

STANFORD UNIVERSITY

MASTER OF SCIENCE IN  
COMMUNITY HEALTH  
AND  
PREVENTION RESEARCH  
(CHPR)

**GRADUATE STUDENT HANDBOOK**

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### **PLEASE READ**

Stanford University deadlines and policies supersede the contents of this CHPR Graduate Student Handbook. All University deadlines and policies are detailed in the official documents of Stanford University:

- Academic Calendar (<https://studentaffairs.stanford.edu/registrar/academic-calendar-1516>) and;
- *Stanford Bulletin* (<http://exploreddegrees.stanford.edu/>).

The contents of this handbook are true as of November 30, 16. Please always refer to the latest version of the CHPR Graduate Student Handbook for the most up-to-date and accurate information.

## Introduction

This handbook provides detailed information regarding the academic policies and procedures pertinent to students in the Master of Science (M.S.) in Community Health and Prevention Research (CHPR). Its purpose is to inform the students of the guidelines, expectations, and milestones relevant to successful completion of their degree program.

**Please note, all University deadlines and policies are detailed in the *Stanford Bulletin* and *Academic Calendar*. Dates herein are provided as a courtesy and may change without notice.** Please check the *Bulletin* and/or *Academic Calendar* for updates on deadlines and policies.

The CHPR Program Office helps students and faculty interpret and follow the CHPR Program and University policies and procedures toward degree completion. If you need assistance, please contact:

TO Preising, Assistant Director of Operations, SPRC Education Programs (H4A + CHPR) at [preising@stanford.edu](mailto:preising@stanford.edu) for questions about applications and Stanford's online systems (Axess, Explore Courses, etc.) and degree progress.

For questions about funding or financial aid, please contact the Financial Aid Office.

<http://financialaid.stanford.edu/grad/>

Students are responsible for following the University and school policies described in this handbook and in the *Stanford Bulletin*. We hope this handbook is of good use to you. We wish you a rewarding experience during your time at Stanford.

## Stanford Mission

The Stanford University Founding Grant, dated November 11, 1885, outlines the founding principles of the University. The Founding Grant describes the "Nature, Object, and Purposes of the Institution" founded by Leland Stanford and Jane Lathrop Stanford in these terms:

Its nature, that of a university with such seminaries of learning as shall make it of the highest grade, including mechanical institutes, museums, galleries of art, laboratories, and conservatories, together with all things necessary for the study of agriculture in all its branches, and for mechanical training, and the studies and exercises directed to the cultivation and enlargement of the mind;

Its object, to qualify its students for personal success, and direct usefulness in life;

And its purposes, to promote the public welfare by exercising an influence in behalf of humanity and civilization, teaching the blessings of liberty regulated by law, and inculcating love and reverence for the great principles of government as derived from the inalienable rights of man to life, liberty, and the pursuit of happiness.

## Stanford Honor Code

Stanford examinations are not proctored. We expect students to behave as mature adults, and to be

judged on the basis of knowledge that they alone possess.

We live by the honor code, and to do so we must support it. This means that students should report observed honor code violations, and the faculty is committed to a quick and just resolution of each case of suspected violation through established administrative practices.

We **do** deal firmly with honor code violations. Students have been suspended, and have had degree conferral delayed, following convictions for honor code violations.

### Stanford University Honor Code

1. The Honor Code is an undertaking of the students, individually and collectively;
  1. that they will not give or receive aid in examinations; that they will not give or receive unpermitted aid in class work, in the preparation of reports, or in any other work that is to be used by the instructor as the basis of grading;
  2. that they will do their share and take an active part in seeing to it that others as well as themselves uphold the spirit and letter of the Honor Code.
2. The faculty on its part manifests its confidence in the honor of its students by refraining from proctoring examinations and from taking unusual and unreasonable precautions to prevent the forms of dishonesty mentioned above. The faculty will also avoid, as far as practicable, academic procedures that create temptations to violate the Honor Code.
3. While the faculty alone has the right and obligation to set academic requirements, the students and faculty will work together to establish optimal conditions for honorable academic work.

Please visit the Office of Community Standards Website for more information on the Honor Code. <https://communitystandards.stanford.edu/student-conduct-process/honor-code-and-fundamental-standard>

## **The Fundamental Standard**

The Fundamental Standard has set the standard of conduct for students at Stanford since 1896. It states:

"Students at Stanford are expected to show both within and without the University such respect for order, morality, personal honor and the rights of others as is demanded of good citizens. Failure to do this will be sufficient cause for removal from the University."

