEA649 – Applied Learning Experience I as these courses serve as a foundation for developing the Major Project Plan.**

- HEA520 Epidemiology in Public Health
- HEA526 Biostatistics in Public Health
- HEA648 Research Methods in Public Health*

*Students are strongly encouraged to take all of the course prerequisites during the first year of the program. If this is not possible due to scheduling conflicts students will have the option of registering for HEA648 Research Methods in Public Health during the same semester as HEA649 Applied Learning Experience I (this situation usually applies to full time students who need to maintain 9 credits per semester). HEA648 Research Methods in Public Health is an accelerated course offered in the first half of the semester and if students register for both courses in same semester they will not begin their Major Project Plan for HEA649 Applied Learning Experience I until after the completion of HEA648. The Applied Learning Experience Faculty Advisor will require students to be prepared to develop their Major Project Plan with the skills and knowledge on research methods acquired during HEA648.

**Course Prerequisites for HEA650 - Applied Learning Experience II**

All MPH core and track courses need to be completed before the start of HEA650-Applied Learning Experience II. **There are no exceptions made for this prerequisite.** Students will need to complete an Applied Learning Experience II Application that will include a list of completed courses with the student’s transcript and cumulative grade point average. This application will need to be reviewed and approved by the Applied Learning Experience Faculty Advisor.

**Applied Learning Experience I and II Time Commitments**

It is important to note that many students in the program have full time jobs and will need to **complete a total of 300 hours for Applied Learning Experience I and II. Students are expected to spend time at the agency to complete their projects and projects should focus on research problems and/or practitioner issues in public health.** The student and Agency Site Supervisor will need to be in agreement about the time needed to be spent on site during the start of the Applied Learning Experience I. **Students will need to remember that this experience is 300 hours and is to be completed over two semesters, with 100 hours for Applied Learning Experience I and 200 hours for Applied Learning Experience II.** Arrangements for time at the site should be flexible. The student and the Agency Site Supervisor need agree about the time commitment at the agency.

**Applied Learning Experience at Student’s Place of Employment**

Students who are employed at an agency/institution/facility may complete their Applied Learning Experience at their place of employment. However, the experience cannot be related to their current job responsibilities. For example, a student who is working in a county health department in the area of maternal/infant health may not complete his/her project in that division or department. However, the student
can select a different department (i.e., chronic disease prevention and control) to complete their project with a site supervisor not related to the student’s current position.

GUIDELINES FOR INTERNATIONAL STUDENTS

Overview

The MPH Program at West Chester University has a very diverse group of students, with many international students from India and various countries throughout South America, Africa and Asia. It is important for international students to understand that the Chair of the Department of Health, the MPH Program Director, the Graduate Coordinator, the Assistant Chair or MPH Faculty are not able to assist students with processing VISAs, immigration issues and housing. The Center for International Programs is the main support system for international students at West Chester University. It is important that international students work directly with the Center for International Programs for the issues and concerns with immigration status.

Undergraduate Preparation

The MPH Program draws a variety of students representing a wide array of health and non-health related undergraduate majors. The minimum requirements for the graduate program include:

- **Undergraduate Statistics Requirement**: Students who have not had an introductory course in statistics will need to complete this course before enrolling in HEA520 –Public Health Epidemiology and HEA526 –Biostatistics for Public Health. Students have the option of enrolling in MAT121 – Introduction to Statistics, at West Chester University or enrolling in a similar course at a community college or another university.

  **Statistics Competency Examination**: Students have the option of completing a Statistical Competency Examination (administered by the Department of Health, under the direction of Dr. Stacie Metz). This exam is scheduled at the start of fall/spring semesters. A score of 85 or better will be accepted as a replacement for the undergraduate statistics requirement. This option should only be considered if the student has previous experience with introductory statistics through other courses that may not appear on the transcript as traditional statistics courses. If students are considering this option, please contact Dr. Stacie Metz (email: smetz@wcupa.edu) for more information about the competency exam.

  Students may begin the MPH Program (without the undergraduate statistics requirement) if other academic requirements are met, however students will be admitted under provisional status. To remove the provisional status and be eligible to register for HEA 520 and HEA526, proof of statistics course completion or the Statistics Competency Examination score is needed by submitting a copy of a transcript or score to the Department of Health and the Office of Graduate Studies.

  Students who complete HEA520 and HEA526 without the undergraduate statistics course will not be able to obtain **Degree Candidacy** and will remain in provisional status. We strongly encourage students to complete this undergraduate course as soon as possible. If students do not obtain Degree Candidacy they will not be able to complete the degree.

- **Computer Literacy**: All students should be computer literate and be able to access the university email system, My WCU and Blackboard. Students should be proficient in Microsoft Word, PowerPoint, and Excel.
• All international students with a non-U.S. undergraduate degree will need to participate in the International Student Orientation Program regardless of residency status.
• All international students will need a TOFEL score of 550 (213 on computer based exam) and a Graduate Record Exam (GRE) verbal score of 450.

• All international students will need to have their undergraduate transcripts evaluated by the World Educational Services -WES (www.wes.org).

Services Offered by the Center for International Programs

Contacts:

Lynn Keiser, Director of Graduation Enrollment and International Programs
Email: lkeiser@wcupa.edu, phone (610) 436-3515
Angela Howard, Assistant Director of International Programs
Email: ahoward@wcupa.edu, phone (610) 436-2138

The Center for International Programs offers an array of services, such as:

• Full immigration assistance for (F-1) international students including travel outside the United States, visa stamp expiration, duration of status, transfer procedure, on-campus employment, off-campus employment, bringing dependents to the United States, taking less than a full-time course load, extension of stay, curricular training, and practical training.

