2019 - 2020
BOISE STATE UNIVERSITY

MASTER OF HEALTH SCIENCE STUDENT HANDBOOK
Welcome to the Master of Health Sciences Program at Boise State University!

Whether you are a working public health professional, a professional in another health promoting organization, or a student who wishes to pursue graduate studies before entering the workforce, we are glad to have you in our program and hope you enjoy your experience here.

It is an exciting time to enter our Master of Health Sciences program, as it was recently ranked no. 12 on a national list of the top master’s degrees in public health for 2019. The Department of Community and Environmental Health strives to evolve and improve our curriculum to compete with other cutting-edge public health and health science programs across the country, and works closely with community partners to ensure the program continues to prepare students to make a public health impact. The educational experience we provide is rooted in our strong community partnerships with agencies like the Idaho State Department of Health and Welfare, local health systems such as St. Luke’s Medical Center and Saint Alphonsus Regional Medical Center, and other local and national nonprofit organizations – all places where our alumni excel after graduating.

The faculty, administrators, and staff at the Department of Community and Environmental Health are committed to your success. We are dedicated to a student-centered approach to learning and look forward to ensuring you have an exceptional educational experience. We value your contributions to the academic community and to the field of public health. Please accept our very best wishes as you embark on this new stage of your career and know that we stand ready to assist you in every way we can.

Sincerely,

Lillian Smith
Professor and Department Head
Department of Community and Environmental Health
The Master of Health Science (MHS) program sits within the School of Allied Health Sciences in the Boise State University College of Health Sciences. Graduate education in this program is governed by the Boise State Graduate College and their established policies and procedures. The Handbook is meant to compliment the Graduate Catalog, and provide additional administrative details about the program. This Handbook was developed to help students successfully navigate the complex and rewarding process of obtaining a health science degree.

**About This Handbook**

Our College Vision
To be the leader in educating professionals who advance life-long health in global communities.

Our College Mission
To unify people and align resources in an integrated education model and an environment of collaborative community problem solving where progressive research and teaching engage and empower people to optimize resources and advance life-long health.

Our College Values
The core values below represent the ideals we believe must be incorporated into all that we do.

- **Our passion** for knowledge and health is best marked by the **innovation** and **creativity** of all our efforts.
- **Compassion** and **care** for people fuel our work and the work of our students.
- **Respect** toward all people must be continually demonstrated through **communication**, **inclusion**, and **transparency**.
- **Collaboration** and **teamwork** are essential ingredients in **quality** teaching and research.
- We demonstrate **integrity** through our **professionalism**, **honesty**, and **excellence**.

With questions regarding the MHS program, contact:

**Department of Community and Environmental Health**
Health Sciences Riverside
1910 University Dr.
Boise, ID 83725-1835
MHSinfo@boisestate.edu

**Boise State College of Health Sciences Social Media Accounts**
Facebook: @BoiseStateCOHS
Instagram: @BoiseStateHealthSciences
Twitter: @BoiseStateAHS
BOISE STATE UNIVERSITY 2019-2020
ACADEMIC CALENDAR

Fall 2019 (August 26–December 20, 2019)

Classes Begin…………………………………………………….. August 26, 2019
Labor Day (no classes)…………………………………………… September 2, 2019
Thanksgiving Holiday (no classes)…………………………….. November 25-30, 2019
Classes End………………………………………………………… December 13, 2019
Finals Week………………………………………………………… December 16-20, 2019
Commencement (in Taco Bell Arena)…………………………… December 21, 2019

Spring 2020 (January 13–May 8, 2020)

Classes Begin……………………………………………………...... January 13, 2020
Dr. Martin Luther King Jr. Day (no classes)……………………… January 20, 2020
Presidents’ Day (no classes)……………………………………… February 17, 2020
Spring Break (no classes)………………………………………… March 23-27, 2020
Classes End………………………………………………………….. May 1, 2020
Finals Week………………………………………………………….. May 4-8, 2020
Commencement……………………………………………………... May 9, 2020

Summer 2020 (May 11–August 16, 2020)

Registration Begins for Summer 2020………………………… February 18, 2020
Memorial Day (no classes)……………………………………….. May 25, 2020
Independence Day (no classes)…………………………………... July 4, 2020

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<tr>
<td>14-week</td>
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For a detailed academic calendar that includes all sessions and policy deadlines, visit
https://www.boisestate.edu/registrar/boise-state-academic-calendars/
Fall 2019 (August 26–December 20, 2019)

1st 7-Week Session
- Last Date to Register Without Permission Number: August 26
- Last Date to Drop without a W (Refund): August 29
- Drop Fee Begins: August 30
- Last Date to Withdraw with a W (No Refund): September 25

Break: October 12 – October 20, 2019

2nd 7-Week Session
- Last Date to Register Without Permission Number: October 21
- Last Date to Drop without a W (Refund): October 24
- Drop Fee Begins: October 25
- Last Date to Withdraw with a W (No Refund): November 20, 2019

Spring 2020 (January 13–May 8, 2020)

1st 7-Week Session
- Last Date to Register Without Permission Number: January 13
- Last Date to Drop without a W (Refund): January 16
- Drop Fee Begins: January 17
- Last Date to Withdraw with a W (No Refund): February 12

Break: February 29 – March 8, 2020

2nd 7-Week Session

Application Deadline

April 1 – Fall Admission Only

The MHS program operates on a cohort model and only admits students once per year. Submit application and admission materials well in advance to ensure that the application is complete by the deadline.

