

## **2013 – 2014 Policy and Procedure Guide \***

# **Master of Science (M.S.) Degree in Health Education and Behavior**

### **Graduate School Policy**

*“It is the responsibility of the graduate student to become informed and to observe all regulations and procedures required by the program s/he is pursuing. The student must be familiar with those sections of the Graduate Catalog that outline general regulations and requirements, specific degree program requirements, and the offerings and requirements of the major academic unit. Ignorance of a rule does not constitute a basis for waiving that rule”.*

Department of Health Education & Behavior  
College of Health and Human Performance  
University of Florida  
Gainesville, FL 32611

## 1. Degree Title and Options

*Master of Science in Health Education and Behavior*, referred to in general terms as an M.S. or a Master of Science degree, includes 3 options: a 30-credit *Non-Thesis Option*, a 36-credit *Project In Lieu Of Thesis Option* and a 36-credit *Thesis Option*.

## 2. M.S. Student Classifications

Graduate students seeking their first master's degree are classified as 7HH. Graduate students who have earned a master's degree, or who have earned 36 or more credits while seeking a master's degree are classified as 8HH.

## 3. Conditional Admission

The Graduate School grants conditional admission for students to begin master's work with the understanding that they will meet specific conditions to continue in the program such as minimum GRE scores, minimum GPA in graduate coursework, or pre-requisite coursework. The letter of acceptance lists conditions students must meet. Responsibility for meeting the conditions, both in terms of specific details and within specific time limits, rests with the student, with support from the advisor, and graduate program coordinator. Students who do not meet the conditions may be dismissed from the program.

## 4. Faculty Advisors and Supervisory Committees

The Advisor (also referred to as the Supervisory Committee Chair) represents a key person in a successful M.S. program. M.S. students typically keep the same advisor for the duration of their programs. Advisors help students plan a program of study, ensure completion of the CHES examination, and supervise completion of thesis or project work if appropriate. They also provide personal, professional, and academic advice. Only faculty specifically designated by the Graduate School may serve as advisors or supervisory committee members. The department matches students and advisors based primarily on professional and research interests. Students in the 30-credit *Non-Thesis Option* have 1 Advisor. Students in the 36-credit *Thesis Option*, and the 36-credit *Project In Lieu Of Thesis Option*, have 1 Supervisory Committee Chair and at least 1 Supervisory Committee member from within the Department.

## 5. Planning an M.S. Program of Study

The Advisor help students select elective coursework that align with their professional interests and career goals for their program of study. Students electing to complete a thesis or project will obtain input from their supervisory committee members during the program planning process. In addition to specifying coursework in the various categories, the program of study includes projected dates (semesters) for documenting completion of the CHES examination requirement, project or thesis defense, and a projected month and year for graduation. The dates may change, but the student, advisor, and supervisory committee (when indicated) begin work with a projected calendar. **If changes are made to the plan of study the advisor must approve the changes and note those changes on the original program of study planning sheet in the academic file.** The graduate program assistant assists students in submitting the appropriate paperwork.

## 6. Graduate Information Management System ([GIMS](#))

View the degree programs you have on record and the thesis or dissertation supervisory committees assigned to you on this convenient and easy-to-use online portal. If there are any items on your GIMS record in need of correction or updating, contact the graduate coordinator or graduate staff member in your department for help.

## 7. Unsatisfactory Progress or Unsatisfactory Scholarship

Any graduate student may be denied further registration if progress toward completing the program becomes unsatisfactory to the academic unit, college, or Dean of the Graduate School. Unsatisfactory scholarship is defined as failure to maintain a B average (3.00) in all work attempted. Graduate students need an overall GPA of 3.00 truncated and a 3.00 truncated GPA in their major (and in the minor, if a minor is declared) at graduation.

## 8. Minimum Credits Required for the M.S. Degree in the Department of Health Education & Behavior

M.S. Non-Thesis Option students must earn at least 30 credits beyond their bachelor's degree work. M.S. *Thesis Option* and *Project In Lieu Of Thesis Option* students must earn at least 36 credits beyond their bachelor's degree work. M.S. programs of study may exceed the minimum level of credits.