• Full immigration assistance for (J-1) international scholars, professors, and specialists including short-term programs, employment, practical training, extensions, and bringing dependents to the United States.

• Yearly seminars presented by a local immigration lawyer on a variety of other immigration issues.

• Income tax forms and information.

• Job search and interviewing tips, a film series on a variety of topics of particular interest to international students including first arrival problems and issues, street wisdom, culture shock, the employment interview process, and health care in the United States.

• Orientation program for new students.

• Travel information around the tri-state (Pennsylvania, Delaware, New Jersey) area, and

• A film library (over 100 classic and recent movies) - movies are loaned to students at no cost.

Application Status and Processing

Students from foreign countries may be admitted to the graduate program, provided they meet certain special requirements in addition to the University and program admission requirements (including the scores for the Graduate Record Exam). International students, like other out-of-state students, are accepted only when space is available.
Applications and supporting documents must be submitted to the Office of Graduate Studies no later than April 15 for admission to the following fall semester and October 15 for admission to the following spring semester and April 15 for graduate assistant applicants.

Applicants whose native language is not English must submit evidence of satisfactory performance on the Test of English as a Foreign Language (TOEFL) to the Office of Graduate Studies and Extended Education before application forms can be processed. A score of 550 is the minimum acceptable score (213 for computer-based exam). Information about the TOEFL test, including test dates and locations in foreign countries, can be obtained from the Educational Testing Service; Box 6151, Princeton, NJ 08541-6151, U.S.A. Registration forms must reach Princeton at least five weeks before the test is to be taken.

Applicants who fail to achieve a minimum score of 550 on the TOEFL may be admitted to the English as a Second Language (ESL) program, providing they are otherwise eligible for admission to the graduate degree program to which they have applied. Successful completion of the ESL program will qualify the applicant for subsequent admission to a graduate degree program.

The following information and documents must be filed with the Office of Graduate Studies:

1. A completed application form.

2. One official copy of transcripts/statements of marks/academic records detailing all university-level work and the diploma or degree certificate are required. Documents in a language other than English must be accompanied by English translations certified by a University official. Original documents must accompany the certified translations. An evaluation of the transcript by the World Educational Services (WES) is required (www.wes.org).

3. Official record of the TOEFL score sent directly to the Office of Graduate Studies by the Educational Testing Service.

After the application and supporting documents have been reviewed, the Office of Graduate Studies will notify the applicant of its action. If accepted, students must file the following information and documents with the Center for International Programs Office.

4. A proof of financial support form must be completed and returned to the Office of Graduate Studies. Students will need to contact the Center for International Programs for current costs.

5. A medical history form and an immunization record must be completed by a physician and returned to the Office of Graduate Studies.

6. If a student is admitted to a degree program, the University will supply a U.S. Immigration (I-20) Form.

After the application and supporting documents have been reviewed, the Office of Graduate Studies will notify the applicant of its action. International students are urged to remain in their own countries until they receive notice of acceptance. The University cannot assume responsibility for the housing or welfare of international students.
Proof of Financial Support

International students must demonstrate proof of financial support for their first academic year in the United States at West Chester University. That support can be demonstrated through a variety of sources, as long as the total from all sources of support equals the current amount designated by the Office of International Programs. The sources of funds can include scholarships, grants, loans, sponsorship by a U.S. citizen or permanent resident, personal or family funds, and acceptance deposits. All sources of funds must be verified. Acceptance deposits may be required to verify personal or family funds. For students who have previously studied in the United States, verification that all financial obligations were met at prior academic institutions may be all that is required to demonstrate proof of financial support.

Insurance Requirements for International Students

International students at West Chester University are required to carry adequate health and accident insurance. Insurance must be effective for all periods of time the student has been authorized to be in the United States by an immigration document issued by the University.

Health and accident insurance policies must be purchased through a company that sells insurance in the United States. West Chester University has set minimum coverage standards which must be met by all insurance policies. Information about the minimum standards is available at the Center for International Programs Office, phone: 610-436-3515.

To assure compliance with the insurance requirement, all international students must come to the center by August 31 of each academic year (January 31 for students entering spring semester). There students may obtain information as to the amount of insurance required and the means of obtaining coverage to meet the insurance requirement.
THE UNIVERSITY AND STUDENT LIFE

Library Services

West Chester University has two physical libraries, the Francis Harvey Green Library at the corner of High Street and Rosedale Avenue, and the Presser Music Library in room 121 Swope Music Building and the Performing Arts Center. Both libraries offer excellent environments for study and research. The total collections of both libraries include more than 774,000 print volumes, 7,700 print and electronic periodical subscriptions, and 86,500 audio-visual items (including videos, DVDs, and sound recordings). In addition, Library Services licenses more than 116,000 electronic books, the full text of articles from more than 23,000 periodicals, over 75,000 streaming audio titles, and more than 450,000 images of art works. These materials are augmented by an extensive collection of maps, government documents, and more than 879,000 items in microform, including books, periodicals, newspapers, and doctoral dissertations.

The total library collection compares favorably with other major public and private libraries in the region. Special holdings in the Green Library include the Chester County Collection of Scientific and Historical Books, the Normal Collection (publications by faculty and alumni), and the Stanley Weintraub Center for the Study of Arts and Humanities. Important rare books include *The Biographies of the Signers of the Declaration of Independence* by John Sanderson and the first four Folios of Shakespeare. Also worthy of note are the collections of children’s literature, instructional media, and the Philips Autographed Library in Philips Memorial Building. The Presser Music Library contains the University’s collection of scores as well as sound recordings, music books, periodicals, and microforms. This new facility also features the latest equipment for listening to sound recordings in analog and digital formats.