For a detailed academic calendar that includes all sessions and policy deadlines, visit https://www.boisestate.edu/registrar/boise-state-academic-calendars/
Click [here](#) for the Boise State University interactive campus map.
The Master of Health Science (MHS) degree program is located within the Department of Community and Environmental Health in the School of Allied Health Sciences, College of Health Science. The mission of the MHS program is to prepare recent undergraduate students and established professionals for leadership positions in public health, other public and private health promoting agencies, and health care institutions.

The program, located in Boise - the financial, political and health care center of the state - offers a unique opportunity for students in pursuit of advanced training. The program provides strong foundational knowledge and skill regarding the role of public health, determinants of health, health policy, research methods, epidemiology, statistics, and program evaluation.

**Emphasis Areas and Graduate Certificate Descriptions**

Students in the MHS program can study in one of three concentration areas: (1) health promotion, (2) health policy, and (3) health services leadership. Students can also pursue a Graduate Certificate in Health Services Leadership. A brief description of each includes:

**Health Promotion Emphasis**

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

**Health Policy Emphasis**

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

**Health Services Leadership**

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

**Health Services Leadership Graduate Certificate**

Students will be prepared to address issues related to interpersonal dynamics in the workplace, management strategies, and the role of the leader in accomplishing organizational goals. Available for working professionals who want to enhance their management and leadership skills, and students who wish complement their undergraduate degree with graduate coursework before entering the workforce. **Disclosure:** The Graduate Certificate in Health Services Leadership is subject to the gainful employment disclosure requirements as prescribed by federal regulation 34 CFR 668.6(b) (2) (iv).
# Foundational Coursework and Course Descriptions

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<th>Master of Health Science – Foundational Courses</th>
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<tr>
<td>MHS 500 Contemporary Foundations of Public Health</td>
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<td>MHS 501 Framing Public Health Problems</td>
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<td>MHS 502 Prevention and Intervention in Public Health</td>
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<td>MHS 503 Public Health Management</td>
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<tr>
<td>MHS 504 Applied Epidemiology</td>
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<td>MHS 505 Applied Public Health Research and Evaluation</td>
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<td>MHS 506 Applied Statistics in Public Health</td>
<td>2</td>
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<tr>
<td>MHS 590 Internship</td>
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**Area of Emphasis**

Select one from the following three emphases: Health Promotion, Health Policy, and Health Leadership Services. Each area of emphasis has specific requirements listed below.

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**MHS 500 CONTEMPORARY FOUNDATIONS OF PUBLIC HEALTH (2-0-2)(F).** Examines the goals and mission of public health, from its historical roots in sanitation to current efforts to improve population health. The five core disciplines, biostatistics, environmental and occupational health, epidemiology, health policy and management, and health education and promotion are introduced, and the interdisciplinary nature of the field is emphasized.

**MHS 501 FRAMING PUBLIC HEALTH PROBLEMS (2-0-2)(F).** Introduces tools used to conduct critical examinations of public health problems. Includes theories of health behavior and systems thinking as applied to biological, environmental, psychological and social dynamics that affect the health and wellbeing of communities and populations. Emphasizes the role of using inclusive strategies to assess and understand these dynamics.

**MHS 502 PREVENTION AND INTERVENTION IN PUBLIC HEALTH PRACTICE (3-0-3)(S).** Emphasizes a problem-based approach to prevention and intervention that incorporates and coordinates strategies from multiple public health disciplines at multiple levels of influence. Includes conceptual and practical tools used when planning, designing, implementing, and evaluating prevention and intervention programs. Prioritizes the value of inclusive community engagement and leadership.

**MHS 503 PUBLIC HEALTH MANAGEMENT (2-0-2)(S).** Addresses the foundational principles of management and leadership within public health agencies and other health promoting organizations. Includes topics related to effectively managing the internal operations of organizations critical to successfully advancing the mission and goals of public health, as well as leading across organizations and within collaborative partnerships.

**MHS 504 APPLIED EPIDEMIOLOGY (2-0-2)(F).** Examines the application of epidemiologic methods to public health problems. Identifies trends in national and global mortality and morbidity. Explains ecological, environmental, biologic, genetic, behavioral, psychological, and sociological factors affecting community and population health.

**MHS 505 APPLIED PUBLIC HEALTH RESEARCH AND EVALUATION (2-0-2)(F).** Introduces quantitative and qualitative research and evaluation methods as applied to public health. Emphasizes the practitioner as a responsible research consumer able to appropriately select and translate research into practice. Examines the role of practice-based evidence and the practitioner as an active contributor to research.

**MHS 506 APPLIED STATISTICS IN PUBLIC HEALTH (2-0-2)(S).** An introduction to statistical techniques used in the treatment of public health data. Includes measures of central tendency and variability, correlation measures, probability, analysis of variance, and regression analysis.
Emphasis Area Coursework and Course Descriptions

Health Promotion Emphasis

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<thead>
<tr>
<th>Health Promotion Emphasis</th>
<th>Credits</th>
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<tbody>
<tr>
<td>MHS 510 Advanced Overview of Prevention and Intervention Programming</td>
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<tr>
<td>MHS 511 Enhancing Community Engagement and Advocacy</td>
<td>2</td>
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<tr>
<td>MHS 512 Community and Population Assessment</td>
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<tr>
<td>MHS 513 Advanced Prevention and Intervention Design</td>
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<tr>
<td>MHS 514 Implementing and Managing Public Health Programs</td>
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<tr>
<td>MHS 515 Evaluating Prevention and Intervention Programs</td>
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<td>Elective Courses</td>
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<td>42</td>
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MHS 510 ENHANCING COMMUNITY ENGAGEMENT AND ADVOCACY (2-0-2)(F). Addresses the role of community engagement and advocacy as essential means of improving community and population health. Includes models of engaging and empowering communities through collective participation, community collaboration, and democratic decision-making. Emphasizes inclusivity and the capacity to engage diverse community members in identifying and pursuing common goals.

