Welcome

to the Department of Global and Community Health
at George Mason University

The Graduate Student Handbook will provide you an overview to the program requirements and student policies of graduate degree programs offered by the Department of Global and Community Health (GCH). Please take time now to read the handbook and understand the requirements, policies, and procedures of your program. The information herein will help you be successful in every aspect of your program and help you graduate in a timely manner. As questions arise during your studies, this handbook, the University Catalog, and the MPH Program Coordinator should be where you turn first for answers and guidance.

We welcome you to GCH and we hope you find this experience both enjoyable and rewarding.

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Department Overview

Guiding Principles

Our Vision
Our vision is the optimal physical, mental, and social well-being of the diverse populations of Virginia, the nation, and the world.

Our Mission
Our mission is to provide exceptional public health educational experience through an inclusive academic community and high-quality undergraduate and graduate educational programs. We are committed to conducting innovative research that addresses domestic and global health problems to improve the health and well-being especially among marginalized communities.

Our Goals
- Maintain and support high quality educational programs that prepare students to be critical thinkers and successful public health practitioners.
- Expand faculty and student opportunities and involvement in research of consequence.
- Strengthen partnerships with agencies engaged in public health through research, education and training, and service.
- Foster learning opportunities for students to work on global efforts that contribute to healthier populations and communities around the world.

Educational Offerings
The Department of Global and Community Health (GCH) offers a variety of undergraduate and graduate programs. At the graduate level, GCH offers two degree programs and two certificate programs. For all programs, the most up-to-date information is provided in the University Catalog. To confirm terms that courses will be offered, consult this handbook and your advisor.

Master of Public Health
The Master of Public Health (MPH) degree is a professional degree for those wishing to enter or advance in the field of public health. The Council on Education for Public Health-accredited MPH program prepares community, global, and public health practitioners to address contemporary public health challenges of local, national and global communities. Through its multi-disciplinary approach to learning, research, and community engagement, students acquire the competencies and skills for the effective delivery of public health programs, policies, and services.

Mason's MPH program provides coursework in the five core disciplines of public health – epidemiology, biostatistics, health administration, social and behavioral sciences, and environmental health – along with advanced training in one of seven concentrations:

The Community Health Promotion concentration prepares health promotion specialists to work in local, state, and federal public health agencies, non-governmental health organizations, the health care sector, and private industry. Students in this concentration examine the social, behavioral, and environmental determinants associated with the most pressing health problems, and design, implement, and evaluate appropriate health promotion programs and preventive services to improve population health. The curriculum and practical experiences for this concentration are aligned with the core competencies for the social and behavioral sciences (Association of Schools and Programs for Public Health) and the Areas of Responsibilities and Competencies for Health Education Specialists (National Commission for Health...
Education Credentialing, Inc., 2015) and prepare students for the Certified Public Health (CPH) examination and the Certified Health Education Specialist (CHES) examination.

The Epidemiology concentration prepares students to investigate and analyze factors that influence the occurrence, distribution, prevention, and control of disease. Emphasis is placed on the development of such skills as study design, data collection and management, data analysis and interpretation, and communication of research findings.

The Food Security and Nutrition concentration is designed to provide public health students the knowledge and skills necessary to implement food security and nutrition programs and policies within a global public health context. Students will explore and apply the definitions, means of measurement, and policy implications of food security and nutrition through a multidisciplinary approach. This concentration emphasizes the role of food security and nutrition in public health at the local, regional, and global levels.

The Global Health concentration prepares students to apply the tools of public health to the promotion of health in communities, countries, regions, and the world. Concentration coursework emphasizes comparative global health metrics; the socioeconomic, environmental, and other risk factors associated with transnational health concerns; and ethical and effective strategies for preventing and controlling infectious and non-communicable diseases in diverse populations. Students gain professional communication skills and develop competencies in program planning, implementation, monitoring, and evaluation.

The Health Policy concentration addresses the nature and importance of policy and policymaking in today’s public health system. Through course work and opportunities for practical application, students are introduced to the context and process for policymaking in public health, including the current political, economic and legal environment for health policy, and the basic elements of the public policymaking process and government payment systems. Students graduate with the knowledge and abilities needed to engage with public health and advocacy organizations on policy issues, and to analyze and support policy approaches in an era of scarce public resources and ever-changing priorities.

The Public Health Communication concentration prepares students to use effectively communication strategies to inform and influence individual and community decisions that affect health. This highly specialized concentration links the fields of communication and public health and is increasingly recognized as a necessary element of efforts to improve personal and public health. The public health communication concentration emphasizes designing, evaluating, and implementing effective communication strategies and messages to address the health needs of diverse audiences.

The Public Health Practice concentration (100% online) is designed to advance the competencies of public health practitioners and other health professionals to fulfill their roles and responsibilities in local, state, and federal public health agencies and non-governmental health-related organizations. Students in this concentration examine the social and environmental factors associated with improving population and community health with a focus on the application of evidence-based public health concepts. This concentration emphasizes public health practice, which comprises disease prevention; community-based participatory approaches; health assessment; planning and evaluating interventions; risk communication; and leadership and management. The curriculum and practicum for this concentration align with the Core Competencies for Public Health Professionals (2014) and prepare students for the Certified in Public Health (CPH) examination.

For information about the 100%-online MPH in Public Health Practice, consult the Public Health Practice Graduate Student Handbook.
Master of Science in Global Health
The Master of Science (M.S.) degree in Global Health prepares students to conduct multidisciplinary research on health issues of global importance. Students complete course work spanning epidemiology and biostatistics, cross-cultural perspectives on health issues, community health assessment, program evaluation, international health systems and organizations, and international health research. Coursework and the final thesis provide students an opportunity to explore current dilemmas, demands, and health services with a global focus and perspective.

Graduate Certificates in Public Health
The Graduate Certificates in Public Health provide working professionals and graduate students an opportunity to advance their career and education in public health at their own pace on either a full- or part-time basis in two areas of concentration:

The Generalist concentration provides students with the fundamental knowledge and skills in the areas of social and behavioral health, epidemiology, biostatistics, environmental health, and health systems. This program is ideally suited for those with public health-related experience. For students planning to apply to the MPH degree program, the GRE will be waived for those completing the Public Health Generalist certificate if they have earned a grade of “B” or better in all coursework.

The Leadership and Management concentration prepares students to apply the principles of public health leadership, stewardship and policy implementation to manage state and local health departments and various non-profit organizational and community health program initiatives. Students learn leadership strategies, public health regulatory requirements, public program management tools and policy development skills necessary to function in public health systems in the United States.
Degree Requirements

Master of Public Health
Degree requirements are designated by the academic year during which they were published in the University Catalog. Students are responsible for meeting the degree requirements that were stipulated in the catalog of their matriculation into the program. Degree requirements for the 2018-2019 Academic Year are listed below. Links for degree requirements from previous academic years can be found in archived catalogs.

