



Mississippi University
for Women
A Tradition of Excellence for Women and Men

**Graduate Program
Handbook**
in
Master of Science
Health Education

2007-2008

College of Education and Human Sciences
Graduate Studies

Revised 9/2007

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Please Note: The *MUW 2007-2008 Bulletin* is available online at the following link:
<http://www.muw.edu/registrar/Final%20MUW%200708%20Catalog.pdf>.

GRADUATE STUDIES MISSION STATEMENT

Mississippi University for Women offers graduate programs that provide students who have received a baccalaureate degree with opportunities to learn research-based content beyond that of their undergraduate programs while refining their skills as practicing professionals. The mission of Graduate Studies follows the University's Strategic Plan: (1) promoting academic excellence through programs that result in individuals who are masters in their professions, (2) maintaining a rigorous system of admissions and monitoring, (3) developing leadership and research skills, and (4) fostering community service as well as participation in state, regional, national, and international organizations. Graduate faculty, administration, and staff at Mississippi University for Women are committed to providing a quality environment with resources for excellence.

M.S. IN HEALTH EDUCATION PROGRAM PHILOSOPHY

The graduate program in Health Education provides students with the practical and research experiences necessary to become a practitioner or educator in the field of Health Education. The program promotes health-related social and behavioral changes in the community, school, and/or workplace settings. Sample courses include Foundations of Health Education, Epidemiology, and Theories of Health Behavior, as well as selected courses from the College of Nursing or the College of Education. In these courses students learn to conduct diagnostic needs assessments, plan, implement, and evaluate health education interventions for patients, schools, or communities. The final phase of the student's work is completion of an internship or a thesis.

Students completing this degree are eligible to take the Certified Health Education Specialist (CHES) exam given each year in this region. The program meets Mississippi State Department of Education's 'AA' Teaching Certification. The program adheres to the competencies of the National Commission for Health Education Credentialing. (*MUW Bulletin 2007-2008*, p. 151)

M.S. IN HEALTH EDUCATION PROGRAM PURPOSE

The purpose of the MS in Health Education is to provide high quality instruction and research at the graduate level. The degree seeks to provide graduate students with the skills and knowledge to become professionals in the field of Health Education. This purpose relates to the MUW mission by providing general and specialized education for a diverse population of students with an emphasis on women's health issues. The program seeks to enhance the well being of MUW students, faculty and staff as well as the citizens of Columbus, Lowndes County and the surrounding areas through cooperative efforts and partnerships.

Any student graduating with a Master of Science in Health Education will be required to maintain a 3.0 cumulative average throughout the degree program. The M.S. degree is a 36 hour graduate program that is offered online or through traditional classroom methods.

Curriculum Requirements (36 Total Hours Required)

Core Requirements (15 Hours)

- HKH 501 Foundations of Health Education (3)
- HKH 510 Theories of Health Behavior (3 Hours)
- HKH 511 Research Methods in Health Education (3)
- HKH 512 Health Program Planning and Implementation (3)
- HKH 513 Health Program Evaluation (3)

Additional Requirements (9 Hours)

- HKH 514 Introduction to Epidemiology (3)
- HKH 520 Physical Activity And Disease Prevention (3)
- HKH 535 Nutrition for Health (3)

Electives (6 Hours)

- HKH 530 Stress Management (3)
- FS 570 Health, Drugs and Chemical Dependencies (3)
- HKH 525 Gender Issues In Health (3)

Thesis or Internship Requirements (6 Hours)

Select one of the following:

- HKH 598 Internship in Health Education (6)
- HKH 599 Masters Thesis in Health Education (6)

(MUW Bulletin 2007-2008, pages 151-152)

M.S. in HEALTH EDUCATION PROGRAM OBJECTIVES

1. To maintain a high quality academic program with high quality students.
2. Current graduate students will participate in planning, implementing and evaluating health promotion/education programs annually and report the findings.
3. To support the university mission by addressing women's health issues.

M.S. in HEALTH EDUCATION PROGRAM FACULTY

Mark Bean (1991) Professor and Chair, Health and Kinesiology, B.S., Mississippi State University, M.Ed., University of Louisiana at Monroe, Ph.D., University of Southern Mississippi.

Will Peveler (2004) Assistant Professor of Health and Kinesiology, B.S., Western Kentucky University, M.S., Western Kentucky University, Ph.D., The University of Alabama.