Over the years, the Fundamental Standard has been applied to a great variety of situations. Actions that have been found to be in violation of it include:

- Physical Assault
- Property damage; attempts to damage University property
- Theft, including theft of University property such as street signs, furniture, and library books
- Forgery, such as signing an instructor's signature to a grade change card

- Sexual harassment or other sexual misconduct
- Charging computer time or long distance telephone calls to unauthorized accounts
- Misrepresentation in seeking financial aid, University housing, discount computer purchases, or other University benefits
- Misuse of University computer equipment or e-mail
- Driving on campus while under the influence of alcohol or drugs
- Sending threatening and obscene messages to another student via e-mail, phone, or voice-mail

There is no standard penalty that applies to violations of the Fundamental Standard. Infractions have led to penalties ranging from formal warning and community service to expulsion. In each case, the nature and seriousness of the offense, the motivation underlying the offense, and precedent in similar cases are considered.

Please visit the Office of Community Standards Website for more information on the Honor Code.

## Stanford Patent Agreement

All faculty, , graduate students and postdoctoral fellows are required to sign a Patent and Copyright Agreement (the SU-18 form, signed electronically in Axess) as a condition of either employment or enrollment at Stanford University. For more information about Stanford’s patent policies, see Stanford’s DoResearch website.

<https://doresearch.stanford.edu/policies/research-policy-handbook/intellectual-property/inventions-patents-and-licensing>

## Stanford University Requirements

Note: coterminal students must review all the “Stanford University Requirements” subsections below as well as the “Coterminal Students” subsection.

### Master's Program Proposal

The Master's Program Proposal is a University-required document wherein students plan, in consultation with their faculty mentor, their course of study. Students must list every course they will take in fulfillment of the CHPR Program's degree requirements. All students must obtain approval from their faculty mentor and submit the form to the CHPR Program Office by the specified deadline date, prior to the end of the first quarter of study. Students who have not submitted the form by that time will be placed on hold. Students complete an initial program proposal in their first (Autumn) quarter. Because the CHPR Program allows for some flexibility in choosing courses, students (not including coterminal students) must submit a revised program proposal to the CHPR Program Office by the specified deadline early in the Spring quarter.

## Instructions

1. Obtain the appropriate form from the CHPR Program website. You can download the form from the CHPR Program website here:
  - a. <http://prevention.stanford.edu/education/coterminal-masters-of-science--m-s---in-community-health-and-pre/Forms.html>
2. Type or print neatly (type preferred). Course titles and units must be included. Illegible forms will not be reviewed or processed.
3. Consult with your faculty mentor and have them approve your program proposal.
4. Submit the form to CHPR staff for review and approval. Keep a copy for your own records.
5. Proposals can take up to 14 working days to be reviewed and processed. ACESS will indicate the approval of your proposal under "milestones". Proposals that are not approved will be returned to the student for revision.

Although your faculty mentor must approve your program proposal, the CHPR Program Office has authority for final approval.

## Master's Program Proposal Revision and Submission

Because the CHPR Program allows for some flexibility in choosing courses, all students must submit an up-to-date program proposal to the CHPR Program Office by a specified deadline (deadline varies for coterminal students; deadline will be early in the Spring quarter for non-coterminal students). The specified deadline will be firm and there are will be no exceptions. Students who fail to submit a revised program proposal by the specified deadline may be forced to delay graduation.

It is important that you keep your advisor and CHPR staff apprised of any changes to your program so that there are no problems when you submit your final program proposal.

Students must meet all of the University and CHPR Program requirements and follow all policies listed on the Program Proposal. Failure to fulfill any requirements will delay conferral of the Master of Science degree and further course enrollment. The CHPR Program Office verifies the program proposal against the student's transcript, so the two documents must match exactly. Any changes from the initial course of study planned in the first quarter must be reflected on the revised program proposal.

## **Unit Requirements**

The minimum course unit requirement for the Master's degree in CHPR is 45 units taken in residence at Stanford.

Units earned at another institution do not count toward the minimum units required for the M.S. in CHPR. Coterminal students who have completed graduate level work in the previous 3 non-Summer quarters prior to beginning their Master's program will be able to use up to 6 of those units toward their CHPR requirements, with approval from the CHPR Program Office (and the student's undergraduate major program). Course units cannot be counted towards a student's undergraduate (BA/BS) degree *and* their master's degree (i.e., no double counting).

All students must adhere to the quarterly unit requirements in their programs. While in the undergraduate tuition group, students should enroll in a minimum of 12 units (excluding Summer quarters) to be

considered full-time students. While in the graduate tuition group, students should enroll in a minimum of 8 units (excluding Summer quarters) to be considered full-time students. Please consult the *Stanford Bulletin* for more information about these University policies.