The Green Library houses a Starbucks and the Elinor Z. Taylor Graduate Study Lounge (FHG 608). Access to the Graduate Study Lounge is available through the Graduate Student Association. Key library services include reference (in-person, telephone, and e-mail), library instruction, electronic reserves, interlibrary loan, wireless laptops for use in the library, and access to coin-operated photocopiers and microform copiers.

The library’s Web site, http://www.wcupa.edu/library, provides continually updated access to a wide array of resources and services, including PILOT, the library’s catalog and links to more than 180 specialized databases. Most library databases are available from any computer with Internet access, and they may be accessed from off campus by entering an authentication number – a valid WCU network login or the 14- or 16-digit number from a current WCU ID. Graduate students without a WCU network login or ID may request an authentication number on the library’s Web pages. There is no charge for interlibrary loan, and materials not owned by the library may be requested over the Internet. Most materials requested from other libraries must be picked up at the Green Library. Questions regarding library materials and services should be directed to the Green Library Reference Desk, 610-436-2435, refdesk@wcupa.edu.

Student Housing

West Chester University provides housing facilities for its graduate students on a limited basis for the regular school year and all summer sessions. Graduate students may live in either a North Campus residence hall (that houses predominantly undergraduate students), with a 24-hour quiet hour option, or in selected units of the South Campus apartment complex. Students in the residence halls must be on the University meal plan; apartment residents have the option of any meal plan offered or no plan at all.
North Campus residence hall rooms are all double occupancy; apartments are designed for five occupants in combinations of double and single bedrooms.

The University, through the West Chester University Foundation, also offers other housing options on campus that are referred to as affiliated housing. University Hall, a suite-style residence hall on North Campus, and the Village at West Chester University, an apartment complex on South Campus, are available to current students beyond the first year and incoming transfer students on a space-available basis. These facilities offer all the same opportunities found in University-owned housing but are managed through an arrangement with a private corporation.

Graduate students are expected to abide by all regulations appropriate to their living arrangements. Upon acceptance to graduate study, students may contact the Office of Residence Life and Housing Services for additional information and applications for on-campus housing. Students are encouraged to contact this office as early as possible since the availability of on-campus housing varies based on the time of year that the request is made.

For assistance in locating a dwelling or apartment off campus, students may contact the Off-Campus and Commuter Services program. The Office of Residence Life and Housing Services is located in 202 Lawrence Center, phone: 610-436-3307.

Students who choose to live in the community must secure their own living accommodations. The Off-Campus and Commuter Services program will assist students in finding housing by providing up-to-date listings of available housing. These listings are available in 116 Sykes Student Union and may be accessed on the Web at www.wcupa.edu/public/och.

### Learning Assistance and Resource Center (LARC)

The Learning Assistance and Resource Center (LARC) strives to provide quality academic support services which help students become independent, active learners who achieve academic success. The LARC aims to promote cognitive development in a diversity of student populations through assessing and teaching the affective skills necessary for achieving academic and personal learning goals. The pursuit of a quality education, although contingent upon professors and administrators, is essentially a venture of self-reliance. At the Learning Assistance and Resource Center envisions a University populated with independent learners imbued with a desire to learn, to improve, and to progress. The tutors promote the critical thinking skills necessary for students to find unique and creative solutions to achieve academic success and actively pursue career goals. Students are encouraged to work with LARC if they are experiencing academic issues with test anxiety and time management. Please contact LARC at (610) 436-2535.

### The Writing Center

Anyone and everyone comes to the Writing Center! Everyone can improve their writing! West Chester students, grad students, and professors frequently visit the Writing Center for assistance. They come to the center because they know how useful it can be to talk about and get feedback on their writing. Talking with a tutor helps clarify and organize thoughts which will help you become a better writer in the long run. Graduate students are welcome to bring in any type of writing assignment for any class or project to the Writing Center. The staff will offer personal help with planning, revising, or any other aspect of writing your paper, but they will not write student papers. The staff wants to help students develop writing skills which are vital to success as a writer.
It is important to note that most of the MPH courses are writing intensive. Program planning, needs assessments, research reports, grant proposals, and Applied Learning Experience projects need to written at a professional level. MPH faculty will expect students with weak writing skills to utilize the Writing Center. Some MPH faculty will require that a staff member of the Writing Center review and critique papers as part of student assignments. To make appointments students must sign up using the sign-up sheet on the door at Lawrence 214, or call (610) 430-5664. Please plan ahead and don’t wait until the day the paper is due or you will not be able to fully benefit from the session.

Student Health and Wellness Centers

The University maintains a Student Health Center staffed by physicians, nurse practitioners, registered nurses, health educators, and a nutritionist. The Health Center staff is available to meet emergency and first-aid needs, and to perform routine treatment of minor illnesses and minor surgical conditions. The Student Health and Wellness Centers also offer programs designed to enhance wellness, disease prevention, and health education.

Part-time graduate students must pay the student health fee to be eligible for services. The University does not furnish other medical care or bear the costs of medical or surgical treatment or hospitalization. The community of West Chester has qualified physicians and excellent facilities at the Chester County Hospital.

The Student Health and Wellness Centers are located on the second floor of Wayne Hall. Any emergencies during the night and on weekends may be treated at the Chester County Hospital Emergency Room. The Health Center phone number is 610-436-2509 and visits are available by appointment. The Wellness Center phone number is 610-436-3276.

