

MPH Student Handbook

Part 3

Scholarly Projects



THE UNIVERSITY OF
TOLEDO
1872

Effective June 1, 2020

TABLE OF CONTENTS

SCHOLARLY PROJECT	3
SCHOLARLY PROJECT ELIGIBILITY	3
PLANNING FOR THE SCHOLARLY PROJECT.....	4
SCHOLARLY PROJECT TIMELINE	4
STUDENT RESPONSIBILITIES.....	5
SCHOLARLY PROJECT ADVISOR RESPONSIBILITIES.....	6
EXAMPLES OF POSSIBLE SCHOLARLY PROJECT ACTIVITIES	6
EVALUATION OF THE SCHOLARLY PROJECT	7
APPENDIX A – SCHOLARLY PROJECT CONTRACT	8
APPENDIX B – SCHOLARLY PROJECT CHECKLIST	10

SCHOLARLY PROJECT

The scholarly project is an option available only to students who have been exempted from completing an internship by the MPH Program Director. Students who receive an internship waiver must complete a scholarly project in its place. **RECEIVING APPROVAL OF THE INTERNSHIP WAIVER DOES NOT MEAN THAT THE FORMAT FOR THE SCHOLARLY PROJECT HAS BEEN APPROVED.**

Scholarly Project Eligibility

Prior to registering for a scholarly project, students MUST:

1. Complete a minimum of 24 credit hours of MPH courses, including all core courses as listed on the Plan of Study.
 - a. It is highly recommended that students have also completed all major courses prior to beginning or concurrent with the internship.
2. Request a waiver from the internship by completing an internship waiver for if students have at least one year of public health work experience in their field of study.
 - a. The form can be obtained from the MPH program office in room 4416 of the Collier Building on the Health Science Campus or by sending an email to publichealth@utoledo.edu.
 - b. Provide all required supporting documentation.
 - i. Current resume
 - ii. A description of their public health work experience that includes a linkage of the experiences to the Foundational and Major Competencies.
 1. The work experience must address at least three Foundational Competencies and at least two Major Competencies.
 2. The linkage between the experience and the competency must be specific (e.g., Foundational Competency 1: my responsibilities included specific task 1 and specific task 2 for 3 years).
 - c. Submit the form and all required documentation to the MPH Program Director.
 - i. If the documentation is not detailed enough, the MPH Program Director will not approve the waiver request and will require the student to provide additional documentation before approval can be given.
3. Complete the online Internship Seminar through the University of Toledo Safety Test Bank.
 - a. Students CANNOT register for a scholarly project without completing the training.
4. Complete the UT Graduate Research Advisory Committee Approval & Assurances Form (GRAD Form).
 - a. The form must be submitted to the MPH program office in room 4416 of the Collier Building on the Health Science Campus or through email to publichealth@utoledo.edu PRIOR TO BEGINNING THE SCHOLARLY PROJECT.
 - b. Completion of the GRAD Form may indicate that the project requires approval from the Institutional Review Board (IRB).

- i. The scholarly project CANNOT begin until IRB approval has been received, if required.
- 5. Meet with the Scholarly Project Advisor to determine the format of the scholarly project.
 - a. Complete the Scholarly Project Contract with the Scholarly Project Advisor prior to the beginning of the scholarly project.
- 6. Receive approval from the Scholarly Project Advisor to register for scholarly project hours.
 - a. The Scholarly Project Advisor is REQUIRED to enter an override into the online registration system allowing the student to register for scholarly project hours.

Planning for the Scholarly Project

Effective practices must be followed to ensure a sound educational experience for every student. The following principles are starting points for planning a scholarly project.