Irene Pintado (2007) Assistant Professor of Health Education, B.S., Barry University, M. Phil., University of Utah, Ph.D., University of South Florida

Joyce Yates (2002) Professor of Health and Kinesiology, B.S., University of Mississippi, M.Ed., Mississippi State University, Ed.D., Mississippi State University. Coordinator of M.S. in Health Education program, Emma Ody Pohl Endowed Chair.

PROCEDURES FOR PROGRESSING IN THE M.S. IN HEALTH EDUCATION DEGREE

1. **Admission Requirements** - Students requesting admission to the Graduate Program in Health Education must fulfill the following:
 - A. Meet all criteria for admission to Graduate Studies.
 - B. Possess a Baccalaureate degree, preferably in a health related area, from an accredited four-year institution.
 - C. Interview with the Program Coordinator, via telephone or face-to-face.
 - D. Have a satisfactory score on GRE.
 - E. Have an overall QPA in undergraduate academic courses of 3.0 on a 4.0 scale (2.75 for conditional admission).
 - F. Three letters of recommendation, one of which must address the candidate's academic preparation.
 - G. Resume of work experience

2. **Advisor Assignment** - Each graduate student is assigned an advisor as follows:
Health Education – Dr. Joyce Yates or Dr. Irene Pintado

3. **Program Progression**

- A. No student is to enroll in graduate courses until a letter of admission has been received. Letters of admission are generated when the student has completed all application requirements. One copy of this letter is sent to the Program Coordinator and another is placed in the student's permanent file in the Graduate Office.
- B. Graduate student must meet with advisor prior to registration to secure approval for courses to be taken in a given semester. This may be done via e-mail, telephone, or face-to-face.
- C. Students who have been admitted conditionally because of a low QPA or low GRE must meet with advisor after completing a minimum of 9 semester hours to determine if admission status needs to be upgraded.
- D. Upon completion of 9 credit hours and a QPA of 3.0 or above (which includes no more than 6 hours with a grade of "C"), the *Application for Admission to Candidacy* form (**Appendix A**) should be completed, signed by the student and advisor, and submitted by the student to the Program Coordinator for approval. *A minimum of 15 semester hours must be completed after admission to candidacy.* Once the candidacy form is complete with signatures, the office of Graduate Studies will keep the original on file and send a copy to graduate student. The *Application for Admission to Candidacy* form located in Appendix A also includes the Proposed Program for Health Education.
- E. All requests for modifications to the Candidacy Form must be made by the student in writing and addressed to the Program Coordinator for approval. Once the modification(s) has been approved, the student may proceed with courses as planned.
- F. *No more than 6 hours with minimum grade of "B" may be transferred.* Graduate student must submit to the Graduate Office an official transcript documenting any courses transferred from another university for credit within the program of study before the last semester of course work. *This is the responsibility of the graduate student.* The Graduate Office will send a memo and copy of transcript to Registrar's office so student receives credit for this course work.
- G. A senior enrolled at Mississippi University for Women who is within 9 semester hours of completing the requirement for an undergraduate degree and who has at least a 3.0 QPA may, with the approval of the Program Coordinator, Department Chair, Director of Graduate Studies, and Dean enroll in one or more graduate courses while completing the remainder of course work for undergraduate degree. A letter will be sent to the Graduate Office stating the student's name, ID number, and the course number to be taken.
- H. A student will be classified as inactive if he/she fails to enroll in graduate coursework for two consecutive semesters.
- I. A specific check-list for program progression is provided in **Appendix B** of this document.