Graduate students, their spouses, and dependents may take advantage of a group medical illness and accident insurance policy approved by the University. Under the same group plan, there is a separate summer policy. Visit the Student Health and Wellness Centers for additional information and brochures.

Psychological Counseling Services

The Department of Counseling and Psychological Services (the Counseling Center) is located on the second floor of Lawrence Center, 610-436-2301. Services are available to all currently enrolled undergraduate and graduate students. The Counseling Center includes licensed psychologists, consulting psychiatrists, and graduate-level trainees with whom students may discuss their concerns in strict confidence.

Information Services

Information Services provides computing resources for a wide variety of users, both academic and administrative. Many of the University's administrative functions, such as registration, grade reporting, and billing, depend heavily on the campus-wide transaction processing system, which provides centralized access to University data from workstations located throughout the campus.

More importantly, computing is a vital instructional and research tool. Information Services offers students and faculty a wide range of computing resources, including a variety of software packages and hardware resources such as SAS, SPSS, MINITAB, programming languages, office software products, microcomputers, printers, graphics workstations, digitizers, and optical scanners. Many of these
facilities are available at various campus locations, but the Academic Computing Center on the ground floor of Anderson Hall serves as a focal point of instructional computing activity. A valid WCU ID card is required to use the Academic Computing Center. (For further information, contact the Academic Computing Center at 610-436-3349.) Computing facilities throughout the campus are joined by a high-speed network.

WCU faculty, staff, and students also can access computing resources off-campus through the Web. The network provides electronic mail capabilities for all campus workstations, connection to the Internet, and access to the University's main library catalogs.

The WCU network provides high-speed access to software applications (including programming languages, spreadsheets, word processors, and faculty-developed programs) and electronic communications capabilities to workstations. Student laboratory facilities are available in the Academic Computing Center, each of the nine residence halls, and Sykes Student Union. Information Services is located in Anderson Hall, 610-436-2828.

**Bookstore**

The Student Services Inc. Bookstore is located on the ground floor of Sykes Student Union. The bookstore sells both new and used textbooks for all WCU courses, as well as school and art supplies. The store also stocks best sellers, a variety of general interest literature, and a large selection of reference books, study aids, and teacher aids. SSI Bookstore offers a complete line of official WCU imprinted clothing and an extensive array of gifts, greeting cards, groceries, snacks, and laundry supplies. Services include film processing, special orders for computer software and general interest books, UPS shipping, and daily book buybacks. All major credit cards and personal checks, accompanied with a valid ID, are accepted. The bookstore offers extended hours of operation at the beginning of each semester. As a shopping convenience, students may order textbooks and merchandise via the bookstore Web site, [www.click2ssi-bookstore.com](http://www.click2ssi-bookstore.com).

**The Twardowski Career Development Center**

The University provides career planning and placement services and programs for its students and graduates through the Twardowski Career Development Center. The Twardowski Career Development Center's library provides information about careers, federal and state government positions, application forms, procedures, and job requirements. The center also maintains listings of job vacancies in business, education, and industry.

The services available to graduate students are career counseling; resume referral; and an on-campus interview program. The center's Web site contains links to a variety of job vacancy databases as well as sites to post resumes on the Internet. A variety of resume services are also provided, from samples to assistance in developing a resume to free critiques.

The Twardowski Career Development Center is located in 225 Lawrence Center, 610-436-2501. For additional career information visit the Web page at [www.wcupa.edu/cdc/](http://www.wcupa.edu/cdc/).

**Services for Students with Disabilities**

The Office of Services for Students with Disabilities (OSSD) offers services for students with physical and learning disabilities. The OSSD is designed to assist students to make a successful transition
to the University. We take a proactive stance that encourages students to understand their needs and strengths in order to best advocate for themselves.

The OSSD is located within the Academic Programs and Services Division and coordinates services with the other units within the division, such as the Learning Assistance and Resource Center and the Academic Advising Center, as well as other University offices including the Writing Center and the Office of Residence Life and Housing. Liaison with governmental agencies and private practitioners for provision of services is also available through the OSSD. In order to ensure continuity of services, students should pursue such actions prior to enrollment. Students needing financial support for personal services or interpreters should register with the appropriate agency at least six months in advance of matriculation.

Office of Services for Students with Disabilities
223 Lawrence Center
West Chester University
West Chester, PA 19383
610-436-2564

Emergency Preparedness and Emergency Notification

Emergency Preparedness

The University continues to review its safety policies and procedures and has developed new initiatives to address the issues raised by recent national tragedies. Although no college campus is completely safe, West Chester University has taken positive steps to enhance the safety of the campus community. It is important that all University community members understand how the institution will proceed and respond in case of a campus emergency. All students and employees should learn where to find emergency information and instructions, and be familiar with evacuation procedures for buildings where they live or work, as well as those they visit during the course of a day. The preparation people take now to learn, be aware of, and practice their own personal emergency plan is vital. Information about emergency preparedness and planning, as well as the University Threat Assessment Policy is available at wcupa.edu/dps/emergency/EmergencyPreparedness.asp.


In an emergency, the University will communicate key information as quickly and to as many people as possible using the following communication channels:

- Text message to e2campus subscribers, http://www.wcupa.edu/e2campus/
- Mass e-mails to faculty, staff, and students via WCU-assigned e-mail accounts
- Posted on WCU’s homepage
- Recorded message on WCU’s Information Line, 610-436-1000

While the University has a wide variety of methods to communicate with the campus community, the text messaging service allows the University to use some of the latest technology to reach students, faculty, and staff in the event of any emergency. The WCU homepage at http://www.wcupa.edu will be the primary source for all up-to-date, official information concerning emergencies.
Weather Notification Alert

http://www.wcupa.edu/dps/emergency/WeatherEmergency.asp

When adverse weather conditions affect the routine operation of the University, information regarding class cancellations, delayed openings, and/or University closings will be publicized via multifaceted communication media including the following:

- **Text messages to e2campus subscribers.** West Chester University offers a text messaging subscription service through e2campus, a state-of-the-art communication system, to instantly alert students, faculty, and staff of campus emergencies, including weather-related events. Subscribers will receive text messages on any device that accepts text messaging (SMS) through cellular service, such as cell phones, text pagers, BlackBerrys, and some wireless PDAs. In addition, there is an option to have messages sent to a personal e-mail address.