1. Students have the primary responsibility for designing their scholarly project.
 - a. Students are REQUIRED to meet with their Scholarly Project Advisor prior to submitting the internship waiver.
 - b. The internship waiver is REQUIRED before the design of the scholarly project
2. Scholarly projects are conducted under the guidance and supervision of the Scholarly Project Advisor.
3. Students are required to develop and conduct an in-depth scholarly project that has significance for the field of public health in general and is germane to their selected major.
4. There is no minimum number of required hours for the scholarly. However, students should expect to spend at least 300 hours on the scholarly project.
5. Scholarly projects MUST address a minimum of three Foundational Competencies and two Major Competencies.
6. The following principles are starting points for planning the scholarly project.
 - a. Scholarly project must be planned in terms of the student's abilities and needs.
 - i. The scholarly project is an integral part of the total education and training experience in which students are performing public health duties in real-world settings.
 - b. Scholarly projects must be designed so that students can apply concepts and skills in a way that is useful to all concerned.
 - i. The project is REQUIRED to address a minimum of three Foundational Competencies and two Major Competencies.
 - c. Scholarly projects must integrate classroom theory with field experiences and must improve each student's professional skills to the greatest possible extent.
 - d. Scholarly projects must make a meaningful contribution to public health.

Scholarly Project Timeline

Students should begin preparing for the scholarly project the semester before they plan to begin the scholarly project. Obtaining an internship waiver approval, completing the GRAD

Form, obtaining IRB approval, if required, and completing the Student Scholarly Project Contract take time. The contract should be completed prior to beginning the scholarly project.

Registration for the scholarly project should be done concurrently with the student's other courses. A total of 3 credit hours is required for the scholarly project. Students may register for 1 to 3 credit hours at a time since the scholarly project can be completed in one semester or over four semesters. The default credit hours for the scholarly project is 1. Therefore, students **MUST MANUALLY SELECT THE CORRECT NUMBER OF CREDIT HOURS**. Students cannot graduate without 3 credit hours of scholarly project being completed.

Student Responsibilities

1. Students have the primary responsibility for designing the scholarly project.
 - a. Typically, students need to discuss goals, objectives, and the methods of evaluation for the scholarly project with their Scholarly Project Advisor.
 - b. The student MUST then complete a Scholarly Project Contract (Appendix A) with their Scholarly Project Advisor.
2. Students are required to complete all the activities listed in the Scholarly Project Contract.
 - a. Failure to complete all the activities will result in a U (unsatisfactory) grade, which will require the entire scholarly project to be repeated with different activities.
3. Students are required to maintain all records necessary for the activities detailed in the Scholarly Project Contract.
4. Students are required to create an electronic portfolio from their scholarly project activities.
 - a. The portfolio must be submitted to their Scholarly Project Advisor no later than the last day of the semester.
5. Students are required to prepare a 10-minute PowerPoint presentation.
 - a. The specific requirements for the presentation can be found on the Current Student tab of the MPH website (<http://www.utoledo.edu/hhs/master-of-public-health/current-students/>) and are summarized below.
 - i. Students are held to the 10-minute limit.
 - ii. Students are required to dress professionally.
 - iii. The presentation needs to include the following content:
 1. An introduction of self and major
 2. Determination of scholarly project topic
 3. Scholarly project advisor and their title and credentials
 4. Scholarly project activities
 5. The Foundational and Major Competencies met with the activities
 6. The overall objectives of the scholarly project
 - iv. Students are required to send their presentation to janis.brown@utoledo.edu no later than 5:00 pm on the presentation day.
 - b. Presentations occur during the 14th week of the semester on Friday, beginning at 8:00 am.

- i. Students presenting are required to stay for all the presentations, unless they are working.
 - ii. Students with a job must notify their Scholarly Project Advisor and the Program Director if they cannot stay for all the presentations.
 - c. Students will not receive a grade for their Scholarly Project until after the presentation.
6. Students should complete the Scholarly Project Checklist (Appendix B) with their Scholarly Project Advisor to ensure all requirements for the scholarly project are met.