<http://exploreddegrees.stanford.edu/academicpoliciesandstatements/-registrationandstudyliststext>

NOTE: For the 45-unit University minimum for the master's degree, all units must be in courses completed at Stanford and must be in courses at or above the 100-level and at least 50 percent of those must be courses designated primarily for graduate students (typically at least at the 200-level).

Students pursuing a PhD at Stanford are eligible to count up to 45 units from the CHPR Master's degree towards the PhD residency unit requirement (135 residency units). See the *Stanford Bulletin* for more information. <http://exploreddegrees.stanford.edu/graduatedegrees/#residencytext>.

## Grades

All students must also maintain a minimum cumulative 3.0 grade point average in their graduate courses to receive the M.S. degree. For more detailed information on grading procedures, refer to the *Stanford Bulletin*. Before enrolling in an independent study course, students should discuss the grading basis with the supervising faculty member. In some cases, where independent study credit is offered on both a letter and credit/no-credit basis, faculty may prefer one method over another. Please discuss this with the supervising faculty member prior to the University's change of grading basis deadline.

## Minimal Progress

While in the undergraduate tuition group, undergraduates are expected to register for a minimum of 12 units each quarter (not including Summer quarters). In addition, undergraduates are required to:

- Complete at least 9 units each quarter (incomplete courses are not included)
- Complete at least 36 units in your most recent three quarters of enrollment.
- Maintain a cumulative grade point average (GPA) of at least 2.0.

Satisfying these requirements each quarter satisfies the University's minimum progress requirements for undergraduates and will mean that you are in good academic standing. If undergraduates do not meet these requirements in any given quarter, they will be placed on probation. Learn more at the Registrar's Office.

<https://registrar.stanford.edu/students/undergraduate-degree-progress/undergraduate-minimum-progress-information>

While in the graduate tuition group, graduate students enrolled for 11 or more units must pass at least 8 units per quarter by the end of each quarter. Those registered for fewer than 11 units must pass at least 6 units per quarter by the end of each quarter unless other requirements are specified in a particular case or for a particular program.

Students receiving federal student aid funds, including student loans, must maintain satisfactory academic progress standards that may be stricter than departmental standards. Visit the Financial Aid Office for

details.

## **Degree Conferral**

Students must apply for conferral of their master's degree by filing an Application to Graduate on Axess by the Registrar's quarterly deadline. Due dates are listed on the Academic Calendar posted by the Registrar's Office. These deadlines are firm and the University does not make exceptions. If you miss the deadline, you may be able to petition with the Registrar's Office to file your application to graduate past the deadline, but late fees will apply. **Students must be registered in the quarter their degree is conferred.** See the *Stanford Bulletin* for further policy information.

The CHPR Program Office will make every effort to contact a student whose degree requirements (e.g., missing forms, missing grades) are not met prior to submitting the lists of graduating students to the University Registrar. However, due to time constraints and other demands imposed on the CHPR Program Office, *you* are responsible to ensure you meet all graduation requirements. If you have questions about graduation and degree requirements, please contact the CHPR Program Office.

### Important note for coterminal students

A separate application must be filed for both the undergraduate and graduate degree program in each respective conferral quarter(s). The master's degree must be conferred simultaneously with or after the bachelor's degree.

Coterminal students must have one quarter of overlap between the undergraduate and graduate careers prior to conferral of their undergraduate degree. For example, if the first graduate quarter in the coterminal master's program is Spring, then the earliest that the undergraduate degree can be conferred is at the completion of Spring quarter.

## **Time Limit for Completion of the Master's Degree**

As stated in the *Stanford Bulletin*, "All requirements for a master's degree must be completed within three years after the student's first term [i.e., quarter] of enrollment in the master's program (five years for Honors Cooperative students). Students pursuing a coterminal master's degree must complete their requirements within three years of their first quarter of graduate standing." See the *Stanford Bulletin* for further information.

**The CHPR Program anticipates that most coterminal students will complete the M.S. in CHPR in 1-2 years (6 non-Summer quarters) and that most non-coterminal students will complete the M.S. in CHPR in 1 year.**

Extensions of time limits are subject to the approval of the CHPR Program Office and the School of Medicine. Students having difficulty meeting the above time limits should consult their faculty mentor and the CHPR Program Office.

## **Commencement**

Commencement is held annually each June. There are two ceremonies: the University ceremony (main event) and the School of Medicine Diploma Distribution Ceremony. Information about commencement is typically available around mid to late April.