- **Mass e-mails to students, faculty, and staff.** Because WCU-assigned e-mail accounts for employees and students will be used as one of the primary layers of communication for weather-related as well as emergency alerts, all employees and students are required to activate and maintain regular access to their University-provided e-mail accounts.

- **Posted on WCU’s homepage at** [http://www.wcupa.edu](http://www.wcupa.edu). The most up-to-date and specific information, including weather developments, event cancellations and postponements, or changes to the final exam schedule, will be posted on the WCU homepage.

- **Recorded message on WCU’s Information Line, 610-436-1000.**

- **Broadcast on many radio and TV stations.** Some radio and TV stations use a system of code numbers rather than school names for cancellations and announcements. West Chester University's code numbers are 853 for cancellation of day classes and 2853 for evening classes, and at [http://www.wcupa.edu/dps/emergency/WeatherEmergency.asp](http://www.wcupa.edu/dps/emergency/WeatherEmergency.asp). Because radio and TV stations are generally not able to provide specific information, the most accurate and detailed announcements will be maintained on WCU's homepage at [http://www.wcupa.edu](http://www.wcupa.edu).

Recreation and Leisure Programs

The Office of Recreation and Leisure Programs provides a variety of recreational opportunities for the University community. Through participation, individuals are afforded an opportunity to improve their health and experience recreational activities that will enhance their use of leisure time.

**Intramural Sports** affords students the opportunity to participate in individual or team competitive activities. The Intramural Sports program promotes health, wellness, and physical fitness, as well as encourages the worthy use of leisure time. Regardless of ability level, every individual can experience successful participation in a variety of individual or team athletic events.

For students who enjoy highly competitive, instructional, or recreational sports other than varsity athletics, the office provides a **Sports Club** program. Becoming a member of a club provides opportunities for instruction, socialization, competition, and fun. Currently, West Chester University provides 11 Sports Clubs: equestrian, fencing, ice hockey, shotokan karate, men's lacrosse, men's roller hockey, men's rugby, skating, skiing, men's volleyball, and women's water polo.
Outdoor recreational opportunities are conducted through the **Outdoor Adventure Program**. The Outdoor Adventure Program provides a variety of different trips and one-day activities including canoeing, caving, rock climbing, ski trips, backpacking, and camping. Outdoor recreation equipment such as backpacks, tents, sleeping bags, camping equipment, snow boards, cross-country skis, and mountain bikes are available to rent.

For students who do not wish to participate in formal programs, **Open Recreation** provides days, times, and facilities in which students may participate in informal recreational activity utilizing the swimming pools, indoor/outdoor tracks, outdoor tennis courts, basketball gymnasiums, and sand volleyball courts.

The **Fitness Center** in Sykes Union is designed to give students a professional setting for exercise and weight training. The Sykes Fitness Center is equipped with cardiovascular and pin-selectorized equipment, and Olympic free weights. The center also includes an aerobics studio where sessions are held. A valid student ID is necessary for admission to the center and an orientation session is also required for all participants.

The **Aerobics** program is one of our most popular activities, with over 800 students, participating in more than 30 different aerobic sessions. All participants must register for this program and a $15 semester fee is charged for participation.

For more information call the Office of Recreation and Leisure Programs, 610-436-2131, or stop by Room 133, Ehinger Gymnasium.
STUDENT ORGANIZATIONS

The student organizations listed below are examples of some of the opportunities for MPH students to socialize and network with other graduate students at WCU. For a comprehensive list of other student organizations, please refer to the Graduate Student Catalog on the university website (wcupa.edu)

Graduate Student Association (GSA)

The Graduate Student Association (GSA) is the student government of all persons enrolled in graduate programs. The primary objective of GSA is to promote the overall well-being of graduate students at West Chester University. All graduate students are members of the association by virtue of their graduate status. The GSA office is located in Sykes Student Union.

The MPH Student Advisory Committee

The MPH Program provides opportunities for students to become involved in student governance through the MPH Student Advisory Committee. Committee meetings are scheduled throughout fall and spring semesters. Each academic year there are elections for key positions in this committee. The purpose of this committee is to enable students to: provide suggestions for program improvement and enable students to become actively involved in public health service and research activities. Student representatives from this committee attend MPH Program Meetings. Students who are interested in joining this committee should contact Dr. Stacie Metz. Dr Metz is the faculty advisor for the MPH Student Advisory Committee. (email: smetz@wcupa.edu).

Delta Omega Honorary Society in Public Health

Delta Omega is the honorary society for graduate studies in public health. The society was founded in 1924 at Johns Hopkins University, School of Public Health. There are currently 58 chapters throughout the United States and Puerto Rico. Election to membership in Delta Omega is intended, not only to recognize merit, but also, to encourage further excellence in, and devotion to, public health work. (DeltaOmega.org)

Since Delta Omega's establishment in 1924, the meaning and scope of public health has broadened tremendously. While it is still seriously concerned with problems of environmental sanitation and communicable disease control, public health action has come to embrace all aspects of health and disease in populations. These include the planning, organization, and support of health promotion, disease prevention, and medical care. Basic to modern public health are the social sciences as well as the natural sciences--both in the United States and internationally. Membership in Delta Omega reflects the dedication of an individual to quality in the field of public health and to protection and advancement of the health of all people. (DeltaOmega.org).