Program of Study
Students must complete 42 credits of graduate coursework. Each course can be used to fulfill only one degree requirement. A graduate course in which a grade of C or below is earned may be repeated only once. Graduate students may repeat no more than two courses in their stated program of study. Students must maintain a 3.00 GPA to graduate. Students who fall below a 3.00 GPA will become subject to dismissal from the program. Students may take classes on a part-time or full-time basis, but must complete all program requirements within six years of their first semester of enrollment.

Public Health Core (18 credits)
- GCH 543 - Global Health (3 credits)
- GCH 560 - Environmental Health (3 credits)
- GCH 600 - Health Promotion Methods (3 credits)
- GCH 601 - Introduction to Biostatistics (3 credits)
- GCH 645 - U.S. and Global Public Health Systems (3 credits)
- GCH 712 - Introduction to Epidemiology (3 credits)

Practicum Requirement (3 credits)
- GCH 780 - Practicum Seminar (0 credits)*
- GCH 790 - Practicum in Public Health (3 credits)
- GCH 792 - Culminating Experience (0 credits)*

* These courses are required for the program of study but do not incur any added tuition costs.

Community Health Promotion Concentration Requirements (15 credits)
- COMM 620 - Health Communication (3 credits)
- GCH 610 - Health Behavior Theory (3 credits)
- GCH 611 - Health Program Planning and Evaluation (3 credits)
- GCH 651 - Behavioral Research Methods (3 credits)
- GCH 772 - Social Epidemiology (3 credits)

Electives - select six credits from the following list
- GCH 515 - Lesbian, Gay, Bisexual, Transgender, and Queer Health (3 credits)
- GCH 571 - HIV/AIDS: Concepts, Principles, and Interventions (3 credits)
- GCH 602 - Global Health Issues Related to Violence (3 credits)
- GCH 612 - Interventions in Public Health (3 credits)
- GCH 622 - Mental Health: A Global Perspective (3 credits)
- GCH 626 - Migrant Health (3 credits)
- GCH 640 - Global Infectious Diseases (3 credits)
- GCH 650 - Global Non-Communicable Diseases (3 credits)
- GCH 691 - Project Management in Public Health (3 credits)
- GCH 762 - Environmental Epidemiology (3 credits)
- GCH 782 - International Research Ethics and Methods (3 credits)
- GCH 804 - Advanced Quantitative Data Analysis for Health Care Research I (3 credits)
☐ GGS 540 - Health Geography (3 credits)
☐ GGS 553 - Geographic Information System (3 credits)
☐ NUTR 620 - Nutrition Education (3 credits)
☐ NUTR 630 - Global Nutrition (3 credits)
☐ NUTR 651 - Nutrition Assessment, Monitoring and Surveillance (3 credits)
☐ COMM 637 - Risk Communication (3 credits)
☐ COMM 639 - Science Communication (3 credits)
☐ COMM 660 - Climate Change and Sustainability Communication Campaigns (3 credits)
☐ COMM 721 - E-Health Communication (3 credits)
☐ EVPP 506 - Science of the Environment (3 credits)
☐ EVPP 641 - Environmental Science and Public Policy (3 credits)
☐ EVPP 745 - Environmental Toxicology (3 credits)
☐ SOCI 635 - Environment and Society (3 credits)
☐ BIOL 666 - Human Genetics for Health Care (3 credits)
☐ PUAD 502 - Administration in Public and Nonprofit Organizations (3 credits)
☐ PUAD 630 - Emergency Planning and Preparedness (3 credits)
☐ PUAD 636 - The NGO: Policy and Management (3 credits)

Or advisor-approved elective

Epidemiology Concentration Requirements (15 credits)
☐ GCH 722 - Infectious Disease Epidemiology (3 credits)
☐ GCH 732 - Chronic Disease Epidemiology (3 credits)
☐ GCH 804 - Advanced Quantitative Data Analysis for Health Care Research I (3 credits)

Choose one of the following research methods courses (3 credits)
☐ GCH 726 - Advanced Methods in Epidemiology (3 credits)
☐ GCH 805 - Advanced Quantitative Data Analysis for Health Care Research II (3 credits)

Choose one of the following exposure courses (3 credits)
☐ GCH 762 - Environmental Epidemiology (3 credits)
☐ GCH 772 - Social Epidemiology (3 credits)

Electives - select six credits from the following list
☐ GCH 571 - HIV/AIDS: Concepts, Principles, and Interventions (3 credits)
☐ GCH 691 - Project Management in Public Health (3 credits)
☐ GCH 726 - Advanced Methods in Epidemiology (3 credits)
☐ GCH 762 - Environmental Epidemiology (3 credits)
☐ GCH 772 - Social Epidemiology (3 credits)
☐ GCH 805 - Advanced Quantitative Data Analysis for Health Care Research II (3 credits)
☐ GCH 806 - Advanced Multivariate Statistics and Data Analysis for Health Care Research (3 credits)
☐ GCH 807 - Measurement Theories and Applications in Health Care Research (3 credits)
☐ GGS 540 - Health Geography (3 credits)
☐ GGS 553 - Geographic Information System (3 credits)
☐ GGS 581 - World Food and Population (3 credits)
☐ CSS 600 - Introduction to Computational Social Science (3 credits)
☐ STAT 501 - SAS Language and Basic Procedures (1 credit)
☐ STAT 502 - Introduction to STAT Statistical Graphics (1 credit)
☐ STAT 503 - SAS Macro Language (3 credits)
☐ STAT 535 - Analysis of Experimental Data (3 credits)
☐ STAT 554 - Applied Statistics I (3 credits)
☐ STAT 560 - Biostatistical Methods (3 credits)
- NUTR 630 - Global Nutrition (3 credits)
- COMM 620 - Health Communication (3 credits)
- COMM 637 - Risk Communication (3 credits)
- COMM 639 - Science Communication (3 credits)
- COMM 640 - Controversies in Science Communication (3 credits)
- COMM 641 - Advanced Communication Skills for STEM (3 credits)
- COMM 642 - Science and the Public (3 credits)
- COMM 660 - Climate Change and Sustainability Communication Campaigns (3 credits)
- COMM 721 - E-Health Communication (3 credits)
- EVPP 506 - Science of the Environment (3 credits)
- EVPP 641 - Environmental Science and Public Policy (3 credits)
- EVPP 650 - Environmental Analysis and Modeling (3 credits)
- EVPP 745 - Environmental Toxicology (3 credits)
- SOCI 635 - Environment and Society (3 credits)
- PHIL 643 - Environmental Ethics (3 credits)
- BIOL 666 - Human Genetics for Health Care (3 credits)
- BIOL 685 - Emerging Infectious Diseases (3 credits)
- BIOS 743 - Genomics, Proteomics, and Bioinformatics (3 credits)
- HAP 645 - Introduction to Health Services Research (3 credits)