## Leave of Absence and Reinstatement

Students may find themselves in need of a Leave of Absence. Common reasons for interrupting school temporarily are family emergencies, illness, financial difficulties, or even employment or internship opportunities that could further progress in research.

Coterminal students who wish to take a leave of absence are subject to the Leave of Absence policies for undergraduate and graduate students, as described in the "Leaves of Absence and Reinstatement (Undergraduate)" and "Leaves of Absence (Graduate)" sections of the *Stanford Bulletin*. Graduate students, including coterminal students, must obtain permission from the master's degree program. A coterminal student whose undergraduate degree has not been conferred must also obtain permission from the office of Undergraduate Advising and Research, and may not take a leave of absence unless approved for both the graduate and undergraduate leave. Coterminal students are permitted to request a leave of absence for the first quarter of the graduate program. Leaves of absence are granted for a maximum of one calendar year, or four quarters. An extension of leave, for a maximum of one year or four quarters, is approved only in unusual circumstances. Leaves of absences may not exceed a cumulative total of two years (8 quarters including Summer quarters), including both undergraduate and graduate programs.

**Procedure to File a Leave of Absence:** Except where unexpected circumstances necessitate an immediate leave, students are expected to file for a voluntary leave of absence 30 days prior to the quarter in which the leave will begin. A leave of absence for an M.S. student must be approved in the CHPR Program Office and the Department of Medicine. Evidence of good academic progress is a requirement to obtain approval. The leave form must be approved by the CHPR Program Office and submitted to the Registrar's Office for final approval and processing. International students must also obtain approval from the Bechtel Center to ensure visa requirements are met. Failure to enroll without first obtaining approval for a Leave of Absence will cause discontinuation of your student status.

Students should review all possible ramifications of taking a leave of absence. Students are encouraged to check with all other appropriate University offices (e.g., Housing Assignments, Financial Aid, Student Financial Services, Bechtel International Center, Vaden Health Center) to determine how taking a leave of absence impacts their status with these offices. Students on leave of absence are not registered and, therefore, do not have the rights and privileges of registered students. They cannot fulfill any official department or University requirements during the leave period. Therefore, a student is advised to think carefully before requesting a leave of absence. Should one be necessary, please consult with the CHPR Program Office.

To learn more about leaves of absence and reinstatement, please visit the *Stanford Bulletin*:

1. Overview:

<http://exploreddegrees.stanford.edu/cotermdegrees/#degreeprogress>

2. Undergraduate policy:

<http://exploreddegrees.stanford.edu/undergraduatedegreesandprograms/ - leavesandreinstatement>

3. Graduate policy:

<http://exploreddegrees.stanford.edu/graduatedegrees/ - leavereinstatement>

## Students Pursuing a Stanford Dual Degree

To Change or Add a Degree Program at Stanford

November 30, 16

The Graduate Program Authorization (“Grad Auth”) petition is submitted through Axess by graduate and professional students in order to request a new degree program or to request a change of degree programs. There is an application fee (\$125 in 2015) to submit the Grad Auth petition. Please talk to the Admissions and Financial Aid Specialist before submitting the online petition because the fee will apply whether the transfer is successful or not.

Note: international students are required to submit proof of adequate financial support prior to obtaining departmental approval. Contact the Bechtel International Center for details.

For more information on how to change or add a degree program Stanford, please visit the Stanford Registrar.

<https://registrar.stanford.edu/students/graduate-degree-progress/graduate-program-authorization-petition>

### **Coterminal Students**

A coterminal degree program allows undergraduates to study for a Master of Arts (M.A.) or Master of Science (M.S.) degree while completing their bachelor's degree(s) in the same or a different department. To qualify for both degrees, a student must complete requirements for both the bachelor's degree and the master's degree as described under their respective sections of the *Stanford Bulletin*. Please visit the *Stanford Bulletin* to learn more about Stanford’s coterminal programs.

<http://exploreddegrees.stanford.edu/cotermdegrees/>

### Coterminal Applications

Applications for admission to a coterminal program must fulfill the following conditions:

- Applicants must be current Stanford undergraduate students.
- All applicants must have earned 120 units toward graduation (UTG) as shown on the undergraduate unofficial transcript. This includes allowable Advanced Placement (AP) and transfer credit.
- Applicants must have a major(s) declared.
- Applicants must have completed six non-Summer quarters at Stanford (or two non-Summer quarters at Stanford for transfer students).
- Applicants must submit their application and, if admitted, respond to the offer of admission no later than the quarter prior to the expected completion of their undergraduate degree. This is typically the Winter quarter prior to Spring quarter graduation.

