

# Master of Science in Public Health

**Department of Community and Family Health  
College of Public Health  
University of South Florida  
Tampa, Florida**

*<http://publichealth.usf.edu/cfh/>*



*These guidelines are effective Fall 2005 and are intended to supplement the current USF Graduate Catalog.*

*Events, activities, programs and facilities of the University of South Florida are available to all without regard to race, color, sex, religion, national origin, handicap, age or Vietnam veteran status as provided by law and in accordance with the University's respect for personal dignity.*

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# INTRODUCTION

## University of South Florida

As the 21st Century begins, the State of Florida is the fourth most populous state and the Tampa Bay Region is among the nation's most dynamic and rapidly growing metropolitan areas. Florida's population grew from 2 million to 15 million between 1950 and 2000. The growth has made Florida a cosmopolitan, mostly urban state, with extensive cultural, economic and social transformation.

Along with the achievements of the boom years have come vast challenges in education, health care, social services, arts, the environment, transportation, and economic development. The University of South Florida is uniquely positioned to assist the state with the challenges of rapid development by providing increased opportunities for the education of Florida's citizens and outstanding research outcomes to improve the quality of life.

Since opening for classes in 1960, USF has developed into one of the nation's major public research universities. USF is classified as Doctoral/Research Extensive by the Carnegie Foundation for the Advancement of Teaching, and is ranked among the top 100 public research universities in the annual report "The Top American Research Universities." The University receives more than \$250 million a year in external funding to support research and development projects.

With 41,000 students from all 50 states and over 100 countries, USF awards more than 4,900 bachelor's degrees and 1,900 master's degrees annually on campuses in Tampa, St. Petersburg, Sarasota/Manatee and Lakeland. The University confers more than 150 doctorates in 31 fields, and more than 90 Doctor of Medicine degrees a year. In its short history, USF has awarded more than 200,000 degrees.

More information about the University of South Florida can be found at <http://www.usf.edu/overview.html>.

## Health Sciences Center

The University of South Florida Health Sciences Center has as its core the colleges of Medicine, Nursing and Public Health. These work in conjunction with a network of major Tampa Bay area health care institutions. As physicians, nurses, educators, public health professionals and researchers, faculty members provide health care, train future providers and create new knowledge related to current health issues. The Health Sciences Center is based on the Tampa campus of the University of South Florida, which is one of the largest metropolitan universities in the southeast and among the 20 largest universities in the United States. USF was designated one of the state's Research I institutions, largely on the strength of its health sciences research. To read more about the Health Sciences Center, visit <http://hsc.usf.edu/abouthsc/>

## College of Public Health

Established in July 1984 with an initial enrollment of 100 students, the College is accredited by the Council on Education for Public Health (CEPH) and has graduated 1,975 students. Current enrollment includes 495 Masters and 91 Doctoral full and part-time students. Constructed in 1991, the College building houses an auditorium, classrooms, a distance education studio, computer classrooms, several research centers, and 17 laboratories, including the Myers Lab in the Chiles Center for Healthy Mothers and Babies. More than 91 faculty provide education, research and service impacting local, state, national and global public health.

The field of public health is broad and draws its strength, as well as its students, from diverse academic disciplines including, but not limited to: health care, natural sciences, business, education, engineering, law and social services. The curriculum features cooperative learning, research, problem-solving, and field experience so that faculty and students together contribute to pursuits essential to the health of human society. Alternate delivery of degrees and certificates by web, satellite, executive format, weekend, and alternate calendar options greatly expand student options.

To learn more about the many programs at the USF College of Public Health, visit <http://publichealth.usf.edu/overviewcoph.html>

## **Department of Community and Family Health**

The educational mission of the Department of Community and Family health is to prepare public health professionals who can meet the challenge of improving the health status of the family and the overall community. The department is dedicated to a sound and exciting education, research and service program.

The curriculum is a cooperative learning, research, problem-solving endeavor in which students and faculty contribute interdependently to pursuits essential to the health of human society. The educational process requires active participation and self-direction by the student in order to achieve scholarship and intellectual discipline that will remain throughout life. Scholarship implies the application of a body of knowledge, intellectual curiosity, vision, insight, critical thinking, imagination, analysis and synthesis for the betterment of society.