Or advisor-approved elective course

Food Security and Nutrition Concentration Requirements (15 credits)
- NUTR 608 - Perspectives on Food Security (3 credits)
- NUTR 610 - Food Safety and Defense (3 credits)
- NUTR 626 - Food Systems (3 credits)
- NUTR 630 - Global Nutrition (3 credits)
- NUTR 651 - Nutrition Assessment, Monitoring and Surveillance (3 credits)

Electives - select six credits from the following list
- NUTR 515 - Fundamentals of Cooking (3 credits)
- NUTR 522 - Nutrition Across the Lifespan (3 credits)
- NUTR 530 - Introduction to Wine and Beer (3 credits)
- NUTR 535 - Urban Agriculture (3 credits)
- NUTR 570 - Food Science for Nutritionists (3 credits)
- NUTR 583 - Food and Culture (3 credits)
- NUTR 620 - Nutrition Education (3 credits)
- NUTR 642 - Macronutrients (3 credits)
- NUTR 644 - Micronutrients (3 credits)
- NUTR 670 - Nutrition Research Methods (3 credits)
- NUTR 675 - Nutrition Program Development, Interventions and Assessments (3 credits)
- GCH 611 - Health Program Planning and Evaluation (3 credits)
- GCH 626 - Migrant Health (3 credits)
- GCH 732 - Chronic Disease Epidemiology (3 credits)
- GCH 752 - Nutritional Epidemiology (3 credits)

Or advisor-approved elective course
Global Health Concentration Requirements (15 credits)
- COMM 605/705 - Intercultural Communication/Intercultural Health and Risk Communication (3 credits)
- GCH 611 - Health Program Planning and Evaluation (3 credits)
- GCH 626 - Migrant Health (3 credits)
- GCH 640 - Global Infectious Disease (3 credits)
- GCH 650 - Global Non-Communicable Disease (3 credits)

Electives - select six credits from the following list
- GCH 515 - Lesbian, Gay, Bisexual, Transgender, and Queer Health (3 credits)
- GCH 571 - HIV/AIDS: Concepts, Principles, and Interventions (3 credits)
- GCH 602 - Global Health Issues Related to Violence (3 credits)
- GCH 612 - Interventions in Public Health (3 credits)
- GCH 691 - Project Management in Public Health (3 credits)
- GCH 762 - Environmental Epidemiology (3 credits)
- GCH 772 - Social Epidemiology (3 credits)
- GCH 804 - Advanced Quantitative Data Analysis for Health Care Research I (3 credits)
- GGS 540 - Health Geography (3 credits)
- GGS 553 - Geographic Information System (3 credits)
- GGS 581 - World Food and Population (3 credits)
- NUTR 583 - Food and Culture (3 credits)
- NUTR 630 - Global Nutrition (3 credits)
- NUTR 651 - Nutrition Assessment, Monitoring and Surveillance (3 credits)
- COMM 620 - Health Communication (3 credits)
- COMM 637 - Risk Communication (3 credits)
- COMM 639 - Science Communication (3 credits)
- COMM 660 - Climate Change and Sustainability Communication Campaigns (3 credits)
- COMM 721 - E-Health Communication (3 credits)
- EVPP 506 - Science of the Environment (3 credits)
- EVPP 641 - Environmental Science and Public Policy (3 credits)
- SOCI 635 - Environment and Society (3 credits)
- BIOL 685 - Emerging Infectious Diseases (3 credits)
- PUAD 502 - Administration in Public and Nonprofit Organizations (3 credits)
- PUAD 505 - Introduction to Management of Nonprofits (3 credits)
- PUAD 630 - Emergency Planning and Preparedness (3 credits)
- PUAD 636 - The NGO: Policy and Management (3 credits)

Or advisor-approved elective course

Health Policy Concentration Requirements (15 credits)
- HAP 640 - Current Issues in Health Policy (3 credits)
- HAP 715 - Health Economics (3 credits)
- HAP 742 - Health Policy Development and Analysis (3 credits)
- HAP 764 - Health Policy and Government Payment Systems for Health Services (3 credits)
- HAP 793 - Final Project on Applied Health Policy (3 credits)

Electives - select six credits from the following list
- HAP 511 - Ethics in Public Health (3 credits)
- HAP 632 - Grants Funding and Development (3 credits)
- HAP 652 - Essentials of Health Insurance and Managed Care (3 credits)
- HAP 661 - Policy Development and Analysis for Community Health Programs (3 credits)
- HAP 662 - Health Policy for Elders and People with Disabilities (3 credits)
HAP 712 - Topics in Public Policy (3 credits)
HAP 745 - Health Care Security Policy (3 credits)
HAP 746 - Health Policy Leadership (3 credits)
HAP 766 - Policy Implementation and Health System Management Dilemmas (3 credits)
Or advisor-approved elective course

Public Health Communication Concentration Requirements (15 credits)

- COMM 620 - Health Communication (3 credits)
- COMM 637 - Risk Communication (3 credits)
- COMM 670 - Social Marketing (3 credits)
- COMM 721 - E-Health Communication (3 credits)
- COMM 820 - Health Communication Campaigns (3 credits)

Electives - select six credits from the following list

- GCH 515 - Lesbian, Gay, Bisexual, Transgender, and Queer Health (3 credits)
- GCH 571 - HIV/AIDS: Concepts, Principles, and Interventions (3 credits)
- GCH 602 - Global Health Issues Related to Violence (3 credits)
- GCH 612 - Interventions in Public Health (3 credits)
- GCH 622 - Mental Health: A Global Perspective (3 credits)
- GCH 626 - Migrant Health (3 credits)
- GCH 640 - Global Infectious Diseases (3 credits)
- GCH 650 - Global Non-Communicable Diseases (3 credits)
- GCH 691 - Project Management in Public Health (3 credits)
- GCH 762 - Environmental Epidemiology (3 credits)
- GCH 772 - Social Epidemiology (3 credits)
- GCH 804 - Advanced Quantitative Data Analysis of Health Care Research I (3 credits)
- GGS 540 - Health Geography (3 credits)
- GGS 553 - Geographic Information System (3 credits)
- GGS 581 - World Food and Population (3 credits)
- NUTR 583 - Food and Culture (3 credits)
- NUTR 630 - Global Nutrition (3 credits)
- NUTR 651 - Nutrition Assessment, Monitoring and Surveillance (3 credits)
- COMM 639 - Science Communication (3 credits)
- COMM 660 - Climate Change and Sustainability Communication Campaigns (3 credits)
- EVPP 506 - Science of the Environment (3 credits)
- EVPP 641 - Environmental Science and Public Policy (3 credits)
- SOCI 635 - Environment and Society (3 credits)
- BIOL 685 - Emerging Infectious Diseases (3 credits)
- PUAD 502 - Administration in Public and Nonprofit Organizations (3 credits)
- PUAD 505 - Introduction to Management of Nonprofits (3 credits)
- PUAD 630 - Emergency Planning and Preparedness (3 credits)
- PUAD 636 - The NGO: Policy and Management (3 credits)

Or advisor-approved elective course
Practicum Requirements (GCH 780, GCH 790, and GCH 792)
All MPH students demonstrate competency attainment through the Practicum in Public Health, also known as the Applied Practice Experience.

