



**Maternal and Child Public Health
Leadership Training Program**



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Faculty Advisors

Faculty advisors help students plan and complete their academic programs and prepare for careers in maternal and child health. This includes assistance in deciding on courses, thesis topics, practicum placements, clinical activities, and job seeking at the conclusion of the program. Students will initially be assigned to MCH faculty with complementary backgrounds, skills, and interests. Students are free to change their advisors, which may occur, particularly when thesis topics are decided upon.

At least one formal meeting between each student and her/his faculty advisor is required each quarter for academic evaluation and planning. During the formulation of research projects and presentations, students and their advisors meet more frequently.

Contact a [faculty advisor](#) via email to make an appointment.

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Practicum Project Guidelines

As a requirement for the MPH degree, all students must complete a practicum in an organization or agency that conducts planning or provides services to families and

children, preferably one in which they do not have previous experience. The practicum is structured to meet the following objectives:

1. To provide the student with experience working in the field of maternal and child health.
2. To help the student apply skills or competencies learned in the academic program (e.g., program planning, evaluation, management, data analysis, policy development) in a public health practice setting.
3. To provide the opportunity for the student to carry out a project, the product of which may be a thesis proposal or a scholarly written report or article.

Information about practicum projects is available at the [MPH Practicum Web site](#). Students must consult this Web site when setting up their practicum placements and are responsible meeting all requirements and completing the necessary forms.

Students may take their practicum projects any time after their first quarter in the program. Most students elect to take their projects during the spring or summer quarter at the end of the first year. Most projects are usually completed within one academic quarter, although some projects span two or more quarters.

The MPH Practicum Web site maintains a list of potential practicum sites and projects. MCH faculty can also advise students. After identifying potential practicum sites, students must meet with their MCH faculty advisors to determine if potential placements meet the needs of the MCH program and students.

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Thesis Guidelines

The thesis is an opportunity for students to consolidate and advance the knowledge gained during graduate studies, to exercise and expand the research skills learned in the program, and to develop expertise in a specialized area of interest. It is required for all Master of Public Health Degrees awarded by the School of Public Health and Community Medicine.

Working closely with a thesis advisor, each student identifies an area or problem of interest, poses a number of potential project ideas, narrows and hones these ideas into a feasible research question or hypothesis, and then designs the study, using either primary or secondary data.

Examples of acceptable designs for the thesis include: analytic studies (e.g., case-control studies), program evaluations, case studies, policy analyses, descriptive studies and experiments or quasi-experiments (although rarely performed for a master's thesis). A list of [program thesis titles](#) from 2000-2006 is available.

Also available is a [Thesis Timeline](#) to help you complete all the steps of this complex task in a timely manner.

Thesis Format

The Graduate School requires that theses are formatted so that they are appropriate for library cataloging and shelving. Guidelines for formatting theses are in the Graduate School's [Policy and Style Manual for Theses and Dissertations](#). Also included in this document are guidelines for the Graduate School's preliminary and final check of the thesis format.

Forming a Thesis Committee

Your thesis committee must consist of a minimum of two members, one of whom must be a member of the MCH faculty. The Graduate School also mandates that the Chair and at least one-half of the total members of the committee must be members of the graduate faculty. If appropriate, someone who is employed at the site where your thesis research is conducted may be included as a third member of the committee.

Thesis Proposal

A formal proposal, along with a [MPH Thesis Plan](#), must be submitted to and approved by your advisor and thesis committee before you are allowed to register for thesis credits.

Both the [Department of Health Services](#) and the [Department of Epidemiology](#) provide guidelines for planning, conducting, and submitting the thesis. We highly recommend you visit the appropriate Web page early in your tenure in the MCH program.

Thesis and Dissertation Expenses

Requests for amounts less than \$200 for miscellaneous expenses related to student thesis research will be considered if money is available in the MCH program grant. These allocations are for materials and services, for example, printing and mailing questionnaires that students are not generally expected to cover themselves and that are not covered by other funding sources. Expenses for consultants, data abstractors, interviewers, typists and travel will not be supported. Written requests for support should be addressed to the program director and will be reviewed by the faculty.

Frequently Asked Questions

For additional information, the Graduate School has a [list](#) of frequently asked questions about theses and dissertations.

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Master's Degree Request

Students must apply for graduation at <http://www.grad.washington.edu/stsv/mastapp.htm> and must be registered for at least 2 credits for the quarter in which they apply to graduate.

Information about deadlines and fees is contained in the Graduate School's [Policy and Style Manual for Theses and Dissertations](#).