	Non-Thesis	Project in Lieu of Thesis	Thesis
Core Coursework	15	18	18
Elective Coursework	15	12	9
Research Coursework	--	6	9
<b>Total Credits</b>	<b>30</b>	<b>36</b>	<b>36</b>

## 9. Required Core Coursework

### A. Non-Thesis (5 courses / 15 credits)

HSC 6037 – Philosophy and Principles of Health Education  
HSC 6318 – Planning Health Education Programs  
HSC 6507 – Epidemiology  
HSC 6603 – Theories of Health Behavior and Practice  
HSC 6712 – Evaluating Health Education Programs

### B. Project in Lieu of Thesis (6 courses / 18 credits)

HSC 6037 – Philosophy and Principles of Health Education  
HSC 6318 – Planning Health Education Programs  
HSC 6507 – Epidemiology  
HSC 6603 – Theories of Health Behavior and Practice  
HSC 6712 – Evaluating Health Education Programs  
HSC 6735 – Research Methods in Health Education

## 10. Elective Coursework

The student and advisor select HEB elective coursework based on the student's career or research interests. The 30-credit *Non-Thesis Option* includes 15 credits of core coursework plus 15 credits in HEB elective coursework that the student and advisor select based on the student's personal interests or career goals. Interest areas typically include a primary course (3 credits) that focuses on the interest area, plus 4 additional courses (12 credits) that relate to the interest area. Projects relating to interest areas can be completed as non-lecture coursework (e.g., *HSC 6905 Independent Study in Health Education*). One interest area course (3 credits) can be used toward project completion. In addition, thesis and project in lieu of thesis students may take up to 3 credits of coursework in statistics outside of HEB. Coursework taken outside of HEB must be approved by the student's advisor. Approval to count outside coursework towards HEB MS program requirements is at the advisor's discretion. Please note, 3000 and 4000 level coursework is calculated in the student's graduate GPA.

## 11. Non-Lecture Coursework

*Lecture coursework* includes courses offered in a traditional, face-to-face, teaching-learning format where instructors and students meet at set days and times for a semester or term. *Non-lecture coursework* includes work scheduled independently between students and a faculty sponsor in courses such as readings (HSC 6904), independent study (HSC 6905), supervised teaching (HSC 6940), and supervised research (HSC 6910). Each credit hour of non-lecture coursework equals about 40 clock hours of effort. Students must present a signed and approved Proposal for Non-Lecture Coursework form before registering for non-lecture coursework. M.S. students can take a maximum of 3 credits of HEB non-lecture coursework as elective work in their program of study.

## 12. Thesis and Project in Lieu of Thesis Research Coursework.

M.S. *Thesis Option* and *Project In Lieu Of Thesis Option* students are required to take HSC 6603 Theories of Health Behavior and Practice during the first Fall semester in their program and HSC6735 Research Methods in Health Education during their first Spring semester in the program.

*Thesis Option* students must also complete 9 credits of HSC6971 Masters Research in preparation for their thesis defense. (See #16, Thesis Proposal and #17 Final Defense of Thesis for details). *Project In Lieu Of Thesis* students must complete at least 6 credits of HSC6973 Project in Lieu of Thesis in preparation for their project presentation. The project-in-lieu-of-thesis provides students with experience in planning, implementing, and evaluating health promotion programs. Each credit of HSC 6973 equals about 40 clock hours of effort. The supervisory committee approves the proposal, supervises the project, and evaluates the final report or product. Project students also complete a comprehensive examination at the end of their programs. Students must submit a Proposal for Non-Lecture Coursework form in order to be registered for HSC6971 or HSC6973 credits.

## 13. Credit for Transfer Coursework

M.S. students can request transfer of up to 9 credits of previous health education graduate coursework from approved institutions (no more than 7 years old) toward requirements for the M.S. degree. Students who participated in approved combined degree programs may transfer 12 credits. Transfer coursework cannot be used as a substitute for core coursework.

Only graduate lecture coursework with grades of B or higher may be considered for transfer (no readings, independent study, supervised teaching, supervised research, internship, thesis credit, etc.). Seminars and special topics courses will be evaluated on a case-by-case basis. The Graduate Program Advisory Committee and faculty advisor base transfer decisions on (1) equivalence of a previous course to a similar course offered at the University of Florida, and (2) how the transfer course supports the student's program of study. Some special considerations apply based on category of transfer. Major—transferred courses should come from a peer department, and should be equivalent in content and rigor to similar courses offered in the Department of Health Education & Behavior. Electives—transfer of elective courses occurs on a case-by-case basis, with the assumption that the course has some relationship to the student's overall career goals. The graduate coordinator may request that students provide books, course outlines, and catalog descriptions for courses they request to transfer.

## 14. Minors

If a minor is chosen, the supervisory committee must include a representative from the minor field. A minor requires at least 6 to 15 credits depending on the program. The minor appears on the student's transcript along with the program name and the degree awarded.

M.S. students who wish to declare a formal minor must provide a letter signed by the minor representative, which includes the title of the minor, number of credits and coursework to be completed to fulfill the minor. Coursework selected for the minor must be approved by the supervisory committee. Coursework completed to fulfill the requirements of a minor cannot be counted towards DHEB MS program requirements.