Students are eligible to enroll in GCH 790 once they have completed 21 credits in the program and have completed GCH 780. Students should enroll in GCH 790 during their final semester of the program whenever possible.

The requirements to complete the practicum are in two parts.

1. **GCH 780, Practicum Seminar** is a zero-credit, online course that helps students identify and arrange their practicum placements in a structured environment. Students complete GCH 780 the semester before enrolling in GCH 790, Practicum in Public Health.

   Once a practicum site is secured, students develop three practicum objectives that serve as the job description. Students also select three Foundational Competencies and two Concentration Competencies that will be met during their practicum (pages 22-24 for competencies). Students should identify competencies that they believe will be enhanced by their practicum experience.

2. **GCH 790, Practicum in Public Health and GCH 792, Culminating Experience.**

   The required 200-hour practicum gives students the opportunity to practice and improve professional skills in a supervised setting. The practicum may be completed in governmental, non-governmental, non-profit, or for-profit settings. Students are responsible for securing their own practicum placement that will contribute to their educational and professional goals. Success is based on each student's competency attainment, which is assessed on the quality of weekly journals, final report, and poster presentation.

   The Culminating Experience (GCH 792), also known as an Integrative Learning Experience, serves a means for students to synthesize the competencies appropriate to their individual academic and career goals. Within their practicum, students will produce a high-quality written product (“Deliverable”) to be graded for the Culminating Experience.

   The Deliverable should be of value to the student’s practicum site and should be identified early in consultation with the assigned faculty and the practicum supervisor. Examples of Deliverables include, but are not limited to, a written manuscript for peer-reviewed publications, a report on a public health topic written for a general audience, or a report of data analysis project for key stakeholder groups.

   Each student's competency synthesis will be assessed based on the quality of the Deliverable. A student's grade for the Culminating Experience will be assessed by their practicum professor plus one other core faculty member in the MPH program, and may be supplemented with assessments from other individuals (e.g. practicum supervisors), as needed and appropriate.

   Students register for GCH 792, Culminating Experience in the same semester as GCH 790, Practicum in Public Health.
Master of Science in Global Health

Program of Study
Students must complete 42 credits of graduate coursework. Each course can be used to fulfill only one degree requirement. A graduate course in which a grade of C or below is earned may be repeated only once. Graduate students may repeat no more than two courses in their stated program of study. Students must maintain a 3.00 GPA to graduate. Students who fall below a 3.00 GPA will become subject to dismissal from the program. Students may take classes on a part-time or full-time basis, but must complete all program requirements within six years of their first semester of enrollment.

Global Health Core (15 credits)
- GCH 543 - Global Health (3 credits)
- GCH 626 - Migrant Health (3 credits)
- GCH 640 - Global Infectious Disease (3 credits)
- GCH 645 - U.S. and Global Public Health Systems (3 credits)
- GCH 650 - Global Non-Communicable Diseases (3 credits)

Research Core (15 credits)
- GCH 601 - Introduction to Biostatistics (3 credits)
- GCH 651 - Behavioral Research Methods (3 credits)
- GCH 712 - Introduction to Epidemiology (3 credits)
- GCH 804 - Advanced Quantitative Data Analysis for Health Care Research I (3 credits)
And one of the following research courses:
- GCH 805 - Advanced Quantitative Data Analysis for Health Care Research II (3 credits)
- GGS 540 - Health Geography (3 credits)
- GGS 550 - Geospatial Science Fundamentals (3 credits)

Thesis (6 credits)
- GCH 799 - Thesis Research (6 credits)

Electives - select six credits from the following list
- GCH 560 - Environmental Health (3 credits)
- GCH 571 - HIV/AIDS: Concepts, Principles, and Interventions (3 credits)
- GCH 600 - Health Promotion Methods (3 credits)
- GCH 610 - Health Behavior Theory (3 credits)
- GCH 762 - Environmental Epidemiology (3 credits)
- GCH 772 - Social Epidemiology (3 credits)
- ANTH 687 - Medical Anthropology (3 credits)
- BIOD 620 - Global Health Security (3 credits)
- COMM 705 - Intercultural Health and Risk Communication (3 credits)
- EVPP 637 - Human Dimensions of Global Change (3 credits)
- GLOA 600 - Global Competencies (3 credits)
- GGS 540 - Health Geography (3 credits)
- HAP 609 - Comparative International Health Systems (3 credits)
- NUTR 583 - Food and Culture (3 credits)
- NUTR 630 - Global Nutrition (3 credits)
- PUAD 630 - Emergency Planning and Preparedness (3 credits)
- PUAD 636 - The NGO: Policy and Management (3 credits)
- PUBP 757 - Public Policy in Global Health and Medical Practice (3 credits)
- PUBP 758 - Global Threats and Medical Policies (3 credits)

Or advisor-approved elective course
Graduate Certificates
Students must complete 18 graduate credits and with a minimum GPA of 3.00 in coursework, with no more than 3 credits with a grade of C to earn the certificate. Completing the Generalist Concentration certificate with a “B” or better in each course will satisfy the GRE requirement for students interested in applying to the MPH program.

**Generalist Concentration Requirements (15 credits)**
- GCH 560 - Environmental Health (3 credits)
- GCH 600 - Health Promotion Methods (3 credits)
- GCH 601 - Introduction to Biostatistics (3 credits)
- GCH 645 - U.S. and Global Public Health (3 credits)
- GCH 712 - Introduction to Epidemiology (3 credits)

**Elective - select three credits from the following list**
- GCH 607 - Evidence-Based Public Health Practice (3 credits)
- GCH 610 - Health Behavior Theory (3 credits)
- GCH 640 - Global Infectious Diseases (3 credits)
- GCH 804 - Advanced Quantitative Data Analysis for Health Care Research I (3 credits)
- COMM 620 - Health Communication (3 credits)
- HAP 661 - Policy Development and Analysis for Community Health Programs (3 credits)

**Or advisor-approved elective course**

**Leadership and Management Concentration Requirements (15 credits)**
- GCH 712 - Introduction to Epidemiology (3 credits)
- HAP 680 - Applied Public Health Leadership and Management (3 credits)
- HAP 715 - Health Economics (3 credits)
- HAP 742 - Health Policy Development and Analysis (3 credits)
- PUAD 661 - Public Budgeting Systems (3 credits)

**Elective - select three credits from the following list**
- HAP 609 - Comparative International Health Systems (3 credits)
- HAP 632 - Grants Funding and Development (3 credits)
- HAP 661 - Policy Development and Analysis for Community Health Programs (3 credits)
- HAP 705 - Strategic Management and Marketing in Health Care (3 credits)
- HAP 740 - Management of Health Information Systems (3 credits)
- HAP 750 - Legal Issues in Health Administration (3 credits)
- HAP 762 - Cost-Effectiveness for Health Care Management and Policy Decisions (3 credits)
- HAP 764 - Health Policy and Government Payment Systems for Health Care Services (3 credits)
- PUBP 758 - Global Threats and Medical Policies (3 credits)

**Or advisor-approved elective course**
Course Planning

Master Course Schedule

To help students with academic planning, courses will be offered each year in accordance with the Master Schedule described below. Please note that the weekly meeting days and times will change each term. Check the Schedule of Classes on Patriot Web each term for specific meeting times, dates, and locations.