MHS 511 COMMUNITY AND POPULATION ASSESSMENT (2-0-2)(S). Prepares students to conduct health assessments that measure multiple dimensions of community and population health. Emphasizes a socio-ecological approach that accounts for the biological, environmental, social, and psychological determinants of health. Includes assessing community readiness, resources, and capacity to address public health problems. Builds skills necessary for quantitative and qualitative data collection and analysis and the effective dissemination of findings.

MHS 512 ADVANCED PREVENTION AND INTERVENTION DESIGN (2-0-2)(S). Prepares students to use multidisciplinary theoretical perspectives, strategies, and tools to understand public health problems and design interventions that address these problems at the intrapersonal, interpersonal, organizational, and community levels. Culminating activities include developing comprehensive prevention and intervention plans.

MHS 513 IMPLEMENTING AND MANAGING PUBLIC HEALTH PROGRAMS (2-0-2)(S). Provides conceptual and practical tools used for implementing and managing health promotion programs. Critical elements include learning to implement theoretically sound intervention programs with high levels of program fidelity; effectively engaging and managing human, financial, and community resources; and identifying and responding to commonly occurring implementation-related opportunities and challenges.

MHS 514 EVALUATING PREVENTION AND INTERVENTION PROGRAMS (2-0-2)(S). Prepares students to design comprehensive evaluations of public health prevention and intervention programs. Includes measuring changes in outcomes related to community and population health and wellbeing, community readiness and capacity to address public health problems, and the efficient and effective use of fiscal and human resources. Emphasizes community-engaged evaluation, dissemination of findings, and practitioner participation in public health research.

MHS 515 ADVANCED PREVENTION AND INTERVENTION PLANNING (2-0-2)(F). Provides a final synthesis of the holistic process of planning, developing, implementing, and evaluating effective public health prevention and intervention programs. Emphasizes using a problem-focused approach to addressing public health problems and incorporating and coordinating multidisciplinary strategies and tools designed to target multiple levels of influence. Culminating activities include creating a multidisciplinary, multi-strategy, multilevel prevention or intervention program informed by theory, contemporary research, and community assessment data.
Health Policy Emphasis

<table>
<thead>
<tr>
<th>Health Policy Emphasis</th>
<th>Credits</th>
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<tbody>
<tr>
<td>MHS 520 Advanced Systems Analysis and Problem-Solving</td>
<td>2</td>
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<tr>
<td>MHS 521 Building and Sustaining Systems Capacity</td>
<td>2</td>
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<tr>
<td>MHS 522 Organization, Communications and Advocacy in Systems Change</td>
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<tr>
<td>MHS 523 Evaluating Systems Change</td>
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<tr>
<td>MHS 524 Contemporary Issues in Health Systems and Policy</td>
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<td>PUBADM 501 Public Policy Process</td>
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<td>• Thesis Option - MHS 593 Thesis (4-6 cr), MHS 688 Thesis Proposal (1 cr)</td>
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</table>

MHS 520 ADVANCED SYSTEMS ANALYSIS AND PROBLEM-SOLVING (2-0-2)(F). Prepares students to use advanced analytical tools to assess the role of multiple systems in contemporary public health problems. Uses theory, data, and interprofessional perspectives to identify how public health problems emerge, map phenomenon, and recommend analysis-informed and data-informed system-level solutions. Emphasizes historical and contemporary forces that influence the broader conditions in which people live and work.

MHS 521 BUILDING AND SUSTAINING SYSTEMS CAPACITY (2-0-2)(F). Provides a theoretical and practical understanding of the roles effective, efficient, and equitable institutions play in creating pathways to health and wellbeing for everyone. Emphasizes the role of systems capacity and change in building and sustaining institutions that support public health. Addresses challenges related to institutional accountability. Includes assessing and comparing the capacity and health impact of existing institutions.

MHS 522 ORGANIZATION, COMMUNICATIONS AND ADVOCACY IN SYSTEMS CHANGE (2-0-2)(S). Establishes the essential role of effective communications, organization, and advocacy in systems change. Prepares students to effectively engage community and interprofessional partners, build multi-level coalitions invested in systems change, select within and cross-systems communications and organizational strategies, and motivate and incentivize within and cross-systems collaboration to achieve community-supported public health goals. Emphasizes community investment, participation, and engagement in systems change.

MHS 523 EVALUATING SYSTEMS CHANGE (2-0-2)(S). Prepares students to design comprehensive evaluations of systems change and the impact of systems change on public health. Also includes measuring changes in community support for systems change, perceptions of systems-level outcomes, and the effectiveness and efficiency of institutions that contribute to health and wellbeing. Emphasizes developmental evaluation methods, dissemination of findings, and practitioner participation in public health research.