Scholarly Project Advisor Responsibilities

1. The Scholarly Project Advisor works with the student to complete the Scholarly Project Contract.
 - a. The contract includes mutually acceptable goals, objectives, and methods of evaluation.
2. The Scholarly Project Advisor must meet with the student to ensure an understanding of all pertinent policies, rules, and regulations prior to the beginning of the scholarly project.
 - a. A minimum of one meeting must occur during the scholarly project.
 - b. It is recommended that regular meetings occur to discuss the progress of the scholarly project.
3. The Scholarly Project Advisor must complete the Final Approval of Scholarly Project form after the final scholarly project has been deemed acceptable.
 - a. The Final Approval of Scholarly Project form needs to be submitted to the MPH Program office in room 4416 of the Collier Building on the Health Science Campus.

Examples of Possible Scholarly Project Activities

Each scholarly project is unique, as are the goals and objectives of each student. However, there are activities that are frequently found in scholarly projects. The list below provides some examples.

1. Conduct and author an updated literature review of a major topic and seek publication in a refereed journal
2. Conduct and author a meta-analysis of a topic, based on population data, and seek publication in a refereed journal
3. Develop and author programs and/or media (written, computer, etc.) that will facilitate educating and training selected groups about relevant issues or topics and seek appropriate publication
4. Develop and submit a grant proposal to an appropriate funding source
5. Conduct laboratory and/or field research and prepare a report
6. Conduct a comprehensive case study and submit a report to an appropriate agency or organization for publication
7. Create a method to identify and quantify a problem associated with a programs, technique, or process
 - a. Students are encouraged to outline a method to address the identified problem

8. Apply concepts and theories learned in the classroom in working environmental and organizations under controlled conditions
9. Identify a need, develop a program to address the need, and create a means to evaluate the effectiveness of the intervention or program

Evaluation of the Scholarly Project

The final evaluation of the scholarly project is done by the Scholarly Project Advisor. The evaluation considers all the following.

1. Completion of all the mutually agreed upon tasks.
2. Met all mutually agreed upon objectives.
3. Completed the presentation at the end of the semester the project was completed.
4. Overall performance during the scholarly project including meeting the mutually agreed upon goals.
5. Contributions to the agency's programs or services, if applicable.
6. Ability to make a meaningful contribution or address an articulated need.

APPENDIX A – SCHOLARLY PROJECT CONTRACT

Student Name: _____

Contact Phone: _____

Contact Email: _____

MPH Major: _____

Advisor: _____

I agree to the following obligations for the scholarly project described below:

1. To observe all applicable rules, regulations, instructions, procedures, and direction of the University of Toledo.
2. To refrain from any conduct that would adversely reflect on the University of Toledo and will not engage in any activity which is incompatible with the aims and objectives of the University of Toledo.
3. To keep confidential any and all unpublished information that I know or ought to have known has not been made public, except with explicit authorization, not publish any confidential reports or papers based on the information obtained during research for the project.
4. To acquire approval from my project advisor of the topic PRIOR to beginning the project.
5. To develop, with my project advisor, a list of Foundational and Major Competencies that will be addressed during the duration of the project.
6. To develop a schedule of regular meetings with my project advisor.
7. To develop an expected format for the final product with approval from my project advisor.

Failure to complete these obligations, and all others described in the MPH Student Handbook, Part 3, will result in an unsatisfactory grade (U) and the requirement to perform another scholarly project.

Project Schedule:

Start Date: _____

End Date: _____

Project Details:

Proposed Title of Scholarly Project:

Proposed Strategy:

General Expectations, Timeline, and Product	Competencies Addressed	
	Foundational	Major
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

This contract is subject to change with approval from both project advisor and student.

Additional Comments:

Signatures:

Student Date

Project Advisor Date

APPENDIX B – SCHOLARLY PROJECT CHECKLIST

Task	Date Completed	Student and Advisor Initials
Internship waiver request completed		
Internship waiver approved		
GRAD Form completed and submitted		
Course registration for 4 total credit hours		
Scholarly Project Contract completed		
Electronic portfolio completed and submitted		
Scholarly Project presented		
Final Approval of Scholarly Project form completed and submitted		
Grade received		