The Department of Community and Family Health provides students and faculty with excellent research opportunities in the domestic or international arenas. The faculty is committed to conducting basic and applied research; conducting innovative community-based demonstration programs; providing consultation and technical assistance to agencies and communities; and providing continuing education programs.

# MASTER OF SCIENCE IN PUBLIC HEALTH PROGRAM

## Mission Statement

The Master of Science in Public Health (MSPH) prepares students for careers oriented toward needs assessment, research and evaluation in community and family health. Graduates are prepared for employment in academic, clinical and other research areas. Each area of specialization and corresponding program of study is developed on an individual basis, guided by the student's interests and areas of expertise in the department. A supervisory committee of three faculty members assists the student in planning appropriate coursework and directing the thesis. This program of study may be especially relevant to students whose future plans include a doctoral degree. Potential areas of specialization for the MSPH may include, but are not limited to one or more of the following interdisciplinary fields of study: Social Marketing, Aging, Behavioral Health, Maternal and Child Health, Public Health Education, Women's Health, Global Health, Violence & Injury, and Socio-Health Sciences.

A graduate of the MSPH program in the Department of Community and Family Health, College of Public Health will be able to contribute to the improvement of the health and well being of individuals, families, and communities through intra- and interdisciplinary effort. The graduate will be qualified to implement change within the community, and conduct fundamental and applied research in identification, prevention and evaluation of public health problems. The graduate will be expected to take on leadership roles at the local, state and national levels.

The faculty is committed to scholarly pursuits that enhance not only the graduate student's learning, but also expand the knowledge of public health theory and practice. The faculty is sensitive to the teaching and learning environment that promotes an intellectual scholarly climate.

## Guidelines for Acceptance to the MSPH Program

### A. Student Qualifications

Students seeking entrance to the MSPH program must have a specific career direction and an educational background that permits them to focus on a public health issue. This background may include the following academic preparation and prior experience.

#### 1. Education

- a. A bachelor's degree from an accredited institution in disciplines such as: social sciences, health-related areas, and natural sciences. See Admission Criteria below for specific GPA and test score requirements.
- b. Exceptional students with a bachelor's degree in non-related areas may be considered.

#### 2. Experience

Experience in one or more of the following areas is desirable.

- a. Experience as a clinical practitioner in a setting appropriate to community and family health interest;
- b. Experience in a research setting such as health statistics, legislative research, program evaluation, private agencies, or as a research associate in an academic setting;
- c. Administrative or managerial experience in the organization and delivery of public health services; or
- d. Experience teaching in a public health or related discipline in an academic setting.

While no one set of criteria is an absolute prerequisite, the student must come with a background of sufficient depth to enable him or her to function as a mature and self directed professional in the area of public health. The student should have a good sense of goals and direction, both during the MSPH program of study and in future professional endeavors.

Additionally, there must be resources available within the Department of Community and Family Health to provide guidance and supervision for the student. Consequently, not all students who meet the basic criteria for admission will necessarily be admitted. The match between student and faculty is considered to be of as much importance as the background of the student.

## **B. Application and Admission Process**

Applicants to the MSPH program in Community and Family Health must submit a completed application to the USF Office of Graduate Admissions. Application forms may be obtained online at [http://admissions.grad.usf.edu/prospective/Graduate\\_Application.html](http://admissions.grad.usf.edu/prospective/Graduate_Application.html). When the USF Office of Graduate Admissions receives the completed application, transcripts and test scores, the application materials will be assembled and forwarded to the Office of Academics at the College of Public Health.

In addition to the application forms required by the USF Office of Graduate Admissions, applicants must complete a supplementary application for the College of Public Health. This supplemental application can be downloaded from <http://www.publichealth.usf.edu/forms.html> and should be returned directly to the College of Public Health Office of Academics.

### **1. Admission Requirements and Criteria:**

Applicants to the MSPH program in Community and Family Health must meet the following minimum criteria in order to be considered for admission. However, the meeting of these criteria per se shall not be the sole basis for admission. See the COPH Admissions Page for more detailed information.