MHS 524 CONTEMPORARY ISSUES IN HEALTH SYSTEMS AND POLICY (2-0-2)(F). Examines current issues in health systems and policy. Includes a review of legislation and policy that influence the systems, structures, and resources associated with community and population health. Emphasizes the influence of policy on the broader social conditions associated with health and wellbeing, as well as the impact of health-specific policies on health-related costs, quality, and access to care.
Health Leadership Services

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<thead>
<tr>
<th>Health Leadership Services Emphasis</th>
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<tr>
<td>MHS 530 Data-Informed Decision-Making</td>
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<td>MHS 531 Leadership and Strategic Planning in Health Promoting Organizations</td>
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<td>MHS 532 Managing Human Resources in Health Promoting Organizations</td>
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<td>MHS 533 Managing Financial Resources in Health Promoting Organizations</td>
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<td>MHS 534 Managing Partnerships to Achieve Public Health Goals</td>
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<td>MHS 535 Evaluating Organizational Effectiveness</td>
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MHS 530 DATA-INFORMED DECISION-MAKING (2-0-2)(F). Prepares students to lead efforts to access, collect, analyze, communicate, and make decisions using data and data-informed decision-making. Incorporates quantitative and qualitative methods of primary and secondary data collection and analysis. Emphasizes data integrity, systematic consideration of multiple data sources, ethics in decision-making, and decision-making models, including models of shared and collaborative decision-making.

MHS 531 LEADERSHIP AND STRATEGIC PLANNING IN HEALTH PROMOTING ORGANIZATIONS (2-0-2)(F). Introduces strategic planning in public health and other health promoting organizations. Emphasizes using epidemiological data, community assessments, and established organizational mission and capacity to identify opportunities to achieve public health goals and collaborate with other agencies and health promoting organizations. Includes discussion of strategic resource deployment, organizational behavior, and examinations of strategic opportunities presented by contemporary public health problems.

MHS 532 MANAGING HUMAN RESOURCES IN HEALTH PROMOTING ORGANIZATIONS (2-0-2)(S). Examines human resource management in public health and other health promoting organizations. Includes hiring, staff development, team-building, strategic deployment of human capacity to achieve public health goals, managing shared personnel, and other personnel-related decision-making. Emphasizes the efficient and effective use of public and private human resources.

MHS 533 MANAGING FINANCIAL RESOURCES IN HEALTH PROMOTING ORGANIZATIONS (2-0-2)(S). Prepares students to budget and administer financial resources in public health and other health promoting organizations. Includes diverse methods of generating organizational revenue, shared budgeting and resource development across units and organizations, and critical tracking, analysis, and controls when authorizing financial expenditures. Emphasizes the efficient and effective use of public and private financial resources.

MHS 534 MANAGING PARTNERSHIPS TO ACHIEVE PUBLIC HEALTH GOALS (2-0-2)(F). Prepares students to achieve public health goals through the collaborative efforts of a coalition of public health agencies, other health promoting agencies, and a range of community stakeholders. Emphasizes skills required to build, organize, and manage diverse and inclusive partnerships and coalitions designed to achieve public health goals.

MHS 535 EVALUATING ORGANIZATIONAL EFFECTIVENESS (2-0-2)(F). Prepares students to design evaluations of organizational effectiveness in and across public health agencies and other health promoting organizations. Includes measuring changes in public health and wellbeing, organizational capacity to address public health problems, and the efficient and effective use of resources to achieve public health goals. Emphasizes capacity building, developmental evaluation, and practitioner participation in public health research.
**SECTION III: PART-TIME AND FULL-TIME CURRICULUM MAPS**

**PART-TIME Cohort-Based Plans of Study by Concentration Area**

This curriculum map is accurate for students starting with the Fall 2019 cohort. The MHS program format and cohort model is designed for a majority of students to enroll part-time. Students enroll in 7-8 credits each Fall and Spring semester, completing the program in 5 ½ semesters.

### Health Promotion Emphasis

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<td>MHS 501 (2)</td>
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<tr>
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### Health Policy Emphasis

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### Health Leadership Services Emphasis

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**See Section II, Master of Health Sciences Coursework and Course Descriptions, for full course summaries.**
FULL-TIME Cohort-Based Plans of Study by Concentration Area

This curriculum map is accurate for students entering the Fall 2020 cohort. The full-time MHS program is designed to be completed in 4 semesters with courses taken each Fall and Spring semester. However, since the MHS program format and cohort model is primarily designed to serve part-time students, the credit load for full-time students will likely exceed 9-credits per semester.

**Health Promotion Emphasis**

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**Health Policy Emphasis**

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**Health Leadership Services Emphasis**

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<tr>
<th>FALL</th>
<th>SPRING</th>
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<tr>
<td>YEAR 1</td>
<td>1st 7 Weeks</td>
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<tr>
<td>MHS 500 (2)</td>
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<td>MHS 530 (2)</td>
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<td>YEAR 2</td>
<td>1st 7 Weeks</td>
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<td>MHS 534 (2)</td>
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**See Section II, Master of Health Sciences Coursework and Course Descriptions**, for full course summaries.
Application Deadlines

Master of Health Science
- Students can apply to the Graduate College at any time.
- However, the MHS program operates on a cohort model and only admits students once per year. The application deadline is April 1 (fall admission only).

Health Services Leadership Certificate
- Applicants are admitted to the Graduate Certificate program on an ongoing basis. Completed applications will be reviewed by the Program Director and students will notified of acceptance status by the Graduate College.

Admission Requirements

Graduate College Admission Requirements
The following are minimum admission requirements of the Graduate College:

1. A baccalaureate degree from a regionally accredited U.S. college or university, or a degree from a non-U.S. institution of higher education that is judged equivalence to a U.S. baccalaureate degree by the International Admissions Office.
2. A cumulative undergraduate grade point average (GPA) of at least 3.00 (on a 4-point scale). If you have below a 3.00 you should contact your program’s coordinator for more information.
3. International students must submit Official TOEFL or IELTS results. Both test English language proficiency. International students also must provide documentation to demonstrate they have adequate financial resources to cover one year of living expenses, tuition, and fees.

Applicants that are not admitted to the Graduate College are eliminated from consideration for admission to the MHS program. Furthermore, being admitted into the Graduate College does not mean that you are, or guarantee that you will be, admitted into the MHS program.