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<tr>
<td>GCH 560 – Environmental Health</td>
<td>GCH 792 – Culminating Experience</td>
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<tr>
<td>GCH 609 – Community Assessment and Partnership</td>
<td>GCH 799 – Thesis Research</td>
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<td>GCH 626 – Migrant Health</td>
<td>GCH 726 – Adv Methods in Epidemiology</td>
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<td>GCH 645 – U.S. and Global Public Health Systems</td>
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<td>GCH 792 – Culminating Experience</td>
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<tr>
<td>GCH 804 – Adv Quantitative Data Analy I</td>
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</table>

Note that some degree programs require courses that are offered by other departments at Mason (indicated by a course prefix other than GCH). Check with the respective departments to identify when these courses are offered. Courses may be offered in additional semesters from time to time. However, students coming into this catalog year should anticipate that courses will be offered as indicated here. The department reserves the right to make alterations based on unusual circumstances. Electives in the department may not be listed here, and students can check with the MPH Program Coordinator regarding when the course may be taught.

Recommended Course Sequences

The following pages provide recommended course sequences for the MPH (all on-campus concentrations) and the M.S. in Global Health. Students in the online MPH in Public Health Practice should consult the Graduate Student Handbook for online MPH students. Students in the graduate certificate program should contact the MPH Program Coordinator to assist with course planning. If you have any questions about the course sequencing, contact the MPH Program Coordinator.
Recommended Course Sequence: MPH (Community Health Promotion Concentration)

Option 1: for students attending full-time (2 academic years)

<table>
<thead>
<tr>
<th>1st Fall</th>
<th>1st Spring</th>
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<td>GCH 651</td>
<td>GCH 790</td>
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Option 2: for students attending full-time (2 full years)

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Option 3: for students attending part-time

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Code Legend:

EL  Select an Elective course. Two elective courses are required for the degree. See Degree Requirements for list of required courses.

* Indicates a zero-credit course that does not contribute to the overall credits earned for the term.
Recommended Course Sequence: MPH (Epidemiology Concentration)

Option 1: for students attending full-time (2 academic years)

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Option 2: for students attending full-time (2 full years)

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Option 3: for students attending part-time

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Code Legend:

EX/RM/EL  Select an Exposure course, Research Methods course, or Elective course. In total, one exposure course, one research methods course, and two electives are required for the degree. See Degree Requirements for list of required courses.

* Indicates a zero-credit course that does not contribute to the overall credits earned for the term.
## Recommended Course Sequence: MPH (Food Security and Nutrition Concentration)

**Option 1: for students attending full-time (2 academic years)**

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- 9 credits
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**Option 2: for students attending full-time (2 full years)**

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**Option 3: for students attending part-time**

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### Code Legend:

EL  Select an Elective course. Two elective courses are required for the degree. See Degree Requirements for list of required courses.

* Indicates a zero-credit course that does not contribute to the overall credits earned for the term.
Recommended Course Sequence: MPH (Global Health Concentration)

Option 1: for students attending full-time (2 academic years)

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Option 2: for students attending full-time (2 full years)

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Option 3: for students attending part-time

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Code Legend:

EL  Select an Elective course. Two elective courses are required for the degree. See Degree Requirements for list of required courses.

* Indicates a zero-credit course that does not contribute to the overall credits earned for the term.
### Recommended Course Sequence: MPH (Health Policy Concentration)

#### Option 1: for students attending full-time (2 academic years)

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#### Option 2: for students attending full-time (2 full years)

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#### Option 3: for students attending part-time

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**Code Legend:**

- **EL** Select an Elective course. Two elective courses are required for the degree. See Degree Requirements for list of required courses.
- * Indicates a zero-credit course that does not contribute to the overall credits earned for the term.
**Recommended Course Sequence: MPH (Public Health Communication Concentration)**

**Option 1: for students attending full-time (2 academic years)**

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<tr>
<th>1st Fall</th>
<th>1st Spring</th>
<th>1st Summer</th>
<th>2nd Fall</th>
<th>2nd Spring</th>
</tr>
</thead>
<tbody>
<tr>
<td>GCH 600</td>
<td>COMM 620</td>
<td>GCH 543</td>
<td>COMM 637</td>
<td>GCH 560</td>
</tr>
<tr>
<td>GCH 601</td>
<td>COMM 721</td>
<td>EL</td>
<td>COMM 670</td>
<td>GCH 790</td>
</tr>
<tr>
<td>GCH 712</td>
<td>GCH 645</td>
<td></td>
<td>COMM 820</td>
<td>GCH 792*</td>
</tr>
<tr>
<td><strong>9 credits</strong></td>
<td><strong>9 credits</strong></td>
<td><strong>6 credits</strong></td>
<td><strong>9 credits</strong></td>
<td><strong>9 credits</strong></td>
</tr>
</tbody>
</table>

**Option 2: for students attending full-time (2 full years)**

<table>
<thead>
<tr>
<th>1st Fall</th>
<th>1st Spring</th>
<th>1st Summer</th>
<th>2nd Fall</th>
<th>2nd Spring</th>
<th>2nd Summer</th>
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</thead>
<tbody>
<tr>
<td>GCH 600</td>
<td>COMM 620</td>
<td>GCH 543</td>
<td>COMM 637</td>
<td>COMM 721</td>
<td>GCH 790</td>
</tr>
<tr>
<td>GCH 601</td>
<td>GCH 560</td>
<td>EL</td>
<td>COMM 670</td>
<td>GCH 645</td>
<td>GCH 792*</td>
</tr>
<tr>
<td>GCH 712</td>
<td>EL</td>
<td></td>
<td>COMM 820</td>
<td>GCH 780*</td>
<td>EL</td>
</tr>
<tr>
<td><strong>9 credits</strong></td>
<td><strong>9 credits</strong></td>
<td><strong>3 credits</strong></td>
<td><strong>9 credits</strong></td>
<td><strong>9 credits</strong></td>
<td><strong>3 credits</strong></td>
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</table>