Student Induction into the Delta Omega Public Health Honorary Society – Chapter Beta Xi

The West Chester University Chapter of Delta Omega Honorary Society is Beta Xi. Our Chapter can only induct a select number of graduating students each academic year. Only students in the top 25 percent of the graduating class are eligible for membership according to Delta Omega by-laws. Hence, all applicants must have completed 30 credits in the 36-credit program (or 42 credits in the new 45-credit program) by the end of the spring semester, have a minimum cumulative G.P.A. of 3.75 at the time of the application, and expect to graduate no later than the following December.
Membership in Delta Omega Beta Xi is by election only. Therefore, Students can nominate themselves for the opportunity to be inducted into the society by completing an application with supporting documentation. Our Chapter’s Student Election Committee will review all applications to determine which graduating students demonstrate current and/or potential qualities of outstanding leadership in the field of public health. Inductees will be announced at the MPH Poster Session during the spring semester.

Dr Stacie Metz is the faculty advisor for our Chapter. Please contact Dr. Metz for information on student eligibility, application forms and deadlines: (Email: smetz@wcupa.edu)

Public Health Professional Organizations

One of the core beliefs in the MPH Program is the commitment to public health through service to the profession. Becoming a member of one of the public health professional organizations is a first step in becoming involved in the profession. The professional organizations listed below are some examples of opportunities opened to MPH students. There are other organizations that are available to students and academic advisors will provide guidance on selection of an organization that will be a good match to student career plans. There is one organization we ask all students to join and that is the Pennsylvania Public Health Association. Membership is free and we ask all students to join when they are admitted into the MPH Program and remain active members while they are completing their degree.

Pennsylvania Public Health Association (PPHA)

The Pennsylvania Public Health Association is a membership alliance working to promote the health of Pennsylvania residents through the advancement of sound public health policies and practice. PPHA members from across the state have interest, experience and expertise over a wide range of health related issues, including those related to policy, education, private and public sector health services, health care delivery, legislation and health related research. (ppha.org)

PPHA sponsors a conference every year that enables students to network with other public health professionals in Pennsylvania. PPHA is a state affiliate of the American Public Health Association. The PPHA membership is free to all MPH students, full or part time while in school and for one year following degree completion. Membership applications are available on PPHA’s website (ppha.org). Students should complete the application during their first semester and provide a copy of the completed application to the MPH Program Director.

American Public Health Association (APHA)

The American Public Health Association is the oldest and most diverse organization of public health professionals in the world and had been working to improve public health since 1872. APHA and its state affiliates represent of 50,000 healths professional and others who work to promote health, prevent disease and ensure conditions in which we all can be safe and healthy. Members enjoy a wealth of benefits and resources, including information of the latest trends, research, legislation, advocacy and policy issues through multiple publications, expert commentaries, and many networking opportunities. Its Annual Meeting and Exposition is the world’s largest public health meeting, with over 13,000 attendees and over 900 Scientific Sessions every year. Through its flagship publications: the American Journal of Public Health and The Nation’s Health, APHA communicates the latest science and practice to its members. (APHA.org). Reduced students membership rates are available at APHA.org.
Society for Public Health Education

SOPHE is an independent, international professional association made up of a diverse membership of health education professionals and students. The Society promotes healthy behaviors, healthy communities, and healthy environments through its membership, its network of local chapters, and its numerous partnerships with other organizations. With its primary focus on public health education, SOPHE provides leadership through a code of ethics, standard for professional preparation, research, and practice; professional development; and public outreach. (SOPHE.org)

SOPHE is a professional organization founded in 1950 to provide leadership to the profession and to promote the health of all people by: stimulating research on the theory and practice of health education; supporting high quality performance standards for the practice of health education and health promotion; advocating policy and legislation affecting health education and health promotion; and developing and promoting standards for professional preparation of health education professionals. SOPHE is the only professional organization devoted exclusively to public health education and health promotion. (SOPHE.org). Reduced student memberships are available at SOPHE.org.
Faculty/Student Communications

The MPH faculty maintains open lines of communication with students. Faculty and advisors are available to assist students with course selections, career advice and guidance for improving academic performance. The MPH faculty understands that students at the graduate level have a number of commitments outside of the classroom including family and employment responsibilities. If problems arise we prefer that students be proactive and work with course instructors and advisors to resolve issues/problems as soon as possible. We ask that students follow these guidelines for effective faculty/student communication in the MPH Program:

MPH Core and Track Courses – Instructor/Student Communications

Student Issues Within Courses

At times a student may have an issue within a course that needs to be resolved so the student can move forward. If a student is having issues or problems in a particular course, we ask that the student meet with the course instructor to resolve the issue. If the issue is not resolved after discussion with the course instructor, the student and course instructor will meet with the MPH Program Director. If the issue is not resolved at this point, a meeting will be arranged with the Department Chair, the MPH Program Director, the course instructor and the student.

Course Information

For course information, the MPH Faculty utilizes Blackboard to post course syllabi, lecture notes, course assignments, course discussions, etc. Students will need to check their Blackboard accounts throughout the semester. Faculty may also communicate with students through the WCU email system. Students are asked to regularly check their WCU emails. Additionally, faculty will make announcements in class if there is a new development or change in the program that needs to be quickly communicated to the MPH students.