- a. Public health course prerequisite: None
- b. Suggested/preferred undergraduate majors: Social Sciences, International Studies, Women's Studies, Public Health, Regional Studies (i.e., Latin America and Caribbean) and Health Sciences.
- c. Prerequisite undergraduate courses: None
- d. Work experience: some public health experience preferred but not required
- e. Minimum undergrad GPA: 3.0 **and**
- f. Combined Verbal and Quantitative GRE Score of 1000, including a preferred minimum of 500 for each section, taken within the past five years. Applicants who have terminal degrees such as the Ph.D. or Ed.D., and those with advanced professional degrees (MD, DDS, JD, DO) from accredited institutions and are licensed in the U.S. may request to waive the GRE.
- g. International students must score a minimum of 550 on the TOEFL in addition to other admission requirements.
- h. Other criteria: two letters of recommendations and a detailed statement describing why the applicant wishes to obtain an MSPH degree in Community and Family Health. This statement must be less than 500 typed words in length.

## 2. Steps in the Application Process

- a. Complete the USF application and submit to the Office of Graduate Admissions, University of South Florida, 4202 E. Fowler Ave., FAO 174, Tampa, FL 33620.
- b. Complete the supplementary information form and submit, with personal statement, to the Office of Academics, College of Public Health.
- c. Submit two letters of recommendation to the Office of Academics, College of Public Health.
- d. At times, interviews with Department faculty may be requested.
- e. The Department Admission Committee review process will include the following steps.
  - (1) Determine availability of faculty advisors.
  - (2) Make a determination as to acceptance or rejection of each individual application based on the following considerations:
    - qualifications and experience,
    - direction and areas of interest,
    - availability of faculty, and
    - available resources.
- f. The applicant will be notified of acceptance or rejection by the USF Graduate School. If an applicant is accepted, he or she will be notified of the assigned faculty advisor by the Department.

## MSPH Learning Objectives

In addition to the overall **Master of Science in Public Health** degree objectives, *Community & Family Health* graduates will be able to:

1. Critically evaluate the utility of a broad range of theories, which have relevance for research and practice in community and family health.
2. Use concepts and methods from social and behavioral sciences in the design and implementation of community health research and intervention programs.
3. Understand the relationships between psychological, interpersonal, social structural, cultural and biological factors as they impact on disease prevention and health promotion.
4. Critically evaluate scholarly research in community and family health in terms of its theoretical soundness, scientific rigor, appropriate use of concepts and methods, and contribution to knowledge.

### *Research Skills*

1. Conduct needs assessments focused on health behavior change and the social impact of planned health programs.

2. Use qualitative and quantitative research methods for studying the impact of psychological, interpersonal, social structural, cultural and biological factors in the etiology and social consequences of public health problems.
3. Carry out, with faculty supervision, all phases of the research process, including project design, proposal development, data collection, data analysis, and interpretation and writing up of results.
4. Use ethical principles guiding the conduct of research on human subjects.

#### *Practical Applications to Public Health*

1. Identify areas in which social and behavioral science expertise can contribute to the design, implementation and evaluation of public health programs.
2. Determine the appropriate level of intervention for different health problems, including individual behavior, family systems, community organization, complex social systems and the social and physical environment.
3. Critically evaluate research and translate it into evidence-based practice and public policy.

## **MSPH Plan of Study Requirements**

### **A. MSPH / Supervisory Committee**

The Department will appoint the major professor (advisor) for each student upon admission. During the first semester of coursework, the student will identify and formalize a Supervisory Committee. The advisor will assist in the choice of MSPH committee members. The Supervisory Committee consists of a minimum of three members: two from the Department of Community and Family Health and one from another department. The committee chair must be a credentialed faculty member of the Department of Community and Family Health. The student will request approval of the MSPH Committee (Supervisory Committee) from the COPH Associate Dean of Academics and the Dean of the Graduate School (Form 1). The Supervisory Committee will approve the student's course of study and plan for research, prepare and grade the written comprehensive examination, supervise the thesis research, read and approve the thesis and participate in the thesis defense.

The department chairperson and the Office of Academics must approve committee membership or changes in membership (Form 1 and Form 3, respectively). The Supervisory Committee may meet at any time to discuss or evaluate the student's progress or to suggest changes in the plan of study. The student may also request a committee meeting at any time. It is recommended that the Supervisory Committee meet with the student at least annually.

### **1. Responsibilities of Masters Student**

In the Department of Community and Family Health, it is recognized that entering a master of science in public health degree program is an endeavor that is to be taken seriously by the student and the faculty. Since the students who enter the MSPH program bring a broad spectrum of academic and professional experiences and interests, they are encouraged to shape their MSPH program to meet their individual needs, goals and desires.