## 15. Comprehensive Examination

All M.S. students complete a capstone event as part of their M.S. degree program. For students in the 30-credit, *Non-Thesis Option*, and in the 36-credit *Project In Lieu of Thesis Option*, the CHES examination serves as the capstone event for their M.S. program. During the final semester of their programs, students in these options must provide the Graduate Program Coordinator with documentation which confirms that the student has registered to complete the CHES examination. (See the graduate program staff for assistance regarding the required documentation.) Students must visit the National Commission on Health Education Credentialing website ([www.nchec.org](http://www.nchec.org)) to determine dates, locations, and registration procedures for the CHES examination. Students cover registration charges and any other costs related to completing the examination.

Students in the 36-credit, *Project In Lieu Of Thesis Option* must complete the CHES examination and they must either successfully present their completed project to the Supervisory Committee, or publish their completed project in a refereed journal, or present their completed project in a public forum (i.e., national conference, town hall meeting, UF/HHP research day) during the final semester of their program.

Students in the 36-credit *Thesis Option* must successfully defend their thesis to the Supervisory Committee during the final semester of their program. Students in this option are not required to complete the CHES examination.

## 16. Thesis Proposal

Thesis proposal meetings must be completed during the Fall and Spring semesters, or by the mid-point (end of week 3) of the Summer Session A Term. Proposal meetings may not be scheduled during the Summer Session B Term.

Proposal presentations typically last about 30 minutes. They often include a brief handout of the presentation outline and main points, and electronic presentation formats such as PowerPoint presentations. Advisors help students decide on an appropriate presentation package.

Advisors invite all graduate students and department faculty to attend the public portion of proposal meetings.

*In preparing for thesis proposal meetings, M.S. students will:*

Work closely with the advisor and supervisory committee at all stages in developing a proposal.

Prepare a proposal that includes 3 fully developed chapters presented to the supervisory committee at least 2-3 weeks (10-15 work days) prior to the proposal meeting.

Provide supervisory committee members with 1 paper copy, and 1 electronic copy (delivered by email) as an MS Word file, of the proposal and place 1 paper copy of the proposal on reserve for public reference in the department office.

Students traditionally take responsibility for contacting committee members and graduate program staff and arranging a date, time, and location for proposal meetings.

## 17. Final Defense of Thesis

Thesis final defense meetings must be completed during the Fall and Spring semesters, and by the mid-point (end of week 3) of the Summer Session A Term. Thesis final defense meetings may not be scheduled during the Summer Session B Term.

Final defense presentations typically last about 30 minutes. They often include a brief handout of the presentation outline and main points, and electronic presentation formats such as slides, overhead transparencies, or PowerPoint presentations. Advisors help students decide on an appropriate presentation package.

Advisors announce the thesis final defense date, time, and location at department and college levels.

Advisors invite all graduate students and department faculty to attend the public portion of thesis final defense meetings.

*In preparing for thesis final defense meetings, M.S. students will:*

Work closely with the advisor and supervisory committee at all stages in completing the thesis.

Prepare a final version of the thesis presented to the supervisory committee at least 2-3 weeks (10-15 work days) prior to the final defense meeting.

Provide supervisory committee members with 1 paper copy, and 1 electronic copy (delivered by email) as an MS Word file, of the final version of the thesis, and place 1 paper copy of the final version of thesis on reserve for public reference in the department office.

Students traditionally take responsibility for contacting committee members and graduate program staff and arranging a date, time, and location for thesis final defense meetings. Dress in business casual attire.

All supervisory committee members must be physically present and sign the appropriate paperwork following successful defense of a thesis. When the thesis or dissertation is ready to be put in final form for submission to the Graduate School, the student should review the Format Requirements of the [Graduate School Editorial Office](#) and should work with the [Application Support Center](#) to format the document in order to meet the minimum submission requirements of the Editorial Office.

M.S. thesis-option graduates provide bound copies of the thesis for the department library and for each supervisory committee member. Some supervisory committees may delay signing the final paperwork for graduation until the student delivers the bound copies.