GENERAL DEGREE REQUIREMENTS

1. **Hour Requirements** - A minimum of 36 hours of graduate credit is required for a M.S. degree in Health Education. Courses numbered 500 or above are exclusively for graduate students and can be taken online or through the traditional classroom setting.
 - A. **Program of Study** – Candidates receive a specified program of study that is recommended by the advisor and monitored through program progression. An example of the HE program of study, which includes all currently required coursework, is found in **Appendix A**. Specific course descriptions are located in **Appendix G**.
 - B. **Course Load** – The minimum load for a full-time graduate student is 9 semester hours; normal full-time load is 12 semester hours. Load for a part-time student is less than 9 hours. Students must have written permission from the program coordinator to exceed 13 semester hours.
 - C. **Time Limitation** – A graduate student must complete the program of study within **six years from the date of first enrollment** in the graduate program.
 - D. **Course Rotation** – Courses are scheduled to complete the online degree program in one year or in two years through the traditional classroom setting. See **Appendix C** for the specific course rotation.
2. **Internships** – Internships provide students with the opportunity for practical training in various health education centers which meet the needs/specifications of individual graduate students as appropriate to their program of study. The internship is conducted under the supervision of a faculty member. See individual programs for specific requirements. Specific internship policy and procedures can be obtained from the Program Coordinator. See **Appendix D** for additional internship information and internship forms.
3. **Professional Portfolio** – The portfolio will be submitted during the last semester of the student’s graduate degree work and will include a cover sheet, table of contents, vita, professional goals, core artifacts, elective artifacts, projects, internship papers and thesis, and references. The portfolio will be evaluated by a jury of two to four faculty members or other professionals who are qualified as reviewers using a rubric that will be developed by the faculty who teach in the M.S. in Health Education program. This is required for graduates who have not completed the program prior to the Fall of 2008.
4. **Comprehensive Examination** –The Comprehensive Exam Form should be submitted to the program coordinator one semester prior to taking the exam. Comprehensive examinations are assessed using a “Rubric for the Masters of Science for Graduate Comprehensive Exams” (submitted with prospectus). The rubric identifies Minimal, Adequate, and Exemplary responses and assigns a point total for each category. Each faculty member evaluates his/her questions using the rubric. The comprehensive examination score required for passing is 15 and above out of the 30 possible points.

The dates for comprehensive exams are set as:

- A. Spring – 3rd Tuesday in March
- B. Summer – 3rd Tuesday in June
- C. Fall – 3rd Tuesday in October

See **Appendix E** for additional information.

5. **CHES Examination** - The M.S. in Health Education program curriculum was developed based on the National Commission for Health Education Credentialing (NCHES) responsibilities and competencies as defined in *A Competency-Based Framework for Professional Development of Certified Health Education Specialist (Framework)*. The NCHES administers the Certified Health Education Specialist (CHES) examination that is a competency-based instrument used to measure possession, application and interpretation of the seven responsibilities and competency areas delineated by the *Framework*. All graduates who have not completed the program prior to the spring of 2008 must take the CHES exam. Information on the CHES exam can be found at <http://www.nchec.org/>.

SCHOLASTIC REQUIREMENTS

See *MUW 2007-2008 Bulletin* pages 28-29.

1. **Grading System and Grade Requirements:** Graduate degree credit is granted only for graduate level courses in which the student earned an A, B, or C. To remain in good standing, the student must maintain a minimum 3.0 GPA on all graduate courses attempted. No more than six semester hours of graduate credit evaluated as C may be applied toward a Masters degree.
2. **Grade of I:** For credit in a graduate course, the work must be completed by the end of the following term (including summer), or the Incomplete (I) automatically converts to an F. Thesis research is the only exception to the incomplete policy.
3. **Dismissal from Graduate Programs:** Unsafe, unethical, illegal, or unprofessional conduct is cause for dismissal. Students dismissed for these causes will not be eligible for readmission to any graduate program at MUW.
4. **Academic Expulsion from Graduate Programs:** A student who does not maintain a 3.0 overall GPA will be placed on probation. If the student on probation fails to get a 3.0 in the probationary semester, the student will be removed from the graduate program and will not be allowed to enroll in any graduate program at MUW.

A student excluded from the program for academic reasons may request a review of his/her status through the Director of Graduate Studies.

5. **Withdrawal from Graduate Program:** Students choosing to leave a Graduate program and enroll as an undergraduate must submit a letter to the Graduate Office stating their intentions.
6. **Withdrawal from the University:** A student may withdraw from the University by completing the appropriate paper work with the Dean of the appropriate College. The designation of W or WP/WF is made according to the academic calendar.
7. **Readmission to Graduate Programs:** Application for readmission may be made only once, and the student will be held to the requirements effective at the time of readmission.

