

DEPARTMENT OF PUBLIC HEALTH SCIENCES
MPH STUDENT CHECKLIST

Student Name: _____

Semester Entered: _____

Area of Specialization: EPI HPM SBHS

Faculty Advisor: _____

This checklist is to be used as a planning document for the MPH student and faculty advisor. Waivers & exceptions, if any, should also be documented. Under special circumstances, other forms or action may be required. Consult with your advisor. Download all forms from the DPHS website at: <http://www.hawaii.edu/publichealth/students/forms.html>. Most forms are fillable. Input data prior to printing a hard copy for the student file.

REQUIRED FORMS/TASKS AND DATES SUBMITTED OR COMPLETED

✓	DPHS FORMS	DATE	✓	DPHS FORMS	DATE
	FORM 14: MPH Program Plan		FACULTY	FORM 17: Faculty Advisory Tracking	IN FOLDER
	FORM 15: PH 791 Advance PH Practice		FACULTY	FORM 19: Completion of MPH Requirements	IN FOLDER
	FORM 16: Field Preceptor's Evaluation			FORM 20: Contact Info for DPHS Graduates	

✓	GENERAL	DATE
	Meet with Interim Faculty Advisor (IFA) <ul style="list-style-type: none"> ▪ Plan MPH course work & initiate completion of Form 14 (Keep in student file) 	
	If PH credits earned prior to admission to the program, complete & submit the Petition to Transfer Credits <ul style="list-style-type: none"> ▪ Download the petition from the DPHS website "Forms" page (see web address above) 	
	Form your MPH Program Committee <ul style="list-style-type: none"> ▪ Review academic progress and plan field work training 	

✓	PRACTICUM TRAINING	DATE
	Meet with Practice Coordinator to discuss possible practice sites & review Practicum Handbook <ul style="list-style-type: none"> ▪ Obtain approval of practicum training (i.e., field work) plans from Program Committee 	
	Complete Form 15 with assistance of Practice Coordinator <ul style="list-style-type: none"> ▪ Obtain all required signatures & submit completed form to OGSAS for student file 	
	Purchase Liability Insurance via OGSAS <ul style="list-style-type: none"> ▪ Cost: \$15.00. Make check payable to "University of Hawai'i". No cash payments. 	
	Register for PH 791 Advanced Public Health Practice (3 credits)	
	Complete three-part critical training reflective papers.	
	Form 16 submitted by Field Preceptor	

✓	CAPSTONE PRESENTATION / GRADUATION	DATE
	Students must be enrolled during the semester in which they intend to graduate <ul style="list-style-type: none"> ▪ Submit the Graduate Application for Degree to Graduate Division by the deadline (see "Forms") 	
	Submit final paper/oral topic to Program Committee for their approval	
	At least 8 weeks prior to final oral presentation, submit final paper outline to Program Committee	
	Complete the following at least two weeks prior to final oral presentation: <ul style="list-style-type: none"> ▪ Reserve room/day/time for final oral (check OGSAS Room Reservation site for availability) <ul style="list-style-type: none"> - Note last day to submit MPH final exam results on the Academic Calendar before selecting a date ▪ Submit a draft of your final paper to Program Committee (see <i>DPHS Student Handbook</i> for outline) ▪ E-mail pubhlth@hawaii.edu with capstone title, date, time, and room number 	
	Submit final paper to Program Committee before final oral presentation date <ul style="list-style-type: none"> ▪ Follow the title page format guidelines provided in the <i>DPHS Student Handbook</i> 	
	Form 19 is completed and signed by the Program Committee at the final oral presentation	
	Complete the online DPHS Exit Survey (link will be emailed to you by OGSAS)	
	Complete and submit Form 20 to OGSAS <ul style="list-style-type: none"> ▪ Contact info is needed as CEPH requires the reporting of graduates' employment data 	