By working in cooperation with the faculty and members of the Supervisory Committee, the student has the responsibility to:

- develop and maintain the understanding that the MSPH program is a serious commitment of time and

- dedication;
- take the lead in designing the course of study;
- participate in intellectual and scholarly activities of the Department;
- demonstrate continuous progress through the MSPH program from start to finish;
- respect the many demands that are placed on the faculty;
- be responsible for knowing and adhering to mandatory deadlines, forms, signatures set forth by the department, college, and university;
- arrange and schedule committee meetings as deemed necessary;
- maintain continual contact with the Supervisory Committee throughout the MSPH process;
- be open and receptive to the challenges set forth by the Supervisory Committee; and
- assume a place in a community of scholars and family of learners.

## **2. Responsibilities of the Supervisory Committee**

Master of Science in Public Health studies are a joint effort of the faculty and students. In a very real way, we all learn together. We try to follow the department motto of "A Community of Scholars; A Family of Learners." The faculty tries to create the atmosphere and opportunity for each student to learn and explore new areas of knowledge. However, students must chart their own course, take responsibility for their own learning program, and use the faculty for guidance and support. In the Department of Community and Family Health, the faculty is committed to the serious obligation of mentoring and guiding students through the MSPH process. Thus, the Supervisory Committee Chair and members:

- advise on curriculum and course selection;
- direct the writing and grading of the comprehensive examination;
- guide and direct the thesis research;
- read and edit all drafts of the thesis in a timely manner;
- act as a liaison between the student and other committee members as needed;
- determine when the student is prepared to present the research proposal and thesis;
- prepare the student for the format and rigor of the thesis; and
- introduce students into the community of scholars and family of learners.

## **B. Research Requirements**

Students who complete a MSPH should be able to design and conduct applied research projects (e.g., problem identification, community needs assessments, program evaluation and policy analysis).

*Upon completion of the MSPH, students should be able to:*

- Select appropriate research methods for problem identification and resolution, program planning and evaluation.
- Apply epidemiological concepts and techniques to address public health problems.
- Review and interpret data from vital statistics, census, surveys, service utilization and other relevant special reports.
- Design an applied research project.
- Collect qualitative/quantitative data.
- Design a reliable and valid survey.
- Assist in using appropriate techniques to analyze data
- Prepare a clear and accurate summary of research findings.
- Apply ethical standards to human subjects research.

## C. Course Requirements

With the assistance of the Supervisory Committee the student will develop a course plan comprised of the following coursework.

### Concentration Requirements (44 credits)

#### College Core Courses (9 credits)

PHC 6000 Epidemiology (3)

PHC 6050 Biostatistics I (3)

Select one of the following:

PHC 6102 Principles of Health Policy and Management (3)

PHC 6357 Environmental and Occupational Health (3)

PHC 6410 Social and Behavioral Sciences Applied to Health (3)

### Specialization Area Courses (12) Depends on area of specialization

#### Some examples include:

PHC 6931 Advanced Seminar in Social and Behavioral Sciences Applied To Health (3)

PHC 6413 Family and Community Violence in Public Health (3)

PHC 6418 Public Health and Aging (3)

PHC 6532 Women's Health Issues in Public Health (3)

#### Research Methods Courses (9)

PHC 6051 Biostatistics II (3) - required

Two additional research courses related to student's focus area. At least one should cover qualitative methods. (6)

#### Electives (8) Examples of elective options

SYA 6204 Social Problems, Identity and Community (3)

ANG 6469 Selected Topics in Medical Anthropology (3)

PHC 6536 Population and Community Health (3)

PHC 6411 Introduction to Social Marketing for Public Health (3)

PHC 6707 Evaluative Approaches to Community and Family Health Education Programs (3)

#### Culminating Experiences

1. PHC 6971 Thesis (6 minimum)

2. Comprehensive Exam (no credit)

*At least 12 hours of coursework must be taken in the Department of Community and Family Health.*

See the following COPH website for course descriptions -

<http://publichealth.usf.edu/course.html>

## D. Comprehensive Examination

To be eligible for the comprehensive examination, students must have

- completed all required core courses
- no "I" incomplete or "M" missing grades
- completed all or currently enrolled in required concentration area courses (only if taking concentration section)
- attained a 3.0+ GPA and be in good standing
- met with their advisor to determine eligibility
- enrolled for minimum of two (2) semester hours during the semester of the Comprehensive Examination

- submit an application to COPH Academic Affairs at least one month prior to the examination date (see important deadlines & dates published by the Office of Academics), approved by the student's advisor.