GRADUATE GUIDELINES: ACADEMIC DISHONESTY

Mississippi University for Women is committed to maintaining an atmosphere of intellectual integrity and academic honesty. Students enrolled in Graduate Programs at MUW agree to uphold the highest standards of honesty. Violation of the Honor Code (Student Handbook, 2004-2006, p. 50-51) is subject to disciplinary action. The Graduate Council will serve as the reviewing body. For a full account of MUW's Academic Dishonesty policies, please see Academic Policies and Procedures in this Bulletin. See *MUW 2007-2008 Bulletin* pages 52-54.

ACADEMIC GRIEVANCES

Please refer to the *MU W 2007-2008 Bulletin* pages 55-56.

FINANCIAL AID/SCHOLARSHIP ASSISTANCE

See *MUW 2007-2008 Bulletin* pages 29-32 for additional information about financial assistance.

Graduate Studies in Health Education currently offers financial aid/scholarship assistance as follows:

Partial Scholarship Assistance: Partial scholarships may be awarded for up to one-half tuition but are **not guaranteed**. Scholarship assistance shall be limited to courses 500 and above and for no more than the total hours required for completion of degree sought. The criteria for applying for the partial scholarship assistance are as follows:

- A. Must be fully admitted to a program
- B. Must have QPA of 3.0 or above
- C. Must not have any incompletes
- D. Must not be on academic probation
- E. Must submit a letter stating need for financial assistance
- F. Must submit Partial Scholarship Form (**Appendix F**) with letters **one month prior to the day of registration for the semester the student is seeking financial assistance**. The student must attach other scholarships currently receiving. Completed forms should be sent by mail or fax to the attention of Ms. Bonnie Chaltry, MUW Health & Kinesiology Dept., 1100 College St., MUW-1636, Columbus, MS 39701, fax (662) 329-8554.
- G. Must submit a new application and letter **each** semester

Graduate Assistantships

The Department of Health and Kinesiology offers graduate assistantships for selected students enrolled in the M.S. in Health Education program. Students awarded a graduate assistance must enroll in a minimum of 9 hours and must maintain a 3.0 during the period of the graduate assistantship. Graduate assistants are selected by the Coordinator of M.S. in the Health

Education program. Forms for applying for a graduate assistantship are available from the Health and Kinesiology office and online at the following link:
http://www.muw.edu/hk/ms_degree.html#app.

NOTE: If a student withdraws from classes after receiving graduate scholarship assistance, scholarship assistance will be automatically terminated for those classes and must be repaid by the student before reapplying for Graduate partial scholarship assistance

DISCLAIMER

The University reserves the right to change degree requirements as necessary without prior notice. See *MUW 2007-2008 Bulletin* page 32.

GRADUATE STUDENT GUIDELINES

COURSEWORK SUBMISSIONS

- All coursework submission should follow current American Psychological Association (APA) Guidelines. The most recent edition of the APA Publications Manual can be purchased at the MUW Bookstore.
- A title page is suggested for all assignments, although it is not required by all professors. Please see **Appendix H** for an example of the format which is used for Dr. Yates' classes.

REQUIRED COMPUTER SKILLS

- Students must be proficient in conducting online library searches such as retrieving peer reviewed journal articles, and using multimedia in presentations or meetings such as PowerPoint software.
- Must have access to a computer configured to use on-line (Internet & WWW) transmissions via web browsers & rapid internet access.
- Students will be held accountable for information disseminated via electronic means in online courses (WebCT) or MUW email.
- Must have an alternate computer available.
- Inability to either send assignments on time or take exams at scheduled test times will incur loss of points.

COMPUTER AND INTERNET REQUIREMENTS (Hardware & Software)

Computer

1.2 GHz or greater (Intel Pentium or Celeron, or AMD Athlon processors)

Windows XP operating system

Ethernet and / or wireless internet capable

Browser

Internet Explorer (Latest version)

Anti-Virus Software

Examples of programs: Kaspersky, McAfee, Symantec (Norton).

These must be installed and **kept up to date**. You do not want to send others a virus.

You do not want to lose your data!

Microsoft Office Suite 2003

Includes Word, Excel, PowerPoint

Internet Access

Rapid Access using DSL, cable-modem, T1 or satellite.

(Please note that dial-up access, even accelerated, will not be able to download or upload larger files.)