MHS Program and Graduate Certificate Admission Requirements
The MHS program expects applicants to have knowledge and/or experience related to public health or a healthcare field. Applicants usually meet this requirement with substantial undergraduate coursework in health science or a closely related discipline. Related disciplines include public health, biology, nursing, education, psychology, and other areas related to health. Applicants with a history of coursework or public health or health related work experience will have priority over those applicants who do not have such a background.

In addition to prior relevant experience, the following are minimum admission requirements of the MHS program:

- A baccalaureate degree from a regionally accredited U.S. college or university or a degree from a non-U.S. institution of higher education that is judged equivalent to a U.S. baccalaureate degree by the International Admissions office.
- An undergraduate GPA of 3.00 (on a 4-point scale) computed for all undergraduate credits from the applicant’s most recent baccalaureate degree.
Admission to the MHS program is based on:

1. Official transcripts from all colleges attended
2. A 500-word statement explaining educational and career background and future objectives (250 words for the Graduate Certificate)
3. A current résumé or curriculum vitae
4. Two letters of recommendation
5. Completion of a proctored writing assessment
6. An interview with the Director of the MHS Program

Application Process

Master of Health Science Program and Graduate Certificate

To apply for admission to Boise State University students must complete the following steps before the program deadline:

➤ **STEP 1**

Prospective students must first submit an application for admission to the Graduate College, along with the nonrefundable application fee. An online application is available at [https://www.boisestate.edu/graduatecollege/howtoapply/](https://www.boisestate.edu/graduatecollege/howtoapply/)

- Select either “Domestic Graduate Application” or “International Graduate Application” and create an account.

- Once an account has been created, complete the “Personal Information”, “More About Me”, and “Address Information” sections. In the “Degree Path” section, select your educational path and then select the Health Science Graduate program or Health Services Leadership Graduate Certificate from the drop down list.
  - If selecting a Health Science Graduate program, you will have three options: (1) Health Science-Health Policy-MHS; (2) Health Science-Health Promotion-MHS, (3) Health Science-Health Services Leadership-MHS. These are the three different emphasis areas for the MHS program, and can be changed at a later date, so your selection at this time is not a permanent commitment.

- Select your desired start term – note that the MHS Selection Committee to consider you for admission, your application must be complete by the April 1 deadline for the Fall term which you are applying.

- Complete remaining sections (Colleges 1-3, Idaho Legal Residency, Application Fee Classification, and Legal Confirmation).

- Enter recommendation providers – two letters of recommendation are required for the MHS program.
  - A recommendation provider is an individual who will complete and submit a recommendation on your behalf. At least one recommendation provider should be one of your former professors (although this may not be possible if you are returning to college after many years). Other suitable references include employment supervisors and volunteer coordinators.

  After you enter complete contact information for each recommendation provider, the application system will send an email to the recommendation providers who
will submit their recommendations online. The email will provide instructions for submitting their recommendations electronically. Their recommendations will be included in your application.

To verify if the Graduate College has received the requested recommendations you can log in to the application system to check your application.

- If a recommendation provider is unable to complete the recommendation electronically, please ask the recommendation provider to mail the recommendation to: Master of Health Science Program, Department of Community and Environmental Health, Boise State University, 1910 University Dr., Boise, ID 83725-1835. When the recommendation is received program staff will upload it to the application system.

- Review and submit your application to the Graduate College.
  Once you submit the Graduate College Application a new orange hyperlink will appear in the left hand navigation with your program name. This link will contain admission information specific to your program of study. As well as a place to upload your program admission materials.

After completing the steps listed above, you are eligible for admission to the Graduate College. Completing the steps, however, does not ensure that you will be admitted to the graduate program of interest. You must be recommended for admission by the academic unit that is responsible for the graduate program, and the Dean of the Graduate College must concur with that recommendation. You are officially admitted to the graduate program only after receiving written notification that you have been admitted from the graduate dean.

➤ **STEP 2**

Request official transcripts from each educational institution (excluding Boise State) you have attended beyond high school. Transcripts can be sent electronically, mailed or faxed directly from the institution.

- **Mailing Address:**
  
  Boise State University  
  Graduate College  
  1910 University Drive  
  Boise, ID 83725-1110

- **Email:** gradcoll@boisestate.edu
- **Fax:** (208) 426-2789

➤ **STEP 3**

Schedule a writing assessment and an interview with the MHS Program Director.

- **Writing Assessment** - Writing is an important predictor of student success. The MHS program writing assessment requires students to develop a response to a standardized question in a controlled, time limited (1 hour) setting. The results are used by the Selection Committee to evaluate the applicant’s ability to develop and communicate an argument or position on a health related topic.

You do not have to complete the MHS writing assessment if:
You have completed a post-graduate (master or doctoral) degree.
You are a US resident who has taken the GRE within the last three years and you received a score of 4.5 or higher on the Analytical Writing portion of the GRE.
You will document completion of the writing exam by entering the date of exam into the application form.

- Interview with the MHS Program Director - The interview allows the Program Director to learn about applicants’ academic and professional goals, and provides applicants the opportunity to ask questions about the program.

Applicants should email mhsinfo@boisestate.edu to schedule their writing assessment and interview. If you live outside of southwestern Idaho, you may be able to take the writing assessment remotely and/or make an appointment for a phone interview in lieu of an in-person interview.

➢ **STEP 4** - Monitor status of application.