The comprehensive exam is given every semester (November, March and June) and is a maximum of four hours in length. Students have the option to sit for just the core exam, the concentration exam, or both. Students should consult with Supervisory Committee chair when preparing for the examination. An *Application for Comprehensive Examination* (Form 2) must be submitted six weeks prior to the intended exam date. Specific dates are posted by the Office of Academics each semester.

## E. Thesis Proposal and Oral Presentation

### 1. The Proposal

The student will work under the supervision of committee members to develop a proposal. The proposal should consist of the following sections:

- (1) Statement of the Problem;
- (2) Review of Literature;
- (3) Conceptual Framework and Hypothesis (or research questions); and
- (4) Methods (data collection and analyses)

The proposal will be subject to formal committee approval before the research begins. A tentative proposal date is scheduled by common agreement of the student and Supervisory Committee members and is shared with the Department chairperson. The student may **not** advertise the proposal presentation date until all members of the supervisory committee sign the *Thesis Proposal Presentation Approval* (Form 4) indicating that they have read the proposal and approve it for presentation. Approval for presentation is not necessarily an endorsement of the proposal as a completed research plan. The proposal is formally presented in a formal meeting to the Supervisory Committee. The Committee may decide to make the presentation open to the public.

The draft proposal must be distributed to committee members for review at least 4 ½ weeks prior to the anticipated proposal defense date. Committee members are permitted two weeks to review the proposal and discuss changes prior to signing the *Thesis Proposal Presentation Approval* form. Once signed, the student is responsible for creating the advertisement and submitting it to the Department Chair for Approval. Once approved, the Academic Coordinator will post the announcement. The presentation must be advertised for two weeks prior to the scheduled date.

A copy of the final proposal, **as it is to be presented**, is provided by the student to members of the Supervisory Committee no less than seven days in advance of the proposal defense. No further changes can be made to the proposal at this time.

The purpose of the proposal defense is to refine the proposal and make final determination of the appropriateness of the research being proposed. Following the proposal meeting, the committee members convene to deliberate recommendations for change in the proposal. When a student's committee recommends modifications of the proposal, the student will make suggested recommendations under the supervision of the Supervisory Committee chairperson.

When the committee approves the proposal as an appropriate research study, formal notification that the proposal has been presented and approved is made to the Department chairperson (Form 5). The committee may require that a proposal be presented for a second time before being approved, if actions taken after the initial proposal meeting indicate that substantive modifications in the proposal are necessary. Students are advised not to collect data for their research study until final approval of the proposal is completed by the Supervisory Committee and all required IRB training and documentation have been approved.

**Note:** The format of the thesis must be in compliance with the guidelines set forth by the Graduate School. Format requirements can be obtained online at [http://www.grad.usf.edu/Thesis\\_and\\_Dissertations/format.asp](http://www.grad.usf.edu/Thesis_and_Dissertations/format.asp)

Acceptance of the proposal in its final form constitutes an agreement between the student and the Supervisory Committee and approval of the following:

- (1) Comprehensive understanding of the research subject areas as demonstrated by the literature review and framework for the study;
- (2) Research questions;
- (3) Data collection methods; and
- (4) Data analysis plan.

## **2. Thesis**

Students are encouraged to meet individually with committee members, in addition to the chairperson, as needed. Preparation and distribution of preliminary copies of the thesis are the responsibility of the student. Copies should be received by the committee members at least four and a half weeks prior to the anticipated defense date. Committee members are permitted two weeks to review the proposal and discuss changes prior to signing the *Thesis Oral Defense Approval* form, indicating that they have read the thesis and approve it for presentation. Once signed, the student is responsible for creating an advertisement (see Form 7) for the presentation and submitting it to the Department Chair for approval. The advertisement must be posted two weeks prior to the scheduled presentation date and will be posted by the Academic Coordinator after the Chair has approved it. Prior approval does not preclude changes in the final form of the thesis, which may be suggested during or after the oral defense.

