

College of Social Sciences and Public Policy
Florida State University



Master of Public Health
Graduate Handbook
2024 – 2025





PUBLIC HEALTH PROGRAM

COLLEGE OF SOCIAL SCIENCES & PUBLIC POLICY

Dear New Graduate Students:

Welcome to the Master of Public Health program at Florida State University!

We are thrilled to have you join our vibrant community. This handbook is designed to guide you through the details of your MPH journey, covering degree requirements, essential university policies, and program procedures. While you may find some overlapping information with the [Graduate Bulletin](#), [Registration Guide](#), and the [Graduate and Professional Student Handbook](#), this handbook provides specific insights into our program.

For the latest updates and important announcements, please check your email and visit the MPH site on Canvas regularly. We are committed to your success and are here to support you every step of the way.

We are all interested in your success and are here to assist you as you work toward achieving your academic goals. In tandem, the MPH Director and Academic Program Specialist provides academic advising, career counseling, and can assist with university procedures. The Internship Coordinator is a helpful resource to speak to when preparing for your internship placement.

However, we encourage you to work collaboratively with all of our faculty members. Each faculty member brings unique expertise and is available to assist you with academic guidance and career counseling. Engaging with your professors and peers will enrich your learning experience and help you build valuable professional connections.

We look forward to partnering with you on this exciting journey and supporting you in achieving your academic and professional goals.

Sincerely,

Master of Public Health Faculty and Staff

Table of Contents

Graduate Curriculum for Master of Public Health (MPH)	4
Program Information	4
Required MPH CORE courses (31 - 34 credits).....	4
Electives (9-12 Credits).....	5
Internship.....	5
MPH Foundational Public Health Knowledge	5
MPH Competencies	6
Core Competencies.....	6
Policy Concentration Competencies.....	7
Joint Degree – Urban Regional Planning and Public Health	7
Tuition Costs and Funding.....	9
Tuition Breakdown.....	9
Fee Payment.....	9
Funding.....	9
Graduate Assistantships (GAs).....	9
Non-Florida Residents (US Residents)	10
International Students.....	10
Scholarships	10
Citizens from Latin America, the Caribbean, Puerto Rico, and U.S. Virgin Islands	10
Current Military and Veterans.....	10
State/FSU Employee Tuition Waiver.....	10
General Information.....	11
Incoming Graduate Student Orientation	11
Registration.....	11
Course Load.....	11
Transfer Credit.....	11
Course Grade Basis.....	11
Duplicate Credit.....	11
Academic Standards	12
Academic Probation.....	12
Student Complaint Procedures.....	12
Readmission Requirements.....	13
Time to Complete Degree.....	13
Incomplete(s).....	13
Library Privileges	13
Career Development	14
Community Service	14
Research Opportunities.....	14
Canvas Site	14
Program Procedures.....	8
Program of Study.....	8
Course Approval.....	8
Applying to Graduate	8
Graduation Clearance	8
Contact Information.....	15

Graduate Curriculum for Master of Public Health (MPH)

Program Information

The MPH degree is a professional, terminal graduate degree designed to prepare students for careers in Public Health, with a focus on health policy analysis. Graduates will gain comprehensive skills in epidemiology, health behavior, health administration, policy analysis, and both statistical and qualitative methods.

A completed MPH degree requires an overall 43 credit hours, including:

- Core Curricula: **31 credits**
- Internship: **3 credits**
- Electives: **9 credits**

The average completion time depends on the student's track and the number of credits taken each semester. However, all students are required to complete their coursework within 7 years.

- For the full-time track, which entails students taking nine (9) credit hours per fall and spring semester and six (6) in the summer semester, students typically graduate within two (2) years.
- For the part-time* track, which entails students taking six (6) credit hours per semester, students typically graduate within three (3) to four (4) years.

The program considers 9 credits per semester (6 in summer) as full-time, but some financial aid or scholarships may require 12 credits per semester. Always verify enrollment requirements with your scholarship provider. The number of credit hours, which a graduate student may carry without special permission, is fifteen. The student's academic dean may permit a heavier load.