Adobe Reader

Free download (latest version)

<http://www.adobe.com/products/acrobat/readstep.html>

Appendices

**GRADUATE STUDIES
MISSISSIPPI UNIVERSITY FOR WOMEN
APPLICATION FOR ADMISSION TO CANDIDACY FOR DEGREE**

Name _____ Date _____

Local Address _____ Phone _____

Permanent Address _____

Graduate of _____ MUW Student ID # _____

Date of Graduation _____ Undergraduate Major _____

Graduate Degree Desired _____ Major/Specialization _____

PROPOSED PROGRAM FOR HEALTH EDUCATION

Course Number Elective Major	Course Title	Term	Credit	Grade
	Core Courses (15 Hours):			
HKH 501	Foundations of Health Education (3)			
HKH 510	Theories of Health Behavior (3)			
HKH 511	Research Methods in Health Education (3)			
HKH 512	Health Program Planning & Implementation (3)			
HKH 513	Evaluation of Health Programs (3)			
	Additional Requirements (9 Hours):			
HKH 514	Introduction to Epidemiology (3)			
HKH 520	Physical Activity and Disease Prevention (3)			
HKH 535	Nutrition for Health (3)			
	Electives (6 Hours):			
HKH 530	Stress Management (3)			
HKH 542	Special Topics in Health Education (3)			
HKH 525	Gender Issues in Health (3)			
FS 570	Health, Drugs, and Chemical Dependencies (3)			
	Thesis or Internship Requirements (6 Hours):			
HKH 599	Masters Thesis in Health Education (6)			
HKH 598	Internship in Health Education (6)			
	TOTAL CREDITS			

Graduate comprehensive exam has been successfully completed. Yes No

Graduate portfolio has been successfully completed. Yes No

SIGNATURE OF ADVISOR

DATE

SIGNATURE OF STUDENT

DATE

MISSISSIPPI UNIVERSITY FOR WOMEN
DIVISION OF EDUCATION AND HUMAN SCIENCES
Student Check-List for
Graduate Students in Health Education

- _____ 1. Graduate makes formal application for admission to Graduate Studies and provides official transcripts of all undergraduate work, GRE scores, 3 letters of recommendation, and proof of immunization.
- _____ 2. No student is to enroll in graduate courses until a letter of admission has been received.
(Upon written request, records of applicants who do not enroll will be kept for one calendar year after the term indicated for admission.)
- _____ 3. An advisor is assigned. My advisor is _____. Phone Numbers are: (O) _____ (H) _____
- _____ 4. Graduate student in consultation with advisor works out proposed program of study.
- _____ 5. After completion of 9 semester hours with a minimum QPA of 3.0, graduate student who has been admitted conditionally for low QPA or low GRE must meet with advisor to determine if admission status needs to be upgraded.
- _____ 6. Graduate student must meet with advisor prior to registration to secure approval for courses to be taken in a given semester. Online graduate students may use email or telephone for advising sessions.
- _____ 7. Graduate student must submit an official transcript of courses taken for transfer credit before the last semester of course work. ***No more than 6 hours with minimum grade of "B" may be transferred.***
- _____ 8. Graduate student should contact advisor whenever any problem arises with program.
- _____ 9. Withdrawal from a graduate class should be done through the advisor and approved by the Dean.
- _____ 10. Pre-registered graduate student must complete registration process at date and time designated by the university. Failure to complete registration process will result in student being dropped from the class.
- _____ 11. When a graduate student is in his or her first semester requirements for degree and has a QPA of 3.0 or above which includes no more than 6 hours with a grade of "C," the *Application for Admission to Candidacy* form should be completed and submitted to the Program Coordinator for approval.
- _____ 12. All requests for modifications to the *Application for Admission to Candidacy* form must be made by the student in writing and addressed to the Program Coordinator for approval. Once the modification(s) has been approved, the student may proceed with courses as planned.
- _____ 13. ***A minimum of 15 semester hours must be completed after admission to candidacy.***
- _____ 14. Graduate student should review all courses taken to prepare for the Comprehensive Examination.