Student/Advisor Communications

Course Advising

It is the responsibility of the student to meet with their academic advisor to plan their course schedule. The academic advisor will help the student select courses in appropriate sequence to meet MPH Program requirements. Registration for each fall/spring semester begins approximately mid semester and students should plan on meeting with academic advisors to select courses for the next semester during this time. Advisors have scheduled office hours posted on their office doors. A list of faculty advisors with phone numbers, email addresses and office room numbers are found at the end of this section.

Important to note: If students have any questions about courses, course sequences, academic policies, degree candidacy, and graduation clearance, they should contact academic advisors. At times, some students in the program may be
misinformed or have not participated in advising and have wrong information about the MPH Program requirements and provide other students with misinformation. If in doubt, students should always contact their academic advisors to obtain the most current and up to date information about program requirements and policies.

Advisor Availability

Advisors are available during the fall and spring semesters. During the summer, many advisors are not on campus. It is recommended that students meet with advisors during the fall/spring semesters to resolve advising issues as students should not expect quick responses to questions when advisors are not readily available during the summer months.

MPH Program Director/Department Chair Communications

The MPH Program Director and Department Chair are available to meet with students to discuss issues/problems if they cannot be resolved through the course instructor or academic advisor. We ask students to follow professional protocol when trying to resolve issues or concerns in courses and advisement. Academic advisors and course instructors are contacted as the first step in the process, the second step is contact with the MPH Program Director and finally the Department Chair. The easiest way to contact the MPH Program Director or the Department Chair is through email.

The Role of MPH Faculty and Staff

The following descriptions of faculty roles are provided to students for a better understanding of the organizational structure of the MPH Program. In other words “who does what” in the MPH Program - who is responsible for program administration, advising, and instruction and helping students successfully complete the MPH Program. At the end of this section there is a MPH faculty list with faculty names, emails, phone numbers and addresses to help students connect with the appropriate faculty member for answers to questions or to gain a better understanding of the MPH Program.

Department Chair

The Chair of the Department provides the leadership for the Department of Health. The Department Chair serves as an advocate for the MPH program and works directly with the Dean of the College of Health Sciences to acquire appropriate funding and resources for program implementation. The Chair of the Department oversees all undergraduate and graduate programs in the Department of Health. Dr. Roger Mustalish serves as the current Health Department Chair.

Contact Information:
Phone: 610-436-2931
Email: rmustalish@wcupa.edu
Address: Sturzebecker Health Science Center Room 207
Assistant Chair/Graduate Coordinator

The Assistant Chair/Graduate Coordinator of the Department provides administrative support to the MPH Program through student data management, especially for CEPH accreditation compliance. The Assistant Chair/Graduate Coordinator also maintains student files and collects appropriate data related to those files. **Dr. Bethann Cinelli serves as the current Assistant Chair/Graduate Coordinator.**

**DR. BETHANN CINELLI**, Professor  
B.S., Indiana University of Pennsylvania; M.Ed., Temple University; D.Ed., Pennsylvania State University

**Contact Information:**  
Phone: 610-436-2267  
Email: bcinelli@wcupa.edu  
Address: Sturzebecker Health Science Center Room 211

MPH Program Director

The major responsibility of the MPH Program Director is to oversee all activities related to program compliance to CEPH accreditation standards and management of accreditation related tasks. Additionally, the MPH Program Director oversees the programs goals, objectives, and outcomes, program curriculum revisions, monitoring assessment activities, student recruitment and retention, student application approval, general student advising through attending Graduate Open Houses, and community service placement. **Dr. Lynn Carson serves as the current MPH Program Director.**

**Contact Information:**  
Phone: 610-436-2138  
Email: lcarson@wcupa.edu  
Address: Sturzebecker Health Science Center Room 304

MPH Track Coordinators

The MPH Program Director is assisted by Track Coordinators in each MPH track and they are responsible for administration of the program tracks. The administration tasks include; management of track program learning objectives and outcomes; student advising; curriculum revisions, updates, and management of track specific course evaluations.

**Current Track Advisors**

- **Community Health Track**  
  Dr. Debra Bill
- **Integrative Health Track**  
  Dr. Roger Mustalish
- **Health Care Administration**  
  Dr. Tanya Morgan
- **Environmental Health**  
  Dr. Charles Shorten
**MPH Academic Advisors**

The MPH academic advisors provide direction to students in course selection, career guidance, and suggestions for academic improvement. Academic advisors provide direction to students who receive academic probation. Academic advisors complete graduation clearances. **Academic Advisors in each MPH track are listed at the end of this section.**

**Department of Health Secretary**

The Department Secretary provides administrative support to the MPH Program in coordinating student requests for information, preparing welcome letters, and coordinating the MPH Program materials (MPH Graduate Student Handbook, Applied Learning Experience I and II Guidelines, MPH Track Advising Sheets) and preparing course schedules.