The MPH program is a classroom-based program with limited distance-learning options. However, the program offers most of our core classes after 5:00 PM Monday – Thursday to accommodate students who work full-time. The program cannot promise classes to be offered outside of traditional work hours. It is the student's sole responsibility to work with their place of employment to attend classes.

Required MPH CORE courses (31 - 34 credits)

1st Year Required Courses:

HSC 5930 (1)	Proseminar in Public Health (<i>must be taken 1st semester</i>)
URP 5525 or PHC 5475 (3)	Health Behavior & Education
PHC 5300 (3)	Environmental Health
PHC 5155 (3)	Health Services Organization & Policy (<i>must be taken 1st semester</i>)
URP 5521 or PHC 5001 (3)	Public Health Epidemiology
*ECP 5538 (3)	Health Policy Statistics (<i>must be taken within 1st year</i>)

*May be exempt from ECP 5538 if taken an approved statistics class (PHC 4069 or equivalent) with a grade of "B" or higher, within the last five years. Must have approval from program. If exempt, student must take an additional elective to complete the minimum 43 credit hours.

2nd Year Required Courses

PAD 5945 (3)	Internship (Prerequisites: Proseminar, PHC 5155, PH Epi, Statistics)
PHC 6110 (3)	Comparative Health
PAD 5216 (3)	Healthcare Finance
PAD 5884 (3)	Healthcare Management
PHC 5797 (3)	Data Analysis for Public Health
PHC 5151 (3)	Health Politics and Policy Analysis – Capstone*

*Needs to be taken within two semesters of graduation

Electives (9-12 Credits)

Electives allow students to tailor their MPH experience to their specific interests and career goals. Options include subjects such as policy, business, economics, epidemiology, administration, sociology, and statistics. An approved list of elective courses is available on the MPH website, but students can also request approval for other courses. Students are encouraged to pursue certificate programs to further enhance their education. Courses from these programs may count towards elective credits with Course Approval.

See “**Course Approval**” under the “Program Procedures” section for further information.

Internship

The MPH internship involves a 200-hour applied work experience in a health-related organization, which can be at international, national, state, or local levels. It is completed sometime after the first year of coursework and aims to give students hands-on experience in setting priorities, working in teams, solving problems, and understanding how individual values impact organizational goals. This is a program requirement; therefore, waiver requests will be denied.

While students may work on a variety of tasks during their 200-hour experience, the expectation is that they will have one major project for which they are principally responsible. They should have clear goals, deadlines, and criteria for success. Students must produce at least 2 work products. Acceptable work products include reports, presentations, web pages, and similar deliverables that reflect the integration of academic training.

Evaluation will be based on timely completion, responsiveness, and supervisor satisfaction. Students must submit a brief project summary to the internship program director before starting and provide a final project report along with a supervisor’s assessment upon completion. To pass the 3-credit internship course, students must have their project plan and final report approved, complete the internship satisfactorily, receive a positive evaluation, and demonstrate how they applied FSU MPH core competencies.

Your point of contact for all internship inquiries will be made to COSSPP-MPH-Internships@fsu.edu

MPH Foundational Public Health Knowledge

The MPH curriculum is grounded in foundational public health knowledge that:

1. Explain public health history, philosophy, and values
2. Identify the core functions of public health and the 10 Essential Services
3. Explain the role of quantitative and qualitative methods and sciences in describing and assessing a population’s health
4. List major causes and trends of morbidity and mortality in the U.S. or other community relevant to the school or program, with attention to disparities among populations,
5. Discuss the science of primary, secondary, and tertiary prevention in population health, including health promotion, screening, etc.
6. Explain the critical importance of evidence in advancing public health knowledge
7. Explain effects of environmental factors on a population’s health
8. Explain biological and genetic factors that affect a population’s health
9. Explain behavioral and psychological factors that affect a population’s health
10. Explain the cultural, social, political, and economic determinants of health and how the determinants relate to population health and health inequities
11. Explain how globalization affects global burdens of disease
12. Explain an ecological perspective on the connections among human health, animal health, and ecosystem health (e.g., One Health)

MPH Competencies

All students in the MPH Program are expected to master a set of public health competencies during their studies. The core competencies are defined by the Council on Education in Public Health (CEPH, 2024 version), the accrediting body for public health schools and programs. The policy concentration competencies were identified by the faculty and consistent with CEPH accreditation criteria.