- _____ 15. Before graduation, all graduate students will submit a professional portfolio to the MS in Health Education program coordinator (effective Fall 2008). For August graduates, portfolios are due the *first day of the second summer session* and will be returned by the last day of the second summer session. For May and December graduates, portfolios are due *one month* prior to graduation. Students are advised to keep a copy of all contents for their own records.
- _____ 16. During the last semester of graduate classes, graduate student may contact Career Services and have a placement file created. This file will contain student's resume and letters of recommendation written by professors. This will save time by eliminating delays as student completes applications for employment.
- _____ 17. **At the beginning of last term or semester, graduate student must submit a written request to the Coordinator of Graduate Programs in Health Education to take the Comprehensive Examination.**
- _____ 18. Student should check with an advisor to find out examination results.
- _____ 19. Graduate student needs to meet with advisor to confirm completion of requirements for graduation, i.e., all admission requirements have been satisfied, transcripts of transfer credit, comps taken, program of study completed, 3.0 QPA, and no grades of "I" remaining.
- _____ 20. Student must apply for **graduation** with the **Registrar's Office**. Students should contact the Registrar's Office (662-329-7200) during the semester **prior to** graduation for specific application deadlines.
- _____ 22. If a student fails to meet requirements for graduation, *the student must reapply for graduation with the Registrar's Office.*
- _____ 23. Student must take the CHES exam prior to graduation and submit confirmation that the exam has been taken to the program coordinator.

**M.S. in Health Education
Course Rotation**

C = Classroom Delivery

E = Electronic Delivery (on-line course)

<p>FALL – 2006 HKH 520 C Physical Activity and Disease Prev. HKH 513 C Health Program Evaluation HKH 501 E Foundations of Health Education HKH 510 E Theories of Health Behavior HKH 511 E Research Methods in Health Ed. HKH 535 E Nutrition for Health</p>	<p>FALL – 2007 HKH 501 C Foundations of Health Education HKH 511 C Research Methods in Health Ed. HKH 525 E Gender Issues in Health HKH 510 E Theories of Health Behavior HKH 511 E Research Methods in Health Ed. HKH 535 E Nutrition for Health</p>
<p>SPRING – 2007 HKH 512 E Health Program Plan. & Implement. HKH 514 E Introduction to Epidemiology HKH 513 E Health Program Evaluation HKH 535 C Nutrition for Health HKH 511 E Research Methods in Health Ed. FS 570 C Health Drug and Ch Depend. HKH 525 C Gender Issues In Health</p>	<p>SPRING – 2008 HKH 514 C Introduction to Epidemiology HKH 512 C Health Program Plan. & Implement. HKH 512 E Health Program Plan. & Implement. HKH 514 E Introduction to Epidemiology HKH 513 E Health Program Evaluation</p>
<p>SUMMER – 2007 HKH 530 C Nutrition for Health HKH 501 E Foundations of Health Education HKH 520 E Physical Activity and Disease Prev. HKH 530 E Stress Management HKH 510 E Theories HKH 525 C Gender Issues in Health</p>	<p>SUMMER – 2008 HKH 510 C Theories of Health Behavior HKH 501 E Foundations of Health Education HKH 520 E Physical Activity and Disease Prev. HKH 530 E Stress Management</p>

This is a plan. Courses are subject to change.

HKH 598**MISSISSIPPI UNIVERSITY FOR WOMEN
Division of Health and Kinesiology
Graduate Health Education Internship Policy****Purpose of the Internship**

The internship is designed to provide the student with a field-based experience and observation in the health education setting. The experiences of the internship should meet the following objectives:

1. To require an active learning experience to supplement the traditional lectures of an educational curriculum.
2. To provide an assessment of the student's development in the use of general and professional knowledge and skills.
3. To use external professionals in assessing the effectiveness of the student's performance and preparation.

Note: The internship consists of 240 actual hours for 6 hrs. credit. One-third of the total hours (80 hrs.) may be banked if proper paperwork has been submitted. (See *Banked Internship Submission Form* included in **Appendix D**, page D-8).

Role of the Student

1. Complete all forms for placement
2. Obtain and show proof of liability insurance (if required by the site).
3. Follow the administrative policies of the internship site.
4. Obtain necessary and appropriate equipment.
5. Be responsible for arriving and reporting to the designated individual at the specified time. If the student will not be at the designated location at the specified time, s/he must notify the on-site supervisor (or designated individual) and the internship supervisor.
6. Dress appropriately for the work experience. The student will be expected to maintain a conservative and professional personal appearance at all times.
7. Complete all of the assignments specified as the requirements of this course and any other activities deemed appropriate by the on-site supervisor.
8. E-mail weekly updates of internship activities through WebCT once registered for internship class credit. See *HKH 598 Internship in Health Education Weekly Report and Weekly Log* in **Appendix D**. A blank report form for students to download and an example of completed form will be posted in the WebCT HKH 598 class.
9. For banked internship hours, the student keeps all original forms and either fax (662-329-8554) or mail within two weeks of the event a copy of each form to the Program Coordinator, MUW Graduate Studies in Health Education, 1100 College St., MUW-1636, Columbus, MS 39701.