## **3. Oral Defense**

A tentative defense date is scheduled by common agreement of the student and Supervisory Committee members and is shared with the Department chairperson. The student provides a copy of the final draft of the thesis for each committee member at least one week prior to the scheduled oral defense date. The student also provides a copy of the thesis to the Department Chairperson (if the Chair is not already a member of the Supervisory Committee). No changes should be made to the document after that time. Successful completion of the oral thesis defense is the final culminating step of the MSPH program. This is the student's opportunity to present his/her thesis in a public forum where faculty, other students and guests are invited.

During the oral defense, the student presents his/her research. At the completion of the presentation, the committee members will ask questions of the student. Following the committee questions, the audience has an opportunity to ask additional questions.

The student's Supervisory Committee has final approval of the oral defense presentation and the written product. Following the oral defense meeting, the Supervisory Committee convenes without the student present to assess the student's performance in defending the research. The Supervisory Committee may require modifications of the thesis following the defense and before granting its approval. If the modifications are extensive, the committee may ask the student to undergo another formal presentation and/or committee meeting.

A student is recommended for the MSPH only if the members of the committee, with at most one exception, judge both the thesis and the performance of the student in the oral defense to be satisfactory. Signatures on appropriate forms indicate approval of the thesis. The student has sole responsibility for assuring that all forms related to the proposal and thesis are completed, and all work related to the thesis conforms to the accepted style and format of the USF Graduate School. Specific Thesis format requirements can be found at [http://www.grad.usf.edu/thesis\\_dissertation.asp](http://www.grad.usf.edu/thesis_dissertation.asp)

## **4. Publish Work**

The Department of Community and Family Health encourages students to submit their theses (or portions of) to scholarly journals for peer review and publication. Consult with your Supervisory Committee for guidance.

**\*\* The department publishes a calendar of due dates each semester in accordance with Graduate School submission dates. Students must meet all dates if they intend to graduate that term. No exceptions will be made.**

# FACILITIES AND RESOURCES

## Library Facilities

The USF Tampa Library serves as the University of South Florida Library System's research center. The USF Library is a state-of-the-art facility. Over 300 public access PC's, open-access student computer labs, electronic post office, networked teaching labs, full-text electronic resources and the state's first full-text electronic reserve put the USF libraries in a position to offer students, faculty and staff the best possible instruction and research support to assist in their academic achievements. The main campus library collection consists of over 1.5 million volumes and is constantly growing in order to serve the University's instruction and research needs. An on-line computerized catalog system provides information on all volumes contained within the library collection, in addition to volumes contained in the Health Sciences library.

More information on the library and online access to the electronic databases can be found at <http://www.lib.usf.edu/>

Founded in 1971, the Shimberg Health Sciences Library serves the students, faculty, and staff of the College of Medicine, College of Nursing, College of Public Health. The collection of materials is specifically designed to meet the particular needs of these users. The library's collection includes books, journals, computer software, AVs, CD-ROMS, and electronic resources. Located within walking distance (one block) of the College of Public Health, the Health Sciences Library is readily accessible to students and faculty. Access library holdings online at <http://www.hsc.usf.edu/library/>

## Computing Services

The College of Public Health maintains two well equipped computer laboratories for student use. The computers operate in a Windows NT environment and are part of the College computer network. In addition to Internet and Microsoft Office, several statistics and geographic information systems application are available (i.e., SAS, SPSS, MapInfo, Census CD). New students are acquainted with the computer labs during the orientation process. The College also maintains a UNIX server, which is used to store and analyze many very large data sets, related to public health.

**Health Sciences Center Information Services (HSC-IS)** provides support to students, faculty and staff. HSC-IS provides general computing support services to the entire Health Sciences Center at USF. Colleges supported include Public Health, Nursing, and Medicine, including Physical Therapy. Given such a geographically diverse customer base, IS makes full use of electronic communication and the web to keep customers informed, and to aid in their support. As such, the HSC-IS web site (<http://www.hsc.usf.edu/is/>) is the primary vehicle for providing information.

HSC-IS provides five broad categories of support.