Core Competencies

Evidence-based Approaches to Public Health

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

Public Health & Health Care Systems

5. Compare the organization, structure, and function of health care, public health, and regulatory systems across national and international settings
6. Discuss the means by which structural bias, social inequities, and racism undermine health and create challenges to achieving health equity at organizational, community, and systemic levels

Planning & Management to Promote Health

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

Policy in Public Health

12. Discuss the policy-making process, including the roles of ethics and evidence
13. Propose strategies to identify relevant communities and individuals and build coalitions and partnerships for influencing public health outcomes
14. Advocate for political, social, or economic policies and programs that will improve health in diverse populations
15. Evaluate policies for their impact on public health and health equity

Leadership

16. Apply leadership and/or management principles to address a relevant issue
17. Apply negotiation and mediation skills to address organizational or community challenges

Communication

18. Select communication strategies for different audiences and sectors
19. Communicate audience-appropriate public health content, both in writing and through oral presentation to a non-academic, non-peer audience with attention to factors such as literacy and health literacy
20. Describe the importance of cultural humility in communicating public health content

Interprofessional and/or Intersectoral Practice

21. Integrate perspectives from other sectors and/or professions to promote and advance population health

Systems Thinking

22. Apply a systems thinking tool to visually represent a public health issue in a format other than standard narrative

Policy Concentration Competencies

1. Examine how health policies impact economic, organizational, political, and social factors, and assess how these factors influence cost, access, and quality of the healthcare system.
2. Assess the principles and tradeoffs between public and private health insurance options.
3. Evaluate the political feasibility of a health policy reform proposal.
4. Specify success criteria for policymaking, and quantitatively and qualitatively evaluate solutions options on these criteria.
5. Apply the concepts of federalism, limited government, civil liberties, state sovereignty, state police power, bureaucratic discretion, and judicial doctrine in a public health context.

Joint Degree – Urban Regional Planning and Public Health

A Joint Graduate Pathway has been created to better prepare students for overlapping careers in Planning and Public Health. As a result, a student may earn a Master of Public Health (MPH) and Master of Science in Planning (MSP).

Florida State University is one of only a handful of universities offering a Joint Graduate Pathway in planning and public health. This pathway reflects the recent resurgence of interest in what civic stakeholders, local communities, and global society are doing to ensure that urban and urbanizing landscapes are healthy and desirable places for today's world.

Significant improvements in health can result from improving places and the planning processes that shape them and changing our personal and collective lifestyles, rather than simply investing further in the health (sick) care system. The city and the communities where people live and work provide a valuable focus for these concerns because more than half the world's population now lives in urban areas.

All students complete:

- Total minimum credit hours of 66
- A ten-week, full-time (or 400 hours) internship in a planning or public health-related agency or organization
- Choose either a research paper, thesis, or studio for MSP capstone credit
- PHC 5151 as a combined capstone with aspects of urban regional planning and public health completed within two semesters of graduation

The internship should have planning or public health policy-related content. Typically, the training is completed during the summer between the first and second years of study. Many students, however, fulfill this requirement through part-time employment during the school year. Students are not limited to the local area alone for a position. The student's advisor and the MSP and MPH program directors must approve internships.

Students complete all requirements for the MSP and MPH degrees. The four years it would take to earn these degrees if pursued separately is reduced to three years through the cross counting of selected courses. In addition, some courses overlap, reducing total credit requirements.

Students would need to apply to both degree programs separately, and if admitted to both, would be in the joint degree program. Students interested in the Joint Graduate Pathways can contact both department's admissions coordinators.

- Urban Regional Planning: 850 – 644 – 4510 or durp@coos.fsu.edu
- Master of Public Health: 850 – 644 – 1025 or ssmith9@fsu.edu

Program Procedures

Program of Study

Students their Program of Study (POS) based on program requirements and interest in electives. A POS is similar to a graduation checklist. A POS helps students plan out their timeline to graduation. There are many requirements for the degree, and it is essential to check your POS with the MPH Director or the Academic Program Specialist. Courses are selected from the established list of course offerings for the MPH graduate program.