**Frequently Asked Admission Questions**

- *Applying for both a certificate and a degree?* Student applying for both a Graduate Certificate and a Master of Health Science degree must submit separate applications.
- *Changing Your Program of Study?* Students desiring to change their emphasis area must complete a Program Change Request form. This form is available on the Graduate College webpage.

**Selection Process**

**Review of Applications**

The MHS program only accepts students for Fall term. Review of applications begins immediately following the application deadline (April 1).

- The MHS Selection Committee will give priority to applications completed by the deadline. Applications completed after the deadline will be considered if there are open positions remaining in the program.
- The MHS Selection Committee submits its recommendations to the Graduate College for approval and processing.

**Decision Notification**

The Dean of the Graduate College reviews the MHS Selection Committee’s recommendations. The Graduate College notifies students of acceptance status. Please note that selection of candidates and processing by the Graduate College can take two to four weeks following the application deadline.

Applicants are admitted to the Graduate Certificate program on an ongoing basis. Completed applications will be reviewed by the Program Director and students will notified of acceptance status by the Graduate College.
Academic Advisor

The MHS Program Director will act as your primary academic advisor. During your first semester in the program, you will work with the MHS Program Director to develop an approved Plan of Study (POS). While developing your POS, you will select elective courses and create a plan that identifies the semester in which you will take all of your courses. When registering in subsequent semesters, you will use your POS to ensure you are signing up for all of the courses necessary to graduate by your anticipated graduation date. If at any point you need to make changes to your POS, you can make an appointment with the Program Director to update your plan. Additionally, the MHS Program Director will be able to help answer any questions you have about the requirements of the department and Boise State University.

Supervisory Committees

Students choosing to complete a thesis will establish a Supervisory Committee. The committee composed of three members of the Boise State University Graduate Faculty, will be responsible for mentoring the student through the thesis.

Committee Membership

- The committee is comprised of a minimum of three graduate faculty members.
- The student’s advisor will serve as chair of the committee.
- The second member of the committee must hold full or associate graduate faculty status at Boise State University.
- The third member may hold full, associate or adjunct graduate faculty status at Boise State University.
- All committee members must qualify for and be appointed to the Graduate Faculty.

Until the time a student’s final committee is selected, the MHS Program Director will serve as the advisor.

Academic Standards

The expectation of the program is that students earn grades of B or better in their coursework taken for the MHS degree and graduate certificate. A student is allowed to receive a grade that is less than B (B- or below) in a single course, however; at the time he or she will be placed on academic probation in the program.

A grade of less than B in a second course will result in that student being dismissed from the program/certificate. Retaking a class in which a student earned a grade of less than a B will not remove a student from academic probation or lead to reinstatement in the program.

The Meaning of Grades

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

- A - represents excellent work. The stakeholder would be impressed and would proudly pass along the document to his or her superiors, without revision. The stakeholder would favorably remember the document when conducting performance evaluations and when considering an employee for a promotion or salary increase.
• **B** - represents professional work. The stakeholder would appreciate the efforts invested in constructing a clear, well-organized document, but would want to see a fair amount of revision before it was published. The stakeholder might remember the document when conducting performance evaluations, but he or she would also remember the extra work involved in revising the document.

• **C** - represents competent, but ordinary work. The stakeholder would be somewhat disappointed in the product and would want to see substantial revisions. The stakeholder may contact the MHS program to discuss the technical writing competencies established of the program.

• **D** - represents unacceptable work. The stakeholder would doubt the employee’s ability to revise the document to his or her satisfaction, and the task would be assigned to another employee. The stakeholder would question the employee’s basic competence and the Program’s academic reputation.

• **F** - represents a failure to meet the stakeholder’s minimum expectations. You're unemployed.

**Plagiarism and Cheating**

Cheating and plagiarism in any form are unacceptable. All work submitted by a student in the MHS program must represent the student’s own ideas, concepts and current understanding.

**Cheating includes:**

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

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

**Plagiarism includes:**

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

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

To avoid even the appearance of plagiarism, the instructors recommend:
• Erring on the side of caution. If you are not sure whether you should cite a source, do it. Over-citing is much safer than under-citing. For example, if the information coming from one source constitutes an entire written paragraph, cite that source at the beginning and the end of a paragraph - indicating that all of the information in the paragraph was developed by the source.
• Checking relevant sources to determine how and how often you should cite your sources. For example, the APA Publication Manual includes an entire section on plagiarism and how to avoid it.
• Asking your instructors. We are always happy to help clarify when and how sources are to be cited.

Graduate Catalog

The Boise State Graduate Catalog is published annually, usually late in the spring semester. It contains information vital to the program, including schedules of deadlines for exams, thesis and projects and more. You are responsible for meeting all deadlines and are encouraged to read the parts of the Graduate Catalog which apply to your program.

It is a good idea to retain all graduate catalogs during your tenure at Boise State University. As a rule of thumb, the curriculum you should follow is that which was published in the catalog the first year of your attendance. However, a student may elect to graduate under the curriculum of any academic year in which enrolled in the MHS program.

Graduate Degree Time Limit for Completion

The Boise State University Graduate College regulations provide that all requirements for a master’s degree must be satisfied within seven years. The seven-year interval commences during the semester in which the student completes the first MHS course; and, the interval must include the date of graduation.

Students whose course work exceed the seven-year limit must submit a formal request for an extension to the Director of the MHS Program. The request must include an explanation for the delay in completing the program as well as the student’s plan to complete the degree requirements within the requested extension period.

After consultation with faculty in the MHS program, the Program Director may recommend a waiver to the Graduate Dean. If the Dean approves the request for extension, the Program may require one or more of the following additional degree requirements:

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

Graduate Certificate Time Limit for Admission and Completion

Students must be admitted to a Graduate Certificate Program prior to the completion of one third of the total credits required in the program. Students pursuing the Graduate Certificate in Health Services Leadership must be admitted to the program prior to completion of five (5) credits.