**Option 3: for students attending part-time**

<table>
<thead>
<tr>
<th>1st Fall</th>
<th>1st Spring</th>
<th>1st Summer</th>
<th>2nd Fall</th>
<th>2nd Spring</th>
<th>2nd Summer</th>
<th>3rd Fall</th>
<th>3rd Spring</th>
</tr>
</thead>
<tbody>
<tr>
<td>GCH 600</td>
<td>COMM 620</td>
<td>GCH 543</td>
<td>COMM 670</td>
<td>COMM 721</td>
<td>GCH 790</td>
<td>COMM 637</td>
<td>GCH 645</td>
</tr>
<tr>
<td>GCH 601</td>
<td>GCH 560</td>
<td>GCH 712</td>
<td>GCH 780*</td>
<td>GCH 792*</td>
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</tr>
<tr>
<td><strong>6 credits</strong></td>
<td><strong>6 credits</strong></td>
<td><strong>3 credits</strong></td>
<td><strong>6 credits</strong></td>
<td><strong>3 credits</strong></td>
<td><strong>6 credits</strong></td>
<td><strong>6 credits</strong></td>
<td><strong>6 credits</strong></td>
</tr>
</tbody>
</table>

**Code Legend:**

EL  Select an Elective course. Two elective courses are required for the degree. See Degree Requirements for list of required courses.

* Indicates a zero-credit course that does not contribute to the overall credits earned for the term.
## Recommended Course Sequence: M.S. in Global Health

### Option 1: Full-time

<table>
<thead>
<tr>
<th>1st Fall</th>
<th>1st Spring</th>
<th>1st Summer</th>
<th>2nd Fall</th>
<th>2nd Spring</th>
</tr>
</thead>
<tbody>
<tr>
<td>GCH 543</td>
<td>GCH 640</td>
<td>EL</td>
<td>GCH 650</td>
<td>GCH 626</td>
</tr>
<tr>
<td>GCH 601</td>
<td>GCH 645</td>
<td></td>
<td>GCH 651</td>
<td>GCH 799 (3 cr)</td>
</tr>
<tr>
<td>GCH 712</td>
<td>GCH 804</td>
<td>EL or GCH 799</td>
<td>R</td>
<td>R/EL or GCH 799</td>
</tr>
<tr>
<td>9 credits</td>
<td>9 credits</td>
<td>6 credits</td>
<td>9 credits</td>
<td>9 credits</td>
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</tbody>
</table>

### Option 2: Part-time

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<th>1st Fall</th>
<th>1st Spring</th>
<th>1st Summer</th>
<th>2nd Fall</th>
<th>2nd Spring</th>
<th>2nd Summer</th>
</tr>
</thead>
<tbody>
<tr>
<td>GCH 543</td>
<td>GCH 645</td>
<td>EL</td>
<td>GCH 650</td>
<td>EL</td>
<td>GCH 651</td>
</tr>
<tr>
<td>GCH 601</td>
<td>GCH 804</td>
<td>GCH 712</td>
<td>GCH 640</td>
<td>GCH 626</td>
<td>R/EL or GCH 799</td>
</tr>
<tr>
<td>6 credits</td>
<td>6 credits</td>
<td>3 credits</td>
<td>6 credits</td>
<td>6 credits</td>
<td>6 credits</td>
</tr>
</tbody>
</table>

### Code Legend:

R/EL  Select a Research course or Elective course. In total, one Research course and two elective courses are required for the degree. See Degree Requirements for list of required courses.
Academic Advising

The MPH Program Coordinator, Ms. Kelly Beckwith, is the academic advisor for all graduate students in GCH. Ms. Beckwith meets with students to discuss course planning, programs of study, and answer other academic questions. Students wishing to meet with Ms. Beckwith should contact her via email to make an appointment.

- Students should plan to meet with the MPH Program Coordinator in the middle of fall term to plan for spring classes and in the middle of spring term to plan for summer and fall classes.
- Students who do not discuss course planning on a regular basis risk taking courses out of sequence, missing important requirements, and potentially delaying graduation.
- Ignorance of program requirements or changes does not constitute a valid reason to request a requirement waiver or substitution.

Students interested in research opportunities in their concentration are encouraged to contact a faculty member working in their area of interest. For questions about or mentoring in specific topic areas, students should research the faculty areas of expertise posted in the GCH directory of faculty and staff and schedule a meeting with an appropriate faculty member.

Helpful hints when contacting faculty:

1. Establish during initial contact the faculty member’s preferred means for communicating (phone, email, in person).
2. Ask the faculty member’s preferred means for making appointments (phone or email).
3. Students should plan that faculty may not be available during university breaks, holidays, and weekends.

Communication and Mason Email

All Mason students are provided with a MasonLive email account. Students must use their MasonLive email accounts when communicating with university faculty and staff. University officials will use electronic mail as the most expeditious means of communicating with students. Students are responsible for:

- Activating their MasonLive email account.
- Using their MasonLive email account to send and receive all University-related communication and content.
- Checking their MasonLive email accounts regularly.

University faculty, staff, and administration are not responsible for and will not respond to any email sent using a non-Mason account. This measure is taken to protect student privacy and ensure that email messages are not lost through spam filters. Please see masonlive.gmu.edu for further information about your email and other communication services.

Changing Programs or Concentrations

Students are admitted to specific programs and concentrations within programs and are expected to complete the programs for which they were admitted. However, changes may be permitted; guidelines for making such requests are provided below.

Changing Programs

Mason students enrolled in a graduate program and who are interested in changing to a different degree program (i.e., from the M.S. in Global Health to the MPH program) must meet admission criteria and apply through SOPHAS. Students who are currently enrolled in one program at Mason do not receive special consideration when applying to a new program. Students should discuss options with the MPH Program Coordinator before applying.

Note: Changing from the M.S. Global Health to any concentration within the MPH is considered a program change.
Changing Concentrations
Students may request to change concentrations (e.g., from MPH-Epidemiology to MPH-Global Health), but approval for these requests is not automatic, and students should not expect all courses to transfer from one concentration to another. Students in the MPH program who wish to switch concentrations should consult with the MPH Program Coordinator regarding the procedure and forms to request a concentration change. Some concentrations have prerequisites (see below). This is a request and not a guarantee.

Note: The 100% online MPH concentration in Public Health Practice requires at least two years of professional work experience in a health-related field. The MPH concentration in Food Security and Nutrition requires at least one undergraduate-level nutrition course (e.g., NUTR 295).

Student Complaint Procedures
It is the policy of the Department of Global and Community Health to address grievances in a fair and timely manner. The grievance procedures and personnel form the core of a system that views all participants as equals and offers fair hearing, mediation where appropriate, judgment when needed, and safety to all members. There is a 60-day statute of limitations for filing a formal academic grievance with the Chair.