Applications must be submitted by the deadline for each quarter. All updates to University coterminal rules can be found at the Stanford Bulletin.

<http://exploreddegrees.stanford.edu/cotermdegrees/>

### Tuition Assessment

Coterminal students are in the undergraduate coterminal student group and assessed the undergraduate tuition rate for 12 quarters. Coterminal students are changed to the graduate coterminal student group in the 13th quarter and are then assessed the regular graduate tuition rate. For more information on tuition

assessment, please visit the *Stanford Bulletin*.

<http://exploreddegrees.stanford.edu/tuitionfeesandhousing/#tuitiontext>

### Course Enrollment

Once admitted to a coterminal master's program, students have two active careers in PeopleSoft Student Administration (undergraduate and graduate) under which they may enroll in courses.

Students must use the undergraduate career to enroll in courses that count towards the bachelor's degree. Students must use the graduate career to enroll in courses that count toward the master's degree.

After accepting admission to a master's degree program, coterminal students may request transfer of Stanford courses from the undergraduate to the graduate career to satisfy requirements for the master's degree. Transfer of courses to the graduate career requires review and approval of the student's faculty mentor and the CHPR Program Office. Approved course transfer requests require the review of a student's undergraduate major program.

All course transfer requests must be submitted to the Student Services Center no later than the Final Study List Deadline of the intended bachelor's degree conferral quarter.

Course transfers between careers are not possible after the bachelor's degree has been conferred.

Undergraduate credit from transfer courses or tests may not be transferred to the graduate career.

Learn more at the Stanford Bulletin.

<http://exploreddegrees.stanford.edu/cotermdegrees/#degreeprogresstext>

### Unit Requirements

Students pursuing coterminal bachelor's and master's degrees are expected to meet the minimum requirements for each of the degrees, as follows:

- 180 units for the bachelor's degree plus 45 unduplicated units (or higher unit-requirement, as determined by the graduate program) for the master's degree
- Dual undergraduate degrees require 225 units for the bachelor's degree plus 45 unduplicated units (or higher unit-requirement, as determined by the graduate program) for the master's degree

For the 45-unit University minimum for the master's degree, all units must be in courses completed at Stanford and must be in courses at or above the 100-level and at least 50 percent of those must be courses designated primarily for graduate students (typically at least at the 200-level).

### Degree Conferral

A separate application must be filed for both the undergraduate and graduate degree program in each respective conferral quarter(s). The master's degree must be conferred simultaneously with or after the bachelor's degree.

Coterminal students must have one quarter of overlap between the undergraduate and graduate careers prior to conferral of their undergraduate degree. For example, if the first graduate quarter in the coterminal master's program is Spring, then the earliest that the undergraduate degree can be conferred is at the completion of Spring quarter.

### Leave of Absences

Coterminal students who wish to take a leave of absence are subject to the Leave of Absence policies for both undergraduate and graduate students, as described in the undergraduate Leaves of Absence and Reinstatement section of the *Stanford Bulletin*. A coterminal student whose undergraduate degree has not been conferred must obtain permission from the master's degree program and the office of Undergraduate Advising and Research, and may not take a leave of absence unless approved for both the graduate and undergraduate leave. Except where unexpected circumstances necessitate an immediate leave, students are expected to file for a voluntary leave of absence 30 days prior to the quarter in which the leave will begin. Coterminal students are permitted to request a leave of absence for the first quarter of the graduate program. Leaves of absence are granted for a maximum of one calendar year, or four quarters. An extension of leave, for a maximum of one year or four quarters, is approved only in unusual circumstances. Learn more at the *Stanford Bulletin*.

<http://exploreddegrees.stanford.edu/cotermdegrees/ - degreeprogress>

## CHPR Program

To complete the M.S. in CHPR, students must complete a minimum of 45 units, conduct a two-quarter long community-based research internship, and write a master's thesis.