All requirements for a graduate certificate (including courses completed at another college or university) must be started and completed within a single continuous interval of no more than four years.
Dress Code

A student’s appearance should be that of a professional whenever a student has direct contact with community members or the people we are serving.

Financial Aid, Assistantships and Scholarship Opportunities

The MHS Program offers limited graduate assistantships with competitive stipends and fee waivers during the academic year. For questions about MHS graduate assistantships contact MHSinfo@boisestate.edu.

Students may also qualify for loans through the Financial Aid Office. A limited number of scholarships are also available. More information on funding graduate school can be found here.

Incomplete Policy

According to University regulations, a grade of incomplete can be given when a student’s work has been satisfactory up to the last three weeks of the semester. The student has one year to complete the work assigned by his/her instructor. If the work is not completed by that time, a failing grade will be given.

A contract will be written between the student and the instructor that will include the conditions for satisfying the incomplete. That contract and any exams to be completed will be retained in the student’s file in the office of the MHS Program Director.

Disciplinary Removal from a Course or Program

Students are referred to the Boise State University Graduate Catalog for policies related to dismissal actions. All students have the right to appeal any dismissal action. Please consult the Graduate College Policy and Procedure Manual for procedural details.

Appeals Process

Any complaint or problem the student has regarding work or behavior in class should immediately be brought to the attention of the instructor for prompt resolution.

- If satisfactory resolution cannot be obtained after consulting with the course instructor, the complainant should bring the concern to the MHS Program Director.
- If a satisfactory resolution is not obtained after consultation with the Program Director the complainant may contact the Graduate College (graduatecollege@boisestate.edu), follow the guidelines outlined by the Academic Grievance (Policy 3140) in the Boise State Policy Manual, or refer to the Graduate College Policy and Procedure Manual.

Complaints, problems, or concerns regarding the MHS Program should be brought to the attention of the Program Director or the Dean of the College of Health Sciences.
## Important Dates and Deadlines for Candidacy and Graduation

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<th>Step</th>
<th>Activity</th>
<th>Timeline/Due Date</th>
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<tbody>
<tr>
<td>Step 1</td>
<td>Application for Admission to Candidacy (AAC)</td>
<td>The AAC is a form all graduate students submit <strong>before</strong> they apply for graduation. The AAC can be submitted as soon as one half of the total credit requirements for the degree or certificate is completed, or no later than the deadline specified on the academic calendar. Learn more <a href="#">here</a>.&lt;br&gt; - December 2019 Graduation – Application due April 8, 2019&lt;br&gt; - May 2020 Graduation – Application due November 19, 2019&lt;br&gt; - Summer 2020 Graduation – Application due February 28, 2020</td>
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<tr>
<td>Step 2</td>
<td>Application for Graduation</td>
<td>Due the <strong>1st Friday</strong> of the semester you plan to graduate (requires signature of advisor &amp; a $25.00 fee to the Graduate College)&lt;br&gt; - December 2019 Graduation – Application due August 30, 2019&lt;br&gt; - May 2020 Graduation – Application due January 17, 2020&lt;br&gt; - Summer 2020 Graduation – Application due June 1, 2020</td>
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<td>Step 3</td>
<td>Complete Culminating Project</td>
<td>Must be completed by the end of the <strong>9th week</strong> of the Fall semester or the <strong>12th week</strong> of Spring semester&lt;br&gt; - December 2019 Graduation – Defense deadline October 25, 2019&lt;br&gt; - May 2020 Graduation – Defense deadline March 13, 2020&lt;br&gt; - Summer 2020 Graduation – Defense deadline June 26, 2020</td>
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<td>Step 4</td>
<td>Submit to Graduate College (thesis only)</td>
<td>Must be submitted to Graduate College for review by the end of the <strong>12th week</strong> of the Fall semester or the <strong>13th week</strong> of Spring semester&lt;br&gt; - December 2019 Graduation – Due November 8, 2019&lt;br&gt; - May 2020 Graduation – Due March 20, 2020&lt;br&gt; - Summer 2020 Graduation – Due July 1, 2020</td>
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- All forms referred to above are available as electronic documents, and can be found at Boise State Graduate College > Current Students > [Thesis and Dissertation Information](#)
- Use the [Thesis and Dissertation Guide](#) as a reference tool for formatting.
**Applying for Candidacy**

Master’s students can apply for candidacy as soon as one half (1/2) of the total credit requirements for the degree or certificate is completed, or no later than the deadline specified on the academic calendar. A separate application must be submitted for each graduate degree and/or certificate program being completed.

To document your candidacy for a graduate degree you must complete an Application to Candidacy form and submit it to your Supervisory Committee, if applicable, for approval.

Additional information regarding this process is available at https://www.boisestate.edu/graduatecollege/application-for-admission-to-candidacy-instructions/

**Complete MHS Program Culminating Activities**

Culminating activities serve as the capstone to the graduate student’s program of study. Hence, they should demonstrate the student’s ability to synthesize academic and other preparatory work and signal the student’s readiness to work independently.

The program requires the completion of a capstone course or a thesis project. Students are eligible to begin working on a thesis or capstone project once they complete 18 hours of required graduate coursework.

**Requirements of a Thesis**

The purpose of the thesis is to demonstrate the student’s ability to conduct research on a topic of importance and to report the results of that research in written and oral form. The thesis must be the original work of the student. Students who plan to complete a thesis should schedule a meeting with the MHS Program Director as soon as possible, during which they should identify a Committee Chair.