Course Complaints
Students with concerns or issues about a course are first encouraged to communicate with the instructor of the course. (See “Helpful Hints when Contacting Faculty”, above.) If communication with the instructor does not resolve the situation, the student should reach out to the MPH Program Coordinator, Kelly Beckwith at kbeckwi2@gmu.edu. If the student does not feel comfortable speaking with the MPH Program Coordinator, the student should contact the Director of Graduate Studies, Dr. Cara Frankenfeld, at cfranken@gmu.edu or the Chair of the Department of Global and Community Health, Dr. Robert Weiler, at rweiler@gmu.edu.

Practicum Complaints
Students with an issue or concern with an off-site practicum supervisor should first contact the MPH Practicum Coordinator, Dr. Patrice Winter at pwinter@gmu.edu.

Other Complaints/Grievances within GCH
We recognize that there might be instances where a student has a formal complaint or grievance. To initiate an investigation, the student must complete the Grievance Form for Global and Community Health students, found on the Graduate Academic Forms webpage.

University Support
The university offers support for complaints through the Office of Compliance, Diversity, and Ethics (CDE). Discuss options with an office representative and receive assistance in filing an informal or formal complaint. Visit the CDE website for more information at diversity.gmu.edu.

Program Feedback
The Department of Global and Community Health is committed to delivering the highest quality graduate degree programs and concentrations and providing an overall first-rate academic experience to all students. Suggestions to the MPH Program Coordinator for improving our programs are always welcome.

The Graduate Students for Public Health student group can also provide anonymous feedback to the Chair of the Department of Global and Community Health. The 2018-2019 GSPH executive board members are:

- Sebastian Meglar, president
- Kayana Walters, vice president
- Jeffrey Clayton, treasurer
- Nada Adibah, secretary
- Michelle Ryan, executive council liaison
- Asra Ahmad, member liaison
MPH Competencies

Foundational Competencies

Evidence-Based Approaches to Public Health
Apply epidemiological methods to the breadth of settings and situations in public health practice
1. Select quantitative and qualitative data collection methods approach for a given public health context
2. Analyze quantitative and qualitative data using biostatistics, informatics, computer-based programming, and software
3. Interpret results of data analysis for public health research

Public Health & Health Care Systems
4. Compare the organization, structure and function of health care, public health and regulatory systems across national and international settings
5. Discuss the means by which structural bias, social inequities, and racism undermine health and create challenges to achieving health equity at organizational, community and societal levels
6. Assess population needs, assets, and capacities that affect communities' health

Planning & Management to Promote Health
7. Apply awareness of cultural values and practices to the design or implementation of public health policies or programs
8. Design a population-based policy, program, project, or intervention
9. Explain basic principles and tools of budget and resource management
10. Select methods to evaluate public health programs

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

Leadership
15. Apply principles of leadership, governance, and management, which include creating a vision, empowering others, fostering collaboration, and guiding decision making
16. Apply negotiation and mediation skills to address organizational or community challenges

Communication
17. Select communication strategies for different audiences and sectors
18. Communicate audience-appropriate public health content, both in writing and through oral presentation
19. Describe the importance of cultural competence in communicating public health content

Inter-professional Practice
20. Perform effectively on inter-professional teams

Systems Thinking
21. Apply systems thinking tools to a public health issue
Concentration Competencies

Community Health Promotion

1. Apply appropriate social, behavioral, and communication theories, concepts and models in health promotion research and practice.
2. Assess the needs and capacities of communities and vulnerable populations to prioritize and inform the development of appropriate health promotion interventions.
3. Plan, implement, and evaluate evidenced-based, theory-driven, and culturally-appropriate health promotion programs and policies.
4. Identify, develop, deliver, and evaluate health communication messages using a variety of mediums.
5. Administer and manage health promotion programs and primary prevention services.
6. Serve as a health promotion resource person.
7. Advocate for programs and policies that improve health, support public health systems, and advance the practice of public health promotion.
8. Analyze, synthesize, and interpret research findings in the professional literature to inform health promotion research and practice.

Epidemiology

1. Utilize data and literature to recognize domestic and global public health problems pertinent to the overall population and to demographic, cultural, or other subgroups of the population.
2. Identify determinants or risk factors of human health and disease.
3. Conduct an in-depth exploration of a public health concern that affects a demographic, cultural, or other subgroup.
4. Communicate epidemiologic evidence to lay and scientific audiences.
5. Conduct systematic reviews that appropriately summarize epidemiologic literature.
6. Implement strategies for minimizing bias in epidemiologic studies.
7. Conduct a reproducible data analysis project.

Food Security and Nutrition

1. Conduct systematic research literature reviews on the effect of nutrition programs, policies, and practices.
2. Apply the concepts and science of food and nutrition in formulating strategies aimed at improving individual and population health outcomes.
3. Integrate the social, cultural, historical, political, biological, and environmental factors to plan and evaluate public health nutrition programs.
4. Evaluate health and nutritional status of individuals and communities.
5. Apply the basic principles of food selection to support healthy dietary practices amongst individuals and population.
**Global Health**

1. Compare the major causes of morbidity, disability, and mortality in each world region.
2. Describe the sociocultural, behavioral, economic, political, biological, and environmental risk factors for health concerns of global importance.
4. Explain the roles and relationships of the major organizations involved in prioritizing, funding, and implementing global health policies, programs, and interventions.
5. Describe the process for planning, implementing, and managing partnerships, policies, programs, and interventions that address global health priorities.
6. Describe the process for conducting global health research, needs assessments, and monitoring and evaluation.
7. Develop public health programs and strategies responsive to the diverse cultural values and traditions of the communities being served.
8. Demonstrate the effective written and oral skills for communicating with diverse audiences in the context of professional public health activities.

**Health Policy**

1. Describe the environment and issues for developing and influencing public policy that are important to various stakeholders in the healthcare system.
2. Explain the theoretical, environmental, political and legal frameworks for public policy making.
3. Apply the effective use of research and various policy analysis tools for supporting policy development, implementation and evaluation.
4. Demonstrate ability to write and speak in a clear, logical, persuasive and grammatical manner for policy-related situations and audiences.
5. Lead and facilitate constructive interactions with individuals and various policy stakeholder groups to achieve optimum decision-making in policy advocacy, development, implementation and analysis.
6. Align personal and organizational conduct with ethical and professional standards.
7. Critically evaluate policy issues, ideas, events and process in advance of policy development and decision making.

**Public Health Communication**

1. Understand the strategic roles of communication and marketing in public health practice.
2. Understand major health communication theories, and how they apply to public health practice.
3. Demonstrate the ability to plan evidence-based and culturally sensitive public health communication programs.
4. Demonstrate the ability to implement evidence-based and culturally sensitive public health communication programs using a variety of communication channels.
5. Demonstrate the ability to evaluate evidence-based and culturally sensitive public health communication programs.
6. Ability to conduct research to guide the development, implementation, evaluation, and dissemination of public health communication programs.
Graduate Assistantships

Overview
Graduate assistantships and lectureships provide a supervised opportunity for Mason graduate students to gain experience in their field of study through teaching, research, or professional career preparation. The College of Health and Human Services, academic departments and research units observe University policies and procedures pertaining to graduate student support, hiring rules and procedures.