Course Approval

Students wishing to take classes that do not appear on the list need approval from the program director for the course to count toward the degree. A memo reflecting any specially approved courses should be given to the Academic Program Specialist for the student's file. It is helpful for students to provide the course syllabus when requesting course approval. However, it is the student's responsibility to make sure there is a memo for the file reflecting any verbal approvals.

Applying to Graduate

Students must apply to graduate within the first two weeks of the term they plan to graduate. The precise dates of the window to apply for graduation and the application form are at <http://registrar.fsu.edu/services/graduation/>. You must apply to graduate to receive your diploma. You do not have to walk at commencement if you do not wish to do so.

Graduation Clearance

A graduation clearance will be filed with the Dean's office at the end of the student's final term. If the student has completed all requirements for the degree, they will be cleared to receive their diploma. Degrees are posted to the student's transcript during the first four weeks following the final semester, and diplomas are mailed within eight to ten weeks.

The program **requires** all students to submit their filled-out Program of Study by the 2nd day of first week of classes for final approval on the semester they plan to graduate.

Tuition Costs and Funding

Tuition Breakdown

Program	Total Credit Hours	Tuition Per Credit Hour	Fees Per Credit Hour	Additional Fees	Distance Learning Fee
In-state	43	\$403.51	\$75.81	approx. \$25/sem.	approx. \$63/credit hour*
Out-of-state and/or International	43	\$1,004.85	\$105.87	approx. \$25/sem.	approx. \$63/credit hour

*Distance learning fee is charged only if online classes are taken. Distance learning fees are assigned each semester by the Provost and may vary.

The tuition cost for in-state residency is approximately \$21,000.

The tuition cost for out-of-state residency or international students is approximately \$47,000.

You can find the breakdown of tuition and fees for out-of-state graduate programs here: [Graduate Tuition Rates](#)

Fee Payment

See the “Academic Calendar” and “Fee Payment Regulations” sections of the Registration Guide (<http://registrar.fsu.edu>) for deadlines and payment options.

Funding

Most students in this program finance their education through student loans. All graduate students must be enrolled for at least six credit hours per semester to receive financial aid.

Graduate Assistantships (GAs)

We do not have the ability to offer many assistantships. Those who are chosen are done so through strict merit-based criteria. Assistantships are normally awarded upon admittance into the program. There is no additional application for assistantships – all applicants are reviewed for funding.

All graduate assistants at FSU work under a [contract](#) negotiated by United Faculty of Florida-Florida State University Graduate Assistants United (UFF-FSU-GAU) and Florida State University. UFF FSU-GAU is the labor union certified as the exclusive bargaining agent for graduate assistants at FSU. For more information about UFF-FSU-GAU, visit <http://www.fsugau.org> or email info@fsugau.org.

To ensure the highest quality of teaching, all Graduate Teaching Assistants must attend the Program for Instructional Excellence (PIE) Teaching Conference before starting their teaching duties. The conference is held biannually, once in the Fall and once in the Spring semester.

GAs must be in good academic standing to be eligible for their position. There is an assumption that each GA will be eligible for four semesters (there is no summer funding) if the GA continues to meet the minimum requirements. GAs must be enrolled in a minimum of 9 credit hours. With Program Director permission, GAs may be allowed to enroll in 12 credit hours, but under no circumstances will a GA under contract be allowed to take more than 12 credit hours in a single term.

GAs must receive approval from the MPH Director for any conflicts that may interfere with the requirements, schedule, or time commitment to being a graduate assistant. This may include, but not limited to, employment outside of the program, internships, or professional commitments elsewhere.

Non-Florida Residents (US Residents)

[The Academic Common Market](#) is a tuition-savings program for college students in 15 Southern Regional Educational Board (SREB) states, who want to pursue degrees that are not offered by their in-state institutions. Students can enroll in out-of-state institutions that offer their degree programs and pay the institution's in-state tuition rates. More than 1,900 undergraduate and graduate programs are available.

International Students

Please visit this page for international funding opportunities and information:

<https://cge.fsu.edu/international-students/funding>

Scholarships

Students are encouraged to apply to various scholarship opportunities on campus. The Graduate School has several opportunities that students are encouraged to review at:

<http://www.gradstudies.fsu.edu/Funding-Awards>.