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Student Annex

The MCH Program provides a computer room for our students located at T-341E in the Health Sciences building. Basic supplies, such as printer paper, transparencies for laser printers and the copier, staplers, and tape dispensers, are also provided for use in the room. Students keep the computer room clean and let the MCH Program office know when supplies run low.

Check out a key for the Student Annex with the Program Administrator.

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Office Support

The MCH Program office will make every attempt to support students when expectations are reasonable. Please know that you are welcome to ask, and depending on other demands on staff time, they will determine how best to help you.

The long distance UWATS code will be made available for students working on MCH-related projects or for classes. Please ask the Program Administrator for this code.

Supplies are available for use in the MCH Student annex. Ask program staff for additional supplies if needed. Supplies are items such as, paper, staplers, tape, and printer toner. More expensive specialty items will be up to the student to provide (transparencies for color inkjet printers, etc).

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UW NetID

The University of Washington has extensive on-line services for students, including email, MyUW, and Catalyst Tools. In order to access these services, a student must set up a [UW Net ID](#).

For more information about computing services available for students, go to <http://www.washington.edu/computing/forstudents.html>

The MCH program assumes students are proficient with basic computer applications, such as e-mail, word processing, and Internet searches. In the program, students will become proficient in using personal computers for data analysis, presentations, and

graphics. Students may also become proficient at database management and in the use of mainframe computers for manipulation and analysis of large data sets.

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Software Training

The UW has available [free walk-in workshops](#) on computer applications for students. In addition, the UW also offers [computer training classes](#) at reduced fees for students.

The Department of Health Services [Student Development Workshop](#) program offers short workshops to assist students in developing the computer and Internet skills required for many classes.

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Computer Access

In addition to the MCH Student Annex, the [Health Sciences Microlab](#) and the [Catalyst's General Access Labs](#) have computers available for students.

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E-mail

The MCH Program maintains three electronic bulletin boards:

- **mchpost@u.washington.edu** for students, staff, and faculty
- **mchfac@u.washington.edu** for faculty and staff exclusively
- **mchalumni@u.washington.edu** for MCH program alumni

These bulletin boards can be used for the exchange of information and opinion. However, due to the requirements of our funding agency, we ask that students not use the "mchpost" for political lobbying or gathering petition signatures. We are not saying that you cannot participate in such activities but you cannot use MCH resources for this purpose.

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Campus Mail

Student mailboxes are outside the MCH Program offices at F351. Check them regularly for departmental and program announcements.

Your campus address is a department name and box number, for example:

- MCH Program, Box 357230
- Department of Epidemiology, Box 357236
- Department of Health Services, Box 357660

Mail can be sent through campus mail to some facilities located off campus, such as Children's Hospital and Regional Medical Center and Fred Hutchinson Cancer Research Center. Go to the [UW Office Directory](#) to check if a facility is listed with a campus box number.

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Library Resources

The MCH Program maintains a small library in the program office (HSB F351). It includes required and supplemental readings for the MCH topics courses, in addition to books, journals, videotapes, references, and reports on federal and state data sets related to maternal and child health.

The [Health Sciences Library](#) is located in T-334 of the Health Sciences building. The library has over 350,000 bound volumes and about 2,400 current journal subscriptions. In addition, many resources and services are available online, such as a [Public Health Toolkit](#).

For information on how to set up a library account, go to <http://healthlinks.washington.edu/howto/getstarted/>. The Health Sciences Library also has tours of the library and [classes](#) on retrieving and managing health information.

For information on other libraries, go to <http://www.lib.washington.edu/about/hours/>.

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Conferences

The SPHCM encourages student participation in local, regional, and national conferences and may cover travel expenses, registration fees, or per diem fees for students presenting papers at professional meetings. For more information, check with your departmental administrator.

For a list of MCH students who recently presented at the American Public Health Association's annual meeting, with links to their presentations, go to <http://depts.washington.edu/mchprog/aphapresent>.

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Student Public Health Association

The [Student Public Health Association](#) hosts brown bag lunches to foster interdisciplinary learning, provides educational opportunities through conferences and tours of various facilities, and ensures student concerns are acknowledged in various committee meetings. The association is also committed to having fun!

Its purpose is to unify students within the SPHCM, improve communication between the various departments in the school, and improve students' access to the Dean's Office. All students enrolled in the school are automatic members of the association.

Everyone is strongly encouraged to become involved, participate in the board meetings, and organize activities. If you are interested, contact the association at spha@u.washington.edu.