### CHPR Faculty and Staff

*Director of the Stanford Prevention Research Center (SPRC):* Douglas Owens

#### Core Faculty and Academic Staff

*Professors:* John Ioannidis, Randall Stafford, Marcia Stefanick

*Associate Professors:* Judith J. Prochaska (Program Faculty Director)

*Assistant Professors:* Mike Baiocchi, Sanjay Basu

*Senior Research Scientists:* Wes Alles, Michaela Kiernan

*Instructors:* Lisa Goldman Rosas, Sonoo Thadaney (Program Staff Director)

*Assistant Director, Operations:* TO Preising

### CHPR Courses

Students will take a combination of required core courses and electives. **All core courses (except for CHPR 206 and CHPR 255) must be taken for a letter grade.**

- The most up-to-date CHPR course listings (for both core courses and electives) can be found at the CHPR website.
  - <http://prevention.stanford.edu/education/coterminal-masters-of-science--m-s---in-community-health-and-pre/courses.html>
- A weekly CHPR course calendar for the Autumn, Winter, and Spring quarters can be found at the below website.
  - <http://tinyurl.com/CHPR-courses>

## Community-Based Research Internship

### Overview

Students must complete a consecutive two-quarter long community-based research internship under the supervision of a SPRC faculty mentor. Students will receive 6 total units for their internships, which are all unpaid positions, by enrolling in (and completing) CHPR 299 with their faculty mentor. The primary learning goal of these internships is for students to apply their coursework and translational research in a community or lab setting by engaging community members and faculty to create innovative, research-based, chronic disease prevention solutions addressing community health challenges.

Students may contribute to one of their faculty mentor's existing research studies or projects. Such studies/projects may require an IRB (Institutional Review Board) review. In this situation, a student's faculty mentor must agree to serve as the PI on the IRB application. Students may not submit to the Stanford IRB independently.

Students also have the option of doing an internship with a community partner organization. In that situation, a student's faculty mentor must be willing to and agree to supervise you as you work on an internship project with that specific community partner. This is less likely to take place if your internship project does not fall within your faculty mentor's general area of expertise or it is unclear how this community partner will allow you to apply the CHPR curriculum within a 2-quarter long internship.

### Important Note about Beginning Your Internship

Generally, CHPR students (not including coterminal students) will enroll in Program Internship and Engagement (CHPR 239) during the Autumn, Winter, and Spring quarters and Community-Based Research Internship (CHPR 299) during the Winter and Spring Quarters.

Coterminal students must fulfill the following requirements in order to enroll in Program Internship and Engagement (CHPR 239) and Community-Based Research Internship (CHPR 299):

1. Complete or be enrolled in one of the following courses:
  - The Role of Causal Inference, Study Design, & Outcomes in Community Research (CHPR 225)
  - Theoretical Foundations and Design of Behavioral Intervention Trials (CHPR 228)
2. Complete or be enrolled in at least 1 approved Biostatistics and Research Methods course.

### Internship Time Commitment and Timeline

Stanford's long-standing policy, which is in compliance with the federal definition, is published by the Registrar's Office. This policy states that **every unit for which credit is given is understood to represent approximately three hours of actual work per week for the average student.** This policy is in compliance with federal regulations.

For each internship quarter, students will enroll in CHPR 299 with their faculty mentor. CHPR 299 is 3 units per quarter (6 total units over two quarters). Thus, total hours required for the community-based research internship are 9 hours per week averaged over the quarter, for two consecutive non-Summer quarters. Other arrangements are possible, and must be approved by the CHPR Program Office before the start of the quarter.

Typically students will not do their internship or enroll in CHPR 299 during a Summer quarter. There are two exceptions to this.

1. In rare cases, students may be permitted to do data collection for their internship offsite at a location outside the Bay Area during a Summer quarter. While doing this type of data collection, students are not under the CHPR Program's jurisdiction and do not receive course credit (nor do they pay Summer tuition). A below example illustrates how this policy might work:

- Spring 2016 Quarter: student does 3-unit CHPR 299 with their faculty mentor. A main focus during this quarter may be on background research and study/project design.
- Summer 2016 Quarter: student does data collection for internship, but they are not under the jurisdiction of the CHPR Program nor do they receive course credit.
- Autumn 2016 Quarter: student does 3-unit CHPR 299 course with their faculty mentor. A main focus during this quarter will be on analyzing the data the student collected during the Summer.

2. In rare cases, a student may be permitted to do part of their internship for course credit on campus or at a location within the Bay Area during a Summer quarter. In this situation, a student may enroll in CHPR 299 with their faculty mentor and receive course credit. The student will have to pay Summer tuition.

#### Requirements for students working with community partner organizations

Students must meet all of their community partner's requirements, which may include, but are not limited to, providing evidence of vaccination, evidence of lack of communicable disease, having particular background check results, signing forms that may limit the student's rights, and participating in further training. Students must also follow their community partner's rules.