Additionally, FS4U—Finding Scholarships for You—is FSU's campus-wide and centralized award management system for FSU Foundation scholarships. Students can view available scholarships for which they are eligible, apply for scholarships, and view and accept scholarship offers. Visit

<https://foundation.fsu.edu/fs4u>

Citizens from Latin America, the Caribbean, Puerto Rico, and U.S. Virgin Islands

Please visit this page for a scholarship opportunity: <https://studentfinance.fsu.edu/how-pay/LAC-scholarship>

Current Military and Veterans

The College of Social Sciences and Public Policy provides assistance through the Charles T. Haworth Graduate Scholarship for Student Veterans. Awards will be disbursed in the amount of \$5000 per year (\$2500 per semester) ***Students must be enrolled in full-time graduate study*** For more military and veteran-type scholarships, please visit: <http://veterans.fsu.edu/resources/scholarships/military-scholarships/>

State/FSU Employee Tuition Waiver

Full-time state employees are eligible to use their State Employee Tuition Waiver for classes in the MPH program. After you register for classes, please fill out the [State Employee Waiver](#) and submit it to FSU Student Business Services by the 4th day of classes. Please check the [Academic Calendar](#) for specific deadlines each semester.

FSU employees, please note that you use a different waiver form: [the FSU Employee Tuition Scholarship](#). However, the guidelines above still apply.

These waivers must be filled out and submitted by the Friday of add/drop week each semester in which you would like to have your tuition waived as a state/FSU employee.

Please note that graduate-level **online** Emergency Management & Homeland Security (EMHS) classes are **not** state-fundable and are **not** covered by the State Employee Waiver. Only specific in-person EMHS classes are covered by the waiver. If you have more questions about EMHS courses, please contact [Sue Sullivan](#) for additional assistance. EMHS classes are optional and may count as electives if approved.

General Information

Incoming Graduate Student Orientation

At the beginning of the fall and spring semesters, the leadership will meet with new graduate students to acquaint them more fully with the program. Incoming graduate students are expected to attend this orientation meeting. In addition, there is a university-wide orientation for new graduate students during the week before classes in August. Students are encouraged to participate in this orientation also. Students are responsible for familiarizing themselves with university policies and procedures. Some of these may differ from the prior institution attended.

Registration

Registration is conducted online at specified times for all new and continuing students. Students may refer to <http://registrar.fsu.edu> for the Registration Guide, university notices, and academic calendar for the term or other web resources. Generally, registration for the spring term begins in October; the summer term starts in March; the fall term begins in March. University policy requires payment for any course dropped and any course added after the end of the drop/add period.

A late fee of \$100 is assessed for any student who has not registered for at least one course before midnight before the first day of classes.

Note: Courses are listed under the Department offering the course. Lists of approved courses for each term will be available on the MPH Org. Canvas site.

Course Load

The number of credit hours, which a graduate student may carry without special permission, is fifteen. The student's academic dean may permit a heavier load.

Transfer Credit

Transfer of courses not counted toward a previous degree from another regionally accredited graduate school is limited to six (6) semester hours. Transfer of courses not counted toward a prior degree within FSU, including work taken as a special student, is limited to twelve (12) semester hours. In addition, all transfer credits must: 1) be recommended by the program director, 2) be evaluated as graduate work by the evaluation section of the Office of Admissions of FSU, and 3) have been completed with grades of 3.0 ("B") or better. The process for having transfer work and special student hours posted to the transcript for graduate credit is initiated by the Program Advisor.

Course Grade Basis

Most course offerings are on a letter-grade basis. However, some are Satisfactory/Unsatisfactory (S/U) grade basis. Courses with a S/U grade basis are noted in the General Bulletin. Any course, which has had the grade basis changed, will not be counted toward the required hours for the MPH degree.

Duplicate Credit

Students may not apply graduate-level course work to the master's degree that duplicates course work taken at the upper level while enrolled as an undergraduate student at Florida State University. In other words, courses taught in combination 4000/5000 level at FSU may not be taken a second time and apply to the master's degree in international affairs.