1. **Support Services** group - provides the majority of our department's direct customer services and the Support Desk is the primary point of first contact for most customer needs. Services may be requested via the web at <http://www.hsc.usf.edu/is> , by phone at **(813) 974-6288**, or in person at our walk-up window at **MDC 1054**
2. **Network Services** group - has overall responsibility for the management of our network infrastructure. They are responsible for overall network security, computer accounts, calendar services, email, network cabling and infrastructure, communications electronics, and our major file, print, and application servers. They also maintain our connections to teaching partners and other remote sites. Contact the support desk at 974-6288 to report network problems 24 hours a day.
3. **IS Education & Training** group - has the mission of helping you keep pace by offering an array of training opportunities for supported products. Training is offered in three modes. The first is recurring, hands-on classes in a computer lab. Locations include Tampa, Davis Island and St. Petersburg. Classes are offered at various levels in different subject areas. Secondly, group training is offered at the customer site (subject to available facilities) and can be customized based on need. The third option is one-on-one training, which is limited to faculty, but can cover any application within the realm of our supported products. Education/Training services are free to all members of the

Health Sciences Center community.

4. ***Applications Development*** group - is responsible for the design, development, maintenance, and modification of HSC applications. They also maintain the links to various University and State systems. Tasks include custom programming, report design, and system interfaces. Other major functions of this group are the creation and support of various academic and research databases, along with support for Web pages and applications.

5. The ***Teleconferencing and (Streaming) Video*** group - provides support for setting up and assistance with Teleconferencing systems to link remote sites. This group also provides assistance to convert and setup streaming video presentations (i.e., computer based video services) to allow video images to be delivered over the web.

## **Research Facilities**

USF is proud to be a student centered national research university. Students have the advantage of working directly with world-class researchers in fields from aging to education, psychology, engineering and transportation. USF is one of the top 60 public research universities in the country.

The Tampa campus is home to hospitals and institutions that work closely with the College of Public Health--the Shriners' Hospital for Crippled Children, the H. Lee Moffitt Cancer Center and Research Institute, the University Psychiatry Center, Florida Mental Health Institute, and the Suncoast Gerontology Center. The College of Public Health is also home to many research programs and centers in which students have the opportunity to work and learn. These include the Center for Biological Defense, Center for Health, HIV/AIDS Research, and Training in India, Center for Leadership in Public Health Practice, Center for Positive Health, The Lawton and Rhea Chiles Center for Healthy Mothers and Babies, the Florida Prevention Research Center, and many more. Visit <http://publichealth.usf.edu/researchcenters.html> to read more about each of these programs and centers. Finally, there are numerous off-campus research opportunities at the international, national, state and local levels.

## TUITION AND FEES

The following tuition and fee schedule applies to all University of South Florida graduate students enrolled at the Tampa campus for the academic year. All fees are subject to change by action by the Board of Trustees, without prior notice.

### GRADUATE TUITION

	Florida Residents	Non-Residents
<b>Course level 5000-Over</b>	\$233.07/semester hour	\$894.56/semester hour
<b>Thesis and Dissertation</b>	\$233.07/semester hour	\$894.56/semester hour

### MISCELLANEOUS FEES

Type of Fee	Amount
<b>Application Fee (One-time expense)</b>	\$30.00
<b>Late Registration Fee (during first week of classes)</b>	\$150.00
<b>Parking</b>	\$105.00/year (\$53.00/semester)
<b>Thesis/Dissertation Fees (Electronic Manuscript Fee)</b>	\$50.00

## FINANCIAL ASSISTANCE

All degree seeking students at the University of South Florida may apply for financial assistance. The Office of Financial Aid works closely with students in determining eligibility and applying for various forms of financial assistance. Information may also be obtained through the College of Public Health, Office of Academics.

The various forms of financial assistance indicated below are available to eligible students on a competitive basis.

### Graduate Assistantships

Source: College of Public Health State Funding.

**Eligibility:** All full-time enrolled graduate students in the department; normally not awarded to newly admitted students. Must be enrolled full-time.

**Awards:** Number and kind of positions (Graduate Teaching Assistant, Graduate Research Assistant, Graduate Assistant) vary each academic year. Includes tuition waiver and salary.

**Criteria:** Relevant experience, academic performance, special skills (e.g. web based courses, oral presentation, PowerPoint, etc.), recommendations from faculty.