NOTE: If a student must be removed from a site for any reason, the highest grade a student will be able to receive will be a B. If a student must be removed twice within one semester, s/he will automatically receive a grade of F (or WF if s/he chooses to withdraw from the class).

Role of the Internship Supervisor

1. Make on-site visits or phone calls to evaluate the student's progress.
2. Conduct regular meetings on campus as deemed necessary.
3. Approve internship site placement.
4. Remove internship student from a site upon the request of the on-site supervisor.
5. Give school credit and a final grade upon completion of the program.

Role of the Onsite Supervisor

1. Orientation of the students: The first days on the job should be spent in orientation. The exchange of information should be beneficial to both parties in that the student will be given a complete introduction to the overall expectations of the on-site supervisor.
2. Participate in conference with the faculty of the University as deemed necessary and desirable concerning the program and/or the student's progress.
3. Provide facilities and resources for students' participation and/or observation as permitted by the facility.
4. Afford the student the course-related training opportunities that resemble on-the-job duties of a regular employee whenever possible.
5. Terminate any Internship placement if the student does not conform to the facility, and/or is unable or unwilling to meet the expectations and/or the requirements of the placement. However, prior to or immediately following any such termination, the Faculty Internship Supervisor must be notified.

General Internship Information

In an attempt to ensure that the internship experience is a successful experience for everyone involved, certain procedures have been designed. The student must meet and follow the correct procedures before s/he will be allowed to enroll in the internship course.

1. Overall GPA of a 3.0 or above
2. Successful completion of all course work.

Placement Procedures

1. Meet all of the prerequisites
2. Obtain permission from academic advisor to enroll in the internship course.
3. Purchase and obtain proof of professional liability insurance if required by the site.
4. Complete and return placement form and proof of liability insurance to the internship supervisor by the following dates:
 - a. Fall Semester Aug. 1
 - b. Spring Semester Dec. 1
 - c. Summer Semester April 1

Evaluation and Grading

The student's grade will be determined by the completion of the minimal required number of hours, the quality of work on the assignment, and the following evaluations:

1. On-site supervisor
 - a. Evaluation of Assignments
 - b. Complete Evaluation Form
 - c. Conference with MUW supervisor

2. Internship Supervisor
 - a. Evaluation of the student's notebook
 - b. On-site observations
 - c. Evaluation of the quality and appropriateness of assignments and presentation

Required Assignments

1. **Orientation assignment.** After the orientation with the on-site supervisor, the student will provide a detailed written summary of the orientation session. The summary should include duties, site procedures, expectations, limitations, etc. the student will have the summary signed and dated by the on-site supervisor and will be turned in to the faculty supervisor by the end of the first week of the internship experience.
2. **Notebook.** The notebook is considered an important part of the internship experience because it will serve as a record of all the things that you have accomplished at your internship site. Care should be taken to keep the notebook up to date. Notebooks will be evaluated periodically through out the semester and at the end of the semester. The notebook should be in a three ring binder and should be well organized with section dividers. The contents of the notebook should be as follows:
 - a. **Time sheet and schedules** – Time sheets can be found in the Appendix, and should be initialed by the on-site supervisor weekly. A copy of the schedule should be provided to the internship supervisor as soon as possible. Any changes to the schedule should be reported to the internship supervisor immediately.
 - b. **Special Project** – The special project should be the project itself or a typed discussion of the project. The on-site supervisor and the internship supervisor must approve projects. Projects must be above and beyond regular internship duties. The project will be presented to the HK faculty and students upon completion of the internship experience.
 - c. **Miscellaneous Materials** – Handout material, interesting articles, or other pertinent information that are received during the internship experience should be included.
3. **Presentation** – The presentation should be a 15-minute professional oral presentation of the student's special project. The presentation should be well organized and should include audio-visual materials (transparencies, PowerPoint, video, hand-outs, etc.)
4. **Completion of the required hours** – The student must complete a minimum of 240 contact hours for the internship. Specific work times are to be arranged between the student and the on-site supervisor. The students must be prompt, reliable and professional in the internship placement. The student should not be absent or tardy to her/his internship site unless it is an extreme emergency. The student must dress appropriately for the work experience. The student will be expected to maintain a conservative and professional personal appearance at all times.
5. **Additional assignments required by the site.**

MUW Health and Kinesiology
Graduate Health Education Internship

Internship Student should fill out the following:

Name _____ Age _____ Sex _____

Home Address _____

Phone _____ Email _____

Intended Semester of Internship _____

Preferred Site: _____

Employment History

List in Chronological order your past employment experiences(s).