**Current Department of Health Secretary**

**BARBARA (BOBBI) BOTTOMS**

**Contact Information:**
Phone: 610-436-2125
Email: bbottoms@wcupa.edu
Address: Sturzebecker Health Science Center Room 207

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**COMMUNITY HEALTH TRACK**

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<th>MPH Faculty Member</th>
<th>Role in the MPH Program</th>
<th>Contact Information</th>
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<tbody>
<tr>
<td><strong>DR. LYNN CARSON</strong></td>
<td>MPH Program Director</td>
<td>Phone: 610-436-2138&lt;br&gt;Email: <a href="mailto:lcarson@wcupa.edu">lcarson@wcupa.edu</a>&lt;br&gt;Address: Sturzebecker Health Science Center Room 304</td>
</tr>
<tr>
<td>Professor&lt;br&gt;B.A., Neumann College; M.S., St. Joseph's University; Ph.D., Temple University</td>
<td>Community Health Track Advisor&lt;br&gt;Community Health Faculty</td>
<td></td>
</tr>
<tr>
<td><strong>DR. DEBRA BILL</strong></td>
<td>Community Health Track Coordinator</td>
<td>Phone: 610-436-6941&lt;br&gt;Email: <a href="mailto:dbill@wcupa.edu">dbill@wcupa.edu</a>&lt;br&gt;Address: Sturzebecker Health Science Center Room 303</td>
</tr>
<tr>
<td>Associate Professor&lt;br&gt;B.A., Central Connecticut State University; M.P.H., University of North Carolina; Ph.D., Temple University</td>
<td>Community Health Track Advisor&lt;br&gt;Community Health and MPH Core Faculty</td>
<td></td>
</tr>
<tr>
<td><strong>DR. GOPAL SANKARAN</strong></td>
<td>Community Health Faculty</td>
<td>Phone: 610-436-2300&lt;br&gt;Email: <a href="mailto:gsankaran@wcupa.edu">gsankaran@wcupa.edu</a>&lt;br&gt;Address: Sturzebecker Health Science Center Room 317</td>
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### INTEGRATIVE HEALTH TRACK

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<th>MPH Faculty Member</th>
<th>Role in the MPH Program</th>
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</table>
| **DR. ROGER W. MUSTALISH**  | Chair, Department of Health, Integrative Health Track Coordinator, Integrative Health Faculty, Integrative Health Advisor, Integrative Health Certificate Advisor | Phone: 610-436-2931<br>Email: rmustalish@wcupa.edu  
Address: Sturzebecker Health Science Center Room 207 |
| **DR. PATRICIA BRODERICK**  | Integrative Health Faculty, Integrative Health Advisor                                  | Phone: 610-436-3878<br>Email: pbroderick@wcupa.edu  
Address: Sturzebecker Health Science Center Room 213 |
| **DR. ROBIN C. LEONARD**    | Integrative Health and MPH Core Faculty, Integrative Health Faculty Advisor              | Phone: 610-738-0557<br>Email: rleonard@wcupa.edu  
Address: Sturzebecker Health Science Center Room 315 |
| **DR. STACIE METZ**         | Integrative Health and MPH Core Faculty, Integrative Health Faculty Advisor, Student Advisory Committee Faculty Advisor, Delta Omega- Beta Xi Faculty Advisor | Phone: 610-436-2101<br>Email: smetz@wcupa.edu  
Address: Sturzecker Health Science Center Room 317 |

### HEALTH CARE ADMINISTRATION TRACK

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<tr>
<th>MPH Faculty Member</th>
<th>Role in the MPH Program</th>
<th>Contact Information</th>
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</table>
| **DR. TANYA MORGAN**        | Health Care Administration Track Coordinator, Health Care Administration and MPH Core Faculty, Health Care Administrative Certificate Advisor | Phone: 610-436-2113<br>Email: tmorgan@wcupa.edu  
Address: Sturzebecker Health Science Center Room 312 |
| **DR. DAVID DELGADO**       | Health Care Administration Faculty Advisor                                              | Phone: 610-436-2289<br>Email: ddelgado@wcupa.edu  
Address: Sturzecker Health Science Center Room 302 |
| **DR. DUANE D. MILNE**      | Business Administration Faculty, Health Care Administration Faculty                   | Phone: 610-425-5000, EXT 2438<br>Email: dmilne@wcupa.edu  
Address: 1160 McDermott Drive |
# ENVIRONMENTAL HEALTH TRACK

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<th>MPH Faculty Member</th>
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<tr>
<td><strong>DR. CHARLES V. SHORTEN</strong>  &lt;br&gt;Professor  &lt;br&gt;B.S., M.S., Virginia Polytechnic Institute and State University; Ph.D., Clemson University</td>
<td>Environmental Health Track Coordinator  &lt;br&gt;Environmental Health Advisor  &lt;br&gt;Environmental Health Faculty Emergency Preparedness Certificate Advisor</td>
<td>Phone: 610-436-2360  &lt;br&gt;Email: <a href="mailto:cshorten@wcupa.edu">cshorten@wcupa.edu</a>  &lt;br&gt;Address: Sturzebecker Health Science Center Room 209</td>
</tr>
<tr>
<td><strong>DR. MAURA J. SHEEHAN</strong>  &lt;br&gt;Professor  &lt;br&gt;B.S., Lowell Technological Institute; M.S., University of Lowell; Sc.D., University of Pittsburgh</td>
<td>Environmental Health Advisor  &lt;br&gt;Environmental Health and MPH Core Faculty</td>
<td>Phone: 610-436-2623  &lt;br&gt;Email: <a href="mailto:msheehan@wcupa.edu">msheehan@wcupa.edu</a>  &lt;br&gt;Address: Sturzebecker Health Science Center Room 308</td>
</tr>
<tr>
<td><strong>DR. GARY COUTU</strong>  &lt;br&gt;Assistant Professor  &lt;br&gt;B.A., Duquesne University; M.S.P.M.P., Carnegie Mellon University; Ph.D., Texas A &amp; M University</td>
<td>Geography and Planning Faculty  &lt;br&gt;Environmental Health Faculty</td>
<td>Phone: 610-738-0522  &lt;br&gt;Email: <a href="mailto:gcoutu@wcupa.edu">gcoutu@wcupa.edu</a>  &lt;br&gt;Address: Ruby Jones Hall Room207B</td>
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