#### Internship Expectations and Problems

Students and internship partners are required to sign a *CHPR Internship Partner Agreement*, which outlines the responsibilities and expectations of the student and internship partner during the duration of the CHPR Program's community-based research internship. The *CHPR Internship Partner Agreement* will be provided to students by the CHPR Program Office. **The *CHPR Internship Partner Agreement* must be signed by the student and internship partner no later than the third week of the first quarter of the student's first internship quarter.** You can access the *CHPR Internship Partner Agreement* at the CHPR Program website here: <http://prevention.stanford.edu/education/coterminal-masters-of-science--m-s---in-community-health-and-pre/Forms.html>

Stanford expects that the student and internship partner (i.e. a faculty member or a community partner organization) will commit to each other for the length of the community-based research internship. Students or community partners who are dissatisfied, have concerns, or may not be able to fulfill their internship commitment should notify the CHPR Program Office as soon as possible, preferably before the end of the second week of the internship, for details on available options for resolving the issues.

Students and internship partners are not authorized to release each other from their binding commitment. The student or internship partner may request mediation if either party is dissatisfied with the match. The CHPR Program Office must be notified by either party of the request for mediation before the end of the second week of the second internship quarter. If mediation is not successful, either party must notify the CHPR Program Office before the end of the fourth week of second internship quarter. The student may be reassigned if a suitable internship partner is available and agrees to the assignment. No further reassignments will be permitted after the second assignment, and the CHPR Program Office reserves the right to re-evaluate a student's suitability for the CHPR Program if further mediation is requested during the second assignment.

Students who have requested mediation shall not apply for, discuss, interview for, or accept a concurrent year position with another internship partner prior to the CHPR Program Office issuing its decision regarding the mediation. If the CHPR Program Office receives information that a student has applied for, discussed, interviewed for, or accepted a concurrent year position with another internship partner prior to receiving the mediation decision from the CHPR Program Office, the CHPR Program Office will initiate an investigation to determine whether the student or internship partner has violated the terms of this Agreement.

## **Master's Thesis**

The master's thesis may be closely entwined or separate/parallel to the student's community-based research internship. The master's thesis allows students to demonstrate knowledge, application, and thoughtful scholarly communication of theoretical principles central to community health interventions, study design, research and analytic methods, as well as depth in a substantive area of community health and prevention research. The thesis is intended to be 30 pages in length ("article-length"), double-spaced, 1-inch margins, 12-point font size and will include supporting tables, figures, and references.

### Types of Master's Theses

1. Analysis of original data collected via a student's internship
2. Comprehensive literature review with meta-analysis of data or critical reanalysis of data
3. Evaluation of a methodological problem using data
4. Comprehensive literature review with a grant proposal (NIH-style format) for a new study to bridge a gap in existing knowledge
5. Organizational health improvement and evaluation plan written for a student's internship organization
6. Faculty mentor approved, independently designed thesis (approved by CHPR faculty governance team).

### Types of Data Used for the Master's Thesis

We encourage students to use extant data sets for their projects. Students are not limited to quantitative data sets; many SPRC faculty possess qualitative data sets that may be analyzed for a master's thesis

project. Students also have the option of collecting original data, for example, through the use of surveys. Students will be strongly encouraged to develop their thesis into a manuscript for publication or a credible research grant application, and students will be provided the mentorship to do so. All data collection and usage must follow University IRB and relevant required guidelines.

### Master's Thesis Committee

A thesis review committee will evaluate each student's master's thesis. Each student and their faculty mentor will identify the members of the thesis review committee, comprising 3 thesis readers:

- The core reader is typically the student's faculty mentor.
- One co-reader will typically be a scholar selected by the student, with the faculty mentor's approval.
- The second co-reader may be a mentor from a student's community internship placement and/or a scholar serving as a "content expert."

### **Financial Aid**

Currently, the SPRC has no funding available for M.S. students. To learn more about graduate financial assistance, please visit the Stanford Financial Aid Office.

Undergraduate students who have received financial aid should check with the Financial Aid Office before applying to determine the impact of enrolling in the coterminal M.S. on their financial aid package.

## **Places to Get Help**

If you find yourself in an overwhelming situation, rather than letting things build up until you can no longer handle it, there are several individuals and offices that can help. Here is just a sample of places you can turn. They are not listed in any particular order, so feel free to contact whoever you feel most comfortable with.

- The Wellness Network at Stanford
  - <https://wellness.stanford.edu/graduate>
- Stanford's Counseling and Psychological Services (CAPS)
  - Services are confidential unless a mandated reporting issue arises.
  - <https://vaden.stanford.edu/caps-and-wellness/counseling-and-psychological-services-caps>
- Graduate Life Office
  - Offers support and assists with connecting students to necessary resources for personal and academic issues.
  - <https://glo.stanford.edu/>
- Your faculty mentor or another faculty member that you feel comfortable with.