## 18. Planning for Graduation

Planning for graduation starts the day M.S. students begin their programs of study. To ensure a successful graduation experience, complete the following steps:

- ✓ Set a tentative term and year for graduation with your advisor at the initial program of study planning meeting.
- ✓ Select an actual term and year for graduation at the appropriate point in completing the program of study.
- ✓ Confirm with the advisor that all degree program requirements will be met for graduation that term and year.
- ✓ Inform the graduate program assistant of the term and year for graduation.
- ✓ Submit an application to graduate to the Registrar at the start of the final term.
- ✓ Ensure that transferred coursework approved by the graduate program committee was accepted by the Graduate School.
- ✓ Clear all “holds” on your records (outstanding fees, library late charges, SHCC fees, parking fines, and related items.)
- ✓ Clear all incomplete (“I”) grades.
- ✓ *Non-Thesis Option* students confirm in GIMS that paperwork was submitted by the Advisor confirming that the student has met all requirements for graduation.
- ✓ *Project In Lieu Of Thesis Option* students confirm in GIMS that paperwork was submitted by the advisor and supervisory committee confirming successful presentation of project.
- ✓ *Thesis Option* students confirm in GIMS that paperwork was submitted by the advisor and supervisory committee confirming successful defense of the thesis.
- ✓ Complete a DHEB *Graduate Program Exit Survey*, provided by the graduate program staff, before leaving campus.

## 19. Academic File

All graduate students have an official *academic file* (or student file) maintained in the department office by the graduate program staff. Academic files contain materials such as application packages, original program of study planning forms, faculty advisor appointments, advisement records, correspondence, forms, and related information.

## 20. Personnel File

Graduate students who receive financial support in the form of scholarships, fellowships, graduate assistantships, research assistantships, or OPS (hourly) employment from the department have a *personnel file* (or employee file) maintained by the department office manager. Personnel files contain materials such as contracts, deductions and tax information, pay records, time logs, correspondence, and related financial information.

## 21. Graduate Student of the Year Award Selection Process

The Department of Health Education & Behavior’s *Graduate Student of the Year Award* honors one M.S. student and one Ph.D. student who exemplify high achievement through academic scholarship, and professional leadership and service. Academic scholarship is demonstrated through achieving high grades in coursework as well as through publications in the professional literature and presentations at professional meetings. Professional leadership and service are demonstrated through voluntary work in professional organizations such as Eta Sigma Gamma as well as in the community in health-related programs. Other significant achievements, such as teaching excellence, also may be considered for the award. Any individual officially enrolled as a student major in good standing in the Master’s or Doctoral degree programs in the Department is eligible for nomination. The Coordinator for Graduate Programs invites nominations from the Department faculty on or before February 1. The Graduate Program Advisory Committee selects the award recipients. The Coordinator for Graduate Programs or the Department Chair formally announces the recipients of the award.

## 22. Student Travel Policy

Students are encouraged to demonstrate academic scholarship through presentations at professional meetings. Any individual officially enrolled as a student major in good standing in the Master's or Doctoral degree programs in the Department is eligible for student travel funds (when available). Students wishing to receive departmental funds for professional travel should submit a student travel request form to the DHEB office manager. Proof of presentation (letter/email indicating acceptance of your abstract) is required for the request to be processed. Decisions related to travel approval (and dollar amount funded) are at the discretion of the department chair. The College of Health and Human Performance, the UF Graduate Student Council, and other campus organizations have supplementary travel funds available. It is the student's responsibility to obtain travel funds.

## 23. A Lasting Commitment to Personal Integrity

By formally registering for coursework at the University of Florida, students agree to conduct themselves based on principles contained in the following official statements:

*"We, the members of the University of Florida, pledge to hold ourselves and our peers to the highest standards of honesty and integrity."*

*"I understand that the University of Florida expects its students to be honest in all their academic work. I agree to adhere to this commitment to academic honesty and understand that my failure to comply with this commitment may result in disciplinary action up to and including expulsion from the University."*

*"All faculty, staff and students of the University are required and expected to obey the laws and legal agreements governing software use. Failure to do so can lead to monetary damages and/or criminal penalties for the individual violator. Because such violations are also against University policies and rules, disciplinary action will be taken as appropriate."*

**\* Policies, procedures, and specific requirements may change without prior notice. Confirm the accuracy of the information in this document as needed. Please submit comments, questions, and suggestions for improving this document to the Director of Graduate Programs.**

**Non-Thesis Option (30 Credits)**  
**Master of Science (M.S.) in Health Education and Behavior**

Department of Health Education & Behavior  
 University of Florida

The 30-credit, *Non-Thesis Option* in the Master of Science in Health Education & Behavior degree program was designed for students seeking an advanced practitioner's degree. A distinctive feature of this option allows you to choose a minimum of 15 credits of HSC elective coursework that matches your personal and professional interests, and you can plan a program that achieves your goals. The degree prepares health education specialists to work in local, state, and federal health agencies, voluntary health organizations, patient care settings, and private industry. The degree also can assist students seeking a competitive edge when applying to graduate and professional schools, particularly in the health professions. Full-time students can complete this M.S. option in one year.