## **Maternal and Child Health Traineeships**

- Source: Federal training grant from HRSA Maternal-Child Health Bureau (pending receipt of grant funding)
- Eligibility: Master's and doctoral students who are U.S. citizens.
- Awards: 3 traineeships for doctoral students; 3 traineeships for Master's students. Annual stipends are \$15,000 for doctoral students and \$12,000 for Master's students plus in-state tuition waiver for 9 credits per semester.
- Criteria: GRE, GPA, MCH related experience, prior and potential contributions to public health and maternal and child health.

## **U.S. Public Health Traineeships**

- Source: State of Florida Funding.
- Eligibility: MPH students enrolled in Health Education or MCH concentrations who are U.S. citizens.
- Awards: Number and kind of positions vary each academic year. Includes tuition waiver.
- Criteria: Priority given to students from underserved communities and minorities.

## **Employment Opportunities**

Students may seek part-time employment within the College of Public Health or on the University campus. The Department of Community and Family Health may have part-time and/or time limited research positions available, contingent on the availability of grant or contract monies. Additionally, teaching positions for doctoral students with the appropriate background may be available, dependent on the availability of funding per semester.

## **Student Loans**

Information regarding student loans is available through the USF Financial Aid Office. <http://usfweb2.usf.edu/finaid/>

## **Minority Opportunities**

In addition to the forms of financial assistance described above, the following sources of financial aid are available to minority students: Graduate Education Opportunity Grants, State University System Grant-in-Aid, Minority Graduate Summer Program, and the Delores A. Auzenne Fellowship. Contact the Graduate School for additional information.

## THESIS CHECKLIST

- \_\_\_\_\_ Pass Comprehensive Examination
- \_\_\_\_\_ Register for PHC 6971
- \_\_\_\_\_ Prepare Thesis Proposal
- \_\_\_\_\_ Submit Written Proposal to Supervisory Committee (minimum of four and a half weeks prior to presentation)
- \_\_\_\_\_ Create Advertisement and Submit to the Department Chair for Approval (4 days prior to posting date)
- \_\_\_\_\_ Advertise Proposal Presentation - to be posted by the Academic Coordinator (two weeks prior to presentation)
- \_\_\_\_\_ Distribute final draft to Supervisory Committee. No additional changes should be made. (seven days prior to presentation)
- \_\_\_\_\_ Present Proposal
- \_\_\_\_\_ Turn in completed *Thesis Proposal Presentation Approval* form to advisor and CFH Coordinator
- \_\_\_\_\_ Complete/Update IRB Training (if appropriate)
- \_\_\_\_\_ Complete IRB Approval Documents for Thesis research
- \_\_\_\_\_ Conduct Research
- \_\_\_\_\_ Determine Appropriate Style and Review Format Guidelines from Graduate School
- \_\_\_\_\_ Write, Edit and Meet with Committee members
- \_\_\_\_\_ Submit to Graduate School for Format Check by required date
- \_\_\_\_\_ Submit Final Thesis to Committee (four and a half weeks prior to anticipated defense date)
- \_\_\_\_\_ Create Advertisement and Submit to the Department Chair for Approval (4 days prior to posting date)
- \_\_\_\_\_ Advertise Proposal Presentation - to be posted by the Academic Coordinator (two weeks prior to presentation)
- \_\_\_\_\_ Oral Defense Presentation
- \_\_\_\_\_ Turn in Completed *Thesis Oral Defense Approval* form
- \_\_\_\_\_ Make Changes/Modifications to Thesis if required
- \_\_\_\_\_ Submit Final Copy to the Graduate School (electronically)

## FORMS

The following forms can be downloaded from the following websites -

COPH Academic Affairs Office (COPH) <http://publichealth.usf.edu/forms.html>  
CFH Student Resources Page (CFH) <http://publichealth.usf.edu/cfh/student.html>  
Graduate School Forms Page (GSO) <http://www.grad.usf.edu/forms/>

[Graduate Application](#)  
[COPH Supplemental Application Form](#)

- Form 1: Supervisory Committee Form (GSO)
- Form 2: Application for COPH Comprehensive Examinations (COPH)
- Form 3: Changes to the Supervisory Committee (GSO)
- Form 4: Thesis Proposal Presentation Request (CFH)
- Form 5: Thesis Proposal Presentation Approval (CFH)
- Form 6: Thesis Oral Defense Approval (CFH)
- Form 7: Thesis Defense Announcement (CFH)