Academic Standards

Graduate students must have a cumulative grade point average of at least 3.0 in graduate courses to be eligible for conferral of a degree. **No course hours with a grade below "C-" will be credited to the graduate degree.** It is the student's responsibility to be aware of the Academic Honor Policy and the Student Code of Conduct at <https://fda.fsu.edu/academic-resources/academic-integrity-and-grievances/academic-honor-policy>

Please ensure you search and read the Florida State's [Academic Honor Policy](#) in its entirety, but here are some essential segments you should read:

1. **PLAGIARISM.** Presenting the work of another as one's own (i.e., without proper acknowledgement of the source).
2. **CHEATING.** Improper access to or use of any information or material that is not specifically condoned by the instructor for use in the academic exercise.
3. **UNAUTHORIZED GROUP WORK.** Unauthorized collaborating.
4. **FABRICATION, FALSIFICATION, AND MISREPRESENTATION.** Unauthorized altering or inventing of any information or citation that affects grades given for academic work or attendance.
5. **MULTIPLE SUBMISSION.** Submitting the same academic work (including oral presentations) for credit more than once without instructor permission. It is each instructor's responsibility to make expectations regarding whether students may incorporate existing work into new assignments clear in writing.
6. **ABUSE OF ACADEMIC MATERIALS.** Intentionally damaging, destroying, stealing, or making inaccessible library or other academic resource material.
7. **COMPLICITY IN ACADEMIC DISHONESTY.** Intentionally helping another commit an act of academic dishonesty.

Academic Probation

A graduate student whose cumulative grade point average for courses taken at Florida State University falls below 3.0 at the end of a term will be placed on academic probation. If a 3.0 FSU grade point average is not attained by the end of the next term of enrollment, the student will not be permitted to register for graduate study. However, at that time, the program director may petition the academic dean and the Dean of Graduate Studies for consideration of special circumstances that may constitute justification for an exception to this regulation. According to university policy, under no circumstances will a student be allowed more than one additional term of probation.

Student Complaint Procedures

FSU is committed to providing opportunities for students to air concerns and seek resolution. We strive to handle student complaints with equity, respect, and professionalism. If you have a complaint, FSU provides several channels for resolution. You can also consult the Student Complaint Routes chart for an overview of available complaint channels (or download a screen-reader optimized version). Students will find this step-by-step guide helpful as they resolve academic problems.

Students are encouraged to pursue resolution of their complaints in the least-formal manner possible, beginning the resolution attempt with those who are most closely involved. After verbally expressing a concern without resolution, students can file a complaint within a more formal process.

All students have access to the formal grievance procedures as established by the University in the General Student Bulletin and available online at <https://registrar.fsu.edu/bulletin/undergraduate/information/integrity/index.cfm>.

Another resource available to students who may want to file a formal complaint is the Student Ombudspersons. The student ombudspersons are independent parties selected to provide informal assistance handled in a confidential manner. Communication with the student ombudsperson does not constitute notice to the university; the student ombudsperson assists with determining the appropriate course of action but does not file information on behalf of the student. The student ombudspersons can also be found at <https://provost.fsu.edu/student-complaints-and-appeals>.

Students may air their general concerns to the executive board of the MPHSA to have their opinions be heard by Public Health Program leadership, as the MPHSA president is integrated into the program's governance structure. Furthermore, the program is relatively small, allowing student's ready access to both faculty and the MPH Program Director.

Readmission Requirements

Returning students who have been out of school for two or more consecutive terms (including the summer term) must apply for readmission. Please contact the Program Advisor for further information and instructions. You can open the readmission application at <http://admissions.fsu.edu/Readmissions>

Time to Complete Degree

The master's degree must be completed within seven years from the time the student first registers for graduate credit. In addition, any graduate work transferred from another institution must have commenced no more than seven years before completing the degree for the credits to apply to the master's degree.