**Student:** \_\_\_\_\_ **UFID:** \_\_\_\_\_ - \_\_\_\_\_

**Committee Chair:** \_\_\_\_\_

**1. Core Coursework (Required; 15 credits)**

Number	Title	Credits	Term Offered <sup>1</sup>	Term Taken	Grade
HSC 6037	Philosophy & Principles of Health Education	3	F		
HSC 6318	Planning Health Education Programs	3	S		
HSC 6506	Epidemiology	3	S		
HSC 6603	Theories of Health Behavior and Practice	3	F		
HSC 6712	Evaluating Health Education Programs	3	F		

**2. Elective Coursework (In consultation with Advisor, select at least 15 credits from the HSC courses listed below. Students may take no more than 3 credits of non-lecture coursework.)**

Number	Title	Credits	Term Offered <sup>1</sup>	Term Taken	Grade
HSC 5135	Emotional Health Education	3	F, S		
HSC 5138	Human Sexuality Education	3	F, S		
HSC 5142	Drug Education	3	F		
HSC 5536C	Medical Terminology for the Health Professions	3	F, S, Sum		
HSC 5576	Nutrition Education for Special Populations	3	F, S		
HSC 5618	Advanced Exercise Therapy, Adapted Physical Activity, & Health	3	S		
HSC 5925	Seminar in Health Education and Behavior	Variable	Variable		
HSC 5956	Writing for Professional Publications	3	S		
HSC 6235	Patient Health Education	3	F		
HSC 6575	Women's Health Issues	3	F		
HSC 6605	Scientific Foundations of Holistic Health	3	S		
HSC 6625	Trends in International Health	3	F		
HSC 6629	Health Promotion Programs for Priority Populations	3	S		
HSC 6637	Social Marketing and Health	3	S		



**Project or Thesis Option (36 Credits)**  
**Master of Science (M.S.) in Health Education and Behavior**

Department of Health Education & Behavior  
 University of Florida

The 36-credit *Project In Lieu Of Thesis Option*, and the 36-credit *Thesis Option*, in the Master of Science in Health Education and Behavior degree program were designed for students interested in improving their research skills through conducting evaluation projects and empirical studies, as well as pursuing advanced graduate study, particularly the doctoral degree. Students typically can complete these options in about 4 semesters.

Student: \_\_\_\_\_ UFID: \_\_\_\_\_ - \_\_\_\_\_

Committee Chair: \_\_\_\_\_ Committee Member: \_\_\_\_\_

Option:             Project in Lieu of Thesis             Thesis

**1. Core Coursework (Required; 18 credits)**

Number	Title	Credits	Term Offered <sup>1</sup>	Term Taken	Grade
HSC 6037	Philosophy & Principles of Health Education	3	F		
HSC 6318	Planning Health Education Programs	3	S		
HSC 6506	Epidemiology	3	S		
HSC 6603	Theories of Health Behavior and Practice	3	F		
HSC 6712	Evaluating Health Education Programs	3	F		
HSC 6735	Research Methods in Health Education	3	S		

**2. Elective Coursework (In consultation with Advisor, select 9 - 12 credits from the HSC courses listed below. In addition to Thesis or Project Coursework, students may take an additional 3 credits of non-lecture coursework. In addition, in consultation with advisor, student may take up to 3 credits of coursework in statistics outside of the department.)**

Number	Title	Credits	Term Offered <sup>1</sup>	Term Taken	Grade
HSC 5135	Emotional Health Education	3	F, S		
HSC 5138	Human Sexuality Education	3	F, S		
HSC 5142	Drug Education	3	F		
HSC 5536C	Medical Terminology for the Health Professions	3	F, S, Sum		
HSC 5576	Nutrition Education for Special Populations	3	F, S		
HSC 5618	Advanced Exercise Therapy, Adapted Physical Activity, & Health	3	S		
HSC 5925	Seminar in Health Education and Behavior	Variable	Variable		
HSC 5956	Writing for Professional Publications	3	S		
HSC 6235	Patient Health Education	3	F		
HSC 6575	Women's Health Issues	3	F		
HSC 6605	Scientific Foundations of Holistic Health	3	S		
HSC 6625	Trends in International Health	3	F		
HSC 6629	Health Promotion Programs for Priority Populations	3	S		
HSC 6637	Social Marketing and Health	3	S		



**Worksheet for Tentative Program of Study by Term and Year**  
**Master of Science (M.S.) in Health Education and Behavior**

Student: \_\_\_\_\_ Advisor: \_\_\_\_\_ Option: \_\_\_\_\_