Consistent with University policies and guidelines, graduate students (at varying stages of program completion) may be employed as Assistants or Lecturers. Funding for either type of appointment is allocated at the department level. Departments receive CHHS funding to support selected appointments, such as those utilized to recruit outstanding graduate program applicants. Assistantships funded by CHHS must be encumbered in the academic year allocated. Externally funded faculty research projects may also provide funding for graduate level Assistantships, based on the project budget.

Graduate Assistantship Classifications
There are three classifications of Assistantships, identified by the student’s job responsibilities:

Graduate Research Assistant (GRA): A student participating directly in research or research-support activities under faculty supervision. Students with GRA appointments are expected to support faculty research. Full-time GRAs are expected to work 20 hours per week. Half-time GRAs are expected to work 10 hours per week.

Graduate Teaching Assistant (GTA): A student acting as an instructor under faculty supervision. GTAs do not serve as the instructor of record. Students with Graduate Teaching Assistantships (GTAs) support the department by engaging in activities related to teaching. GTA duties and assignment may include assisting faculty in the teaching sections of courses/labs, supporting instructors teaching large sections, tutoring students, and assisting faculty with curriculum development. The hours of work for GRA appointments are specified with each contract, but may not exceed 20 hours per week. GTA appointments do not usually include a tuition waiver.

Graduate Professional Assistant (GPA): A student participating in a non-teaching/non-research position performing work in which they gain experience related to their academic program and that is connected to the student’s field of study and career preparation. GPA appointments do not usually include a tuition waiver.

Graduate Lecturer
Graduate Lecturers (GL) are graduate students appointed to serve as the instructor of record for courses under full-time faculty supervision. Graduate Lecturers may not exceed a workload of 2 courses or 6 credit hours teaching per semester. GL appointments do not include a tuition waiver.

Annual Evaluations
CHHS requires all GRAs, GTAs, GPAs, and GLs to be evaluated annually by the student’s supervising faculty in the academic department in which the student has served. The evaluation form is below.

Other On-Campus Student Employment
Students (undergraduate and graduate) are also eligible to apply for wage positions at the university. These positions offer the benefit of allowing the student to work and pursue studies, but do not carry tuition benefits. For more information, see to the Student Wage section of the Mason Human Resources website.

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1 This section was adapted from the College of Health and Human Services, Graduate Student Appointments and Work Policy (adopted May 1, 2018)
Appendix A

Department of Global and Community Health
College of Health and Human Services
George Mason University

Graduate Assistant Performance Evaluation

Student Name: ___________________________________________ G#_____________________

Supervisor Name: _______________________________ Year: __________________________

Performance Evaluation Criteria

The following criteria should be used to evaluate the graduate assistant’s performance.

OUTSTANDING

Performance is far and above the defined job expectations. The graduate assistant consistently does outstanding work, regularly exceeding job expectations. Performance that exceeds expectations is due to the effort and skills of the employee. Any performance not consistently exceeding expectations is minor or due to events not under the control of the employee.

VERY GOOD

Performance meets the defined job expectations and in many instances exceeds job expectations. The graduate assistant is, overall, doing a very good job. Performance that exceeds expectations is due to the effort and skills of the graduate assistant.

SATISFACTORY

Performance meets the defined job expectations. The graduate assistant generally performs according to the expectations by doing a good job. The graduate assistant is doing the job at the level expected for graduate assistants in this position. The good performance is due to the graduate assistant’s own effort and skills.

NEEDS IMPROVEMENT

Performance meets most of the job expectations but only partially meets the remainder. The graduate assistant generally is doing the job at a minimal level, and improvement is needed to fully meet expectations. Lapses in performance are due to the graduate assistant’s lack of skills or effort.

UNSATISFACTORY

Performance consistently fails to meet the defined expectations or requires frequent, close supervision and/or the redoing of work. The employee is not doing the job at the level expected for graduate assistants in this position. Unsuccessful job performance is due to the graduate assistant’s own lack of effort or skills.

NOT OBSERVED

Student was not observed by the person doing the evaluation.
Evaluation Form

<table>
<thead>
<tr>
<th>Evaluation Areas</th>
<th>Outstanding</th>
<th>Very Good</th>
<th>Satisfactory</th>
<th>Needs Improvement</th>
<th>Unsatisfactory</th>
<th>Not Observed</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Basic requirements</strong></td>
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<tr>
<td>1. Follows directions</td>
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<tr>
<td>2. Completes work as scheduled</td>
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<td>3. Executed assignments according to job description and/or project requirements</td>
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<td>4. Informs supervisor in advance of planned absences</td>
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<td>5. Displays reliability and promptness</td>
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<td>6. Submits timesheets as required and on time</td>
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<tr>
<td><strong>Task Performance</strong></td>
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<td>7. Produces quality work</td>
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<td>8. Manages time effectively</td>
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<td>9. Works independently</td>
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<td>10. Works in an organized manner</td>
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<td>11. Collaborates effectively when necessary</td>
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<td>12. Provides updates on progress as required</td>
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<td><strong>Professionalism</strong></td>
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<td>13. Receptive to direction and constructive criticism</td>
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<td>14. Recognizes problem areas in his or her own performance and makes improvements</td>
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<td>15. Exhibits work ethic and integrity</td>
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<td>16. Takes initiative to solve problems</td>
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</tbody>
</table>

Please list 3-5 accomplishments during the evaluation period (e.g., conducted literature reviews, implemented intervention/program, collected/processed/analyzed data, prepared manuscripts and abstracts, developed conference presentation materials, assisted in grant applications, etc.)

1. ______________________________________________________________________
2. ______________________________________________________________________
3. ______________________________________________________________________
4. ______________________________________________________________________
5. ______________________________________________________________________
Overall, the student’s performance:

______ Exceeds Expectations  ______ Meets Expectations  ______ Does Not Meet Expectations

Supervisor’s Comments

(Please comment on specific aspects of assistant’s work performance. You may wish to include additional information about the assistant’s general performance, such as whether the assistant proposes innovative ideas and solutions; initiates and pursues additional assignments; adjusts to varying assignments; or implements knowledge and skills necessary to meet requirements.)

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Graduate Assistant’s Comments

(Feel free to comment on specific aspects of the supervisor’s assignments and guidance. These comments can help make the assignment a useful experience for future students.)

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The following signatures indicate that the graduate assistant has read and understood the assessment and has discussed it with the supervisor. The signatures do not imply agreement.

Supervisor________________________  _____________________________  _________________
Print                         Signature                 Date

Graduate Assistant________________________  _____________________________  _________________
Print                         Signature                 Date