Students, who have met all graduate degree credit requirements except for completion of a thesis, will be required to register for MHS 688 (Thesis Proposal) three semesters prior to their anticipated graduation date. After which, students must register for MHS 593 to complete their thesis.

Preparation of the actual product or data collection for a thesis may not begin until the student’s thesis chair and the MHS Program Director, and if indicated, the Institutional Review Board (IRB), has approved the thesis proposal and associated IRB materials.

The proposal must include:

- A clear statement of the problem, need, question or issue.
- A literature search or pilot studies conducted to support the need for the study.
- A well-defined methodology for collecting and analyzing data for the thesis.

Complete information regarding IRB policies and procedures is available at https://www.boisestate.edu/research-compliance/

The student will present an oral defense of the completed thesis to their Supervisory Committee, graduate students, and other invited guests. The final version of the manuscript must be reviewed by the student’s Supervisory Committee and by the Office of the Dean of the Graduate College. Manuscripts must follow the Standards and Guidelines for Theses and Dissertations in the Boise State University Graduate College Policy and Procedure Manual.

**Requirements of the Culminating Project**

The purpose of a project is to identify and address a health-related educational, management, or policy need through systematic study. A project should result in the development of a usable product that
builds on preparatory coursework and study. Examples are the development and implementation of a program-specific evaluation strategy, the development of a policy manual for a managed care facility, the development of a substance abuse health education curriculum for a specific population, or the implementation of a pilot study.

The project must be unique and offer a meaningful contribution to health sciences, the community, or both. Preparation of the actual project may not begin until the MHS Program Director and Project Chair, and if indicated, the Institutional Review Board (IRB), has approved the project proposal and associated IRB materials.

Complete information regarding IRB policies and procedures is available at https://www.boisestate.edu/research-compliance/

The student will present an oral defense of the completed project to their supervisory committee, graduate students, and other invited guests.

Theses must follow the Standards and Guidelines for Theses and Dissertations in the Boise State University Graduate College Policy and Procedure Manual.

The student’s Supervisory Committee must review the final version of the project. The project must be received and approved by the Community and Environmental Health Graduate Committee at least three weeks before commencement.

Apply for Graduation

You must apply for graduation no later than the end of the first week of the semester you intend to graduate (see Section IV above, or find the current Academic Calendar for the exact date). To ensure your candidacy, please review your degree progress report on MY.BOISESTATE with your academic advisor. You may apply for graduation by logging on to your MY.BOISESTATE student account. A non-refundable $24.00 graduation application fee must be paid when applying. A graduation evaluator will review your application after the 10th day of the semester in which you intend to graduate. Upon review of your application, you will receive an email notifying you if you are a valid candidate for graduation.
Student Support Services

Student Basic Needs Support

- Basic Needs Support Services
  - Food Assistance
  - Financial Assistance
  - Legal Assistance
- Community Self Rescue Manual

Physical and Mental Health Support

- Gender Equity Center
- Health Services
- Counseling Services
- Wellness Services
- Student Rec Center

Safety

- Campus Security and Police Information
- Resources for Sexual Assault, Domestic Violence, Dating Violence, and Stalking

Get Involved

- Graduate Student Association
- Student Involvement and Leadership Center
  - Clubs and Organizations
- Outdoor Program Trips
- Intramural and Club Sports

Academic, Employment, and Other Support

- Albertsons Library
  - Research Support
  - Research Guides
- Career Center
  - Handshake
- Children’s Center
- Computer Services
  - Public Computers and Kiosks
  - Public Computer Software (EndNote, Microsoft Office, etc.)
- Educational Access Center
- Student Diversity and Inclusion
- Veteran Services
- Graduate Student Success Center
- Writing Center

Relevant Offices

- Academic Affairs
- Financial Aid and Scholarships
- Office of the Registrar
- Office of Information Technology
- Research and Economic Development
- Student Affairs
- Student Financial Services

Extra-Curricular Involvement Opportunities

- Idaho Public Health Association (IPHA)
  All students admitted to the MHS program are encouraged to become members of this statewide organization. IPHA offers venue for learning more about health issues throughout Idaho. It also serves as a source for survey and interview data and holds an annual educational meeting on topical issues in public health. Student membership is $10. The IPHA also offers several $100 - $500 scholarships throughout the year. More information can be found at http://www.ipha.wildapricot.org/

- Eta Sigma Gamma
  Students are encouraged to join Eta Sigma Gamma, an Honors Society for Health Education, if they are eligible. Eligibility is determined by the standards of the CHES exam (see “Professional Certification Information” below). If you are eligible to sit for the CHES exam, then you also meet the requirements for Eta Sigma Gamma. More information can be found at https://www.boisestate.edu/ceh/undergraduate/public-health/hep/esg/
Professional Certification Information

1) Certified Health Education Specialist (CHES) Examination

Academic requirements are used to determine eligibility for the CHES Exam. To sit for this examination the following is required:

- “A bachelor’s, master’s or doctoral degree from an accredited institution of higher education; AND one of the following:
  - An official transcript (including course titles) that clearly shows a major in health education, e.g., Health Education, Community Health Education, Public Health Education, School Health Education, etc. Degree/major must explicitly be in a discipline of Health Education OR
  - An official transcript that reflects at least 25 semester hours or 37 quarter hours of course work (with a grade of “C” or better) with specific preparation addressing the Seven Areas of Responsibility and Competency for Health Education Specialists” (National Commission for Health Education Credentialing).

Refer to this website for more information on the CHES Exam: https://www.nchec.org/resources