

## Social, Behavioral, and Population Sciences Department

### PHA CHECKLIST

Below is a checklist that should be followed to complete the PHA requirement for the MPH degree.

TASK	DATE	DETAIL	COMPLETED (YES/NO)
Participate in PHA workshop	During second semester of MPH program.	Workshop provides an overview of the PHA guidelines, the evaluation form, and the types of projects available for the PHA	
Identify topic and objectives of the PHA	During first week of classes of next to last semester.	Student identifies topic and objectives of the PHA, in consultation with the advisor.	
Submit PHA proposal for approval	During fourth week of classes of next to last semester.	Student submits a one-page proposal to the advisor, consisting of the following: - Title - Objectives - An abstract or description of the PHA - A working bibliography of at least three references	
PHA proposal review and acceptance	During fifth week of classes of next to last semester.	Advisor reviews the submitted PHA proposal within 1 week  Proposals that are not acceptable are returned to the student for revision and resubmission within 1 week	
PHA development	During the remainder of the next to last semester.	Student develops PHA which should generally include the elements outlined in the PHA guidelines document	
PHA report submission	First week of classes of last semester	Student submits a copy of the completed PHA to advisor on or before the due date ( <b>see SBPS PHA Guidelines for instructions on how to submit this</b> )	
PHA report evaluation and feedback by advisor	Within two weeks of submission	Advisor reviews and grades the PHA within two weeks of its receipt from the student  Advisor informs student and Program Coordinator of the outcome of the evaluation	
Revision of PHA (if required)	Within two weeks of evaluation result	If the PHA is not acceptable as is, and minor or major revisions are needed, the student will have two weeks to revise and resubmit to advisor.  If acceptable, the revision will be sent to the Program Coordinator	
Certification of completion of culminating experience	Within 24 hours of passing	The PHA Evaluation form along with the final copy of the approved written PHA will be retained in the student's departmental file.  In addition, students are responsible for completing the <b>SPHTM ILE Completion Form</b> , signing, and submitting the form to the Program Coordinator.	