### **For Additional Assistance**

1. The Office of the Vice Provost for Teaching and Learning (VPTL)
  - VPTL includes The Teaching Commons and the Center for Teaching and Learning.
  - Student services include tutoring, academic coaching, and health & wellness for students.
  - <https://vptl.stanford.edu/>
2. Hume Center for Speaking and Writing
  - The Hume Center provides resources to undergraduate and graduate students for every stage of their academic career and for any kind of writing and speaking.

- <https://undergrad.stanford.edu/tutoring-support/hume-center/about-hume-center>
3. Bechtel International Center
- The Bechtel International Center provides assistance with cultural and language problems, visas/passport issues, and is also an excellent resource for spouses and families.
  - <https://icenter.stanford.edu/>

### Reference Guides

- Academic Calendar
  - <https://registrar.stanford.edu/resources-and-help/stanford-academic-calendar>
- Stanford Bulletin
  - The Stanford Bulletin includes course descriptions, as well as University and School policies.
  - <http://www.stanford.edu/dept/registrar/bulletin/>
- Graduate Academic Policies and Procedures Handbook (GAP)
  - This Handbook is a collection of information about University policies, requirements, and resources relevant to all Stanford graduate students.
  - <http://gap.stanford.edu/>

### Helpful Links

- **Academic Calendar** (includes quarterly Enrollment and Registration deadlines)  
<https://registrar.stanford.edu/resources-and-help/stanford-academic-calendar>
- **Axess**  
<http://axess.stanford.edu/>
- **Course Descriptions and Schedule**  
<http://explorecourses.stanford.edu/>
- **Stanford Bulletin**  
<http://bulletin.stanford.edu>
- **Graduate Student Handbook**  
<http://gap.stanford.edu/>
- **Asian American Activities Center**  
<http://www.stanford.edu/dept/a3c/>
- **Bechtel International Center**  
<http://www.stanford.edu/dept/icenter>
- **Black Community Services Center**  
<https://bcsc.stanford.edu/>
- **Computing and Communication Services**  
<https://itservices.stanford.edu/service/computing>
- **Dean of Research & Graduate Policy**  
<http://www.stanford.edu/dept/DoR/>
- **El Centro Chicano**  
<http://www.stanford.edu/dept/elcentro/>
- **Financial Aid Office**  
<http://www.stanford.edu/dept/finaid/>
- **Honor Code**  
<https://communitystandards.stanford.edu/>

- **Housing and Dining Services**  
<https://rde.stanford.edu/>
- **LGBT Community Center**  
<https://lgbt.stanford.edu/>
- **Libraries**  
<http://www-sul.stanford.edu/>
- **Native American Cultural Center**  
<https://nacc.stanford.edu/>
- **Office of Accessible Education**  
<https://oae.stanford.edu/>
- **Stanford Directory Information**  
<http://stanfordwho.stanford.edu/lookup>
- **Vaden Student Health Service**  
<http://vaden.stanford.edu/>
- **Women's Community Center**  
<http://www.stanford.edu/group/womenscntr/>

## Contact Information

If you need assistance from the CHPR Program Office, please contact:

TO Preising, Assistant Director, Operations, SPRC Education Programs (H4A + CHPR) at  
[preising@stanford.edu](mailto:preising@stanford.edu)

For questions about funding or financial aid, please contact the Financial Aid Office.  
<http://financialaid.stanford.edu/grad/>

## Acknowledgment and Acceptance of Terms And Conditions

**NOTE:** A prospective student's admission to the CHPR Master's program will not be complete until the CHPR Program Office has received this signed statement at the address below. The CHPR Program Office must receive the signed agreement within 30 days of the offer of admission. If the CHPR Program Office does not receive the signed agreement by that time, the offer of admission may be revoked at the sole discretion of the CHPR Master's program.

I agree to follow all policies, rules, regulations, and requirements of Stanford University, including those listed in this handbook as it may be revised from time to time. I understand that if my circumstances change and I am no longer able to meet the obligations and responsibilities described in the Stanford CHPR Graduate Student Handbook, I must notify the CHPR Program Office immediately and that, as a result, I may be required to withdraw from the program and to pay late withdrawal penalties.

Signed: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Print and sign this page and email (preferred) or FAX to:

*TO Preising,*

*Assistant Director, Operations, SPRC Education Programs (CHPR + Health 4 All)*

*Medical School Office Building (MSOB)*

*1265 Welch Road, X3C30*

*Stanford, CA 94305-5411*

*FAX: 650-725-6247*

*preising@stanford.edu*