Incomplete(s)

In the rare event that a student may need additional time beyond the standard semester, due to reasons outside of their control, to finish coursework, an incomplete (I) grade may be issued. Per university policy, Incomplete grades should only be utilized in exceptional cases and when the student has completed a "substantial" portion of the course and is otherwise passing. It is up to the professor's discretion on the definition of substantial and if they want to give an Incomplete grade. No professor is required to offer an Incomplete. It is encouraged for professors to use their judgment on the realistic ability of the student to complete the coursework within the time allotted. Standard additional time is usually the end of the next semester but can go up to one year without Director's permission. If a professor wants to extend an incomplete past one year of the Incomplete date, it will need to be approved by the Director. For an incomplete approval, a "Incomplete Grade Agreement" will need to be submitted. If, by the end of year two, the Incomplete is still not finalized, an incomplete grade extension of time will need to be submitted to the Academic Dean by the Director. Under no circumstances will an incomplete be allowed to be extended past the three-year mark. All forms, including the Incomplete Grade Agreement form, can be found on the MPH Canvas site.

- Year 1 – Professor permission; Incomplete Grade Agreement recommended.
- Year 2 – Incomplete Grade Agreement required; Professor and Director permission.
- Year 3 – Professor, Director, and Academic Dean permission.

Library Privileges

The University's libraries offer graduate students are an excellent source for resources and services. Many course textbooks are available through library services, physically and digitally. The library also offers Graduate Skill Workshops on literature reviews, citation management, and data visualization and analysis. Students can rent equipment, like laptops, cameras, and digital recorders at Strozier Library. The Scholars Commons, a faculty and graduate student research center, is located in Strozier Library and offers a variety of spaces for research, study, collaboration, and production of materials. Specialized research assistance is also available by appointment. For more information, see <http://www.lib.fsu.edu/>.

Career Development

Careers are likely to include government agency or legislative staff positions, policy and consulting firms, think tanks, advocacy organizations and lobbying firms, international organizations, private firms, hospitals, nursing homes, and other institutions focused on health and population issues, academic or media positions. Students are exposed to a vast number of public health careers during the proseminar, course work, guest lectures, Master of Public Health Student Association (MPHSA) events, etc. Students are encouraged to seek out further career advisement from faculty, the COSSPP career liaison, and FSU's Career Center. The Career Center provides comprehensive career services to students, alumni, employers, faculty/staff, and other members of the university community. FSU's Career Center provides four general services: career advising and information; internship and cooperative education; employment and post-graduate education; and research and development. <http://www.career.fsu.edu>

Community Service

Community service is a vital component of the MPH program and plays a crucial role in shaping your development as a public health professional. Engaging in community service allows you to apply your skills in real-world settings, address public health challenges, and make a meaningful impact on the communities you serve. We encourage all MPH students to seek out and participate in community service activities throughout their studies as they can help provide support and networking opportunities for future internship and job placements. Students can even record their hours through [ServScript](#) for them to appear on their transcript. The MPHSA hosts several service opportunities each year.

Research Opportunities

Research is a cornerstone of public health practice and provides valuable opportunities for students to contribute to the advancement of public health knowledge and practice. Engaging in research allows you to explore critical public health issues, develop analytical skills, and collaborate with experts in the field. Students will complete a research project in their Advanced Statistics and Data Analysis (PHC 5797), but students are encouraged to work with faculty to expand that research project or to collaborate with them on other research projects and related activities. Students may work with faculty to complete a directed independent study (DIS) course to work on a research project under their mentorship. Students should also explore the many research centers FSU has. These centers often offer student research opportunities and resources. Students are also encouraged to attend research seminars and workshops to stay informed about current research trends and discover opportunities for involvement. Many of these opportunities will be organized through the MPHSA.

Canvas Site

The program maintains a site on Canvas (<http://campus.fsu.edu>). All students are automatically registered, and recent announcements will appear when you log onto Canvas. Students are encouraged to explore this site for more information about upcoming campus events, conferences, etc. Information on internships, jobs, fellowships, memberships in academic associations, etc., is also available.

Contact Information

Public Health is located in the Claude Pepper Building. The address for the building is 231 Claude Pepper Center Bldg. but it is on W. Call St across from the Sandel's building.

	Contact Information	Office
Main Public Health Office	850 – 644 – 1025	208 Claude Pepper Bldg.
Public Health Program Chair Dr. Alan Rowan	arowan@fsu.edu	210 Claude Pepper Bldg.
MPH Director Dr. Helen Mahony	hmahony@fsu.edu	255 Claude Pepper Bldg.
Internship Coordinator Dr. Daniel Grischy	COSSPP-MPH-Internships@fsu.edu	254 Claude Pepper Bldg.