No.Yrs. Experience	From Mo Yr.	To Mo. Yr.	Name & Address of Employer	Title/Position
-----------------------	----------------	---------------	-------------------------------	----------------

Have you ever been removed or dismissed from any position? _____ If yes, explain: _____

What courses do you have left for graduation? _____

By signing this document, I give my consent for this document to be reviewed by the Internship Supervisor, On-site Supervisor, and any other authorized parties.

Students Signature _____ Date _____

Faculty Advisor should fill out the following:

Overall GPA: _____

Has the student completed the pre-requisites for the internship? _____

Student Advisor _____ Date _____

Insurance Verification Form

Student Name: _____

Intended Semester of Internship: _____

Name of Insurance Company: _____

Policy Number: _____ Amount of Coverage: _____

Effective Date of Coverage: _____

Coverage Termination Date: _____

Student _____ Date _____

Student Advisor _____ Date _____

Internship Supervisor _____ Date _____

Student Internship Evaluation Form

Student's Name _____ Evaluator's Name _____

Date _____ Organization where internship was conducted _____

To be completed by on-site supervisor.

Rate the student on the following items. Use a scale from 1 (low, never) to 5 (high, always). If any of the questions are not appropriate to your situation, then use NA for the rating.

1. Appeared well groomed and appropriately dressed for work. _____
2. Was able to handle petty annoyances. _____
3. Was sincerely interested in clientele with whom (s)he came in contact. _____
4. Displayed confidence when presenting instructions or materials. _____
5. Acted interested and enthusiastic about work and assignments. _____
6. Was courteous to students, to co-workers, and to superiors. _____
7. Had a good speaking voice, and could be heard and understood clearly by those with whom (s)he came into contact. _____
8. Shared ideas and methods with co-workers and superiors. _____
9. Accomplished tasks and responsibilities assigned to him/her. _____
10. Practiced regular and punctual attendance. _____
11. Was dependable. _____
12. Displayed an open mind to new methods and techniques. _____
13. Followed directions without repeated instruction. _____
14. Supported the accepted policies of the organization without resistance. _____
15. Went out of his/her way to help others or to volunteer assistance. _____
16. Demonstrated his/her ability to write reports or follow instruction sheets. _____
17. Practiced grammatically correct English. _____
18. Possessed sufficient mastery of the basic skills connected with the teaching phase of his/her work. _____
19. Made an effort to add to his/her knowledge through reading materials and attending extra meetings. _____
20. What grade (see below) would you assign the student for his/her internship experience? _____

A= Excellent B= Above Average Competency C= Average Competency

D= Below Average Competency F= Failure

General Comments:

Signature of Evaluator _____

Banked Internship Submission Form
M.S. in Health Education
Mississippi University for Women

*Note: Internship hours must be banked within 2 weeks of event participation.**

Name: _____

Event: _____ Hours: _____

Description: Attach a typed description detailing the event and your duties involved. Also discuss the relevance of this event and your participation to health education.

Signature of Event Supervisor: _____ Date: _____

Participant's Signature: _____ Date: _____

Coordinator of Graduate Studies Signature: _____

Date: _____

*The student keeps the original form and faxes (662-329-8554) or mails within two weeks of the event a copy of this form to Dr. Joyce Yates, Program Coordinator, MUW Graduate Studies in Health Education, 1100 College St., MUW-1636, Columbus, MS 39701.

**Internship Presentation Rubric
Master of Science in Health Education**

Student's Name _____

	1	2	3	4
Organization	Not organized	Some organization	Mostly organized	Very organized
Clarity	Not clear at all	Confusing	Somewhat understood	Very easily understood
Information	Too much irrelevant information	Some irrelevant information	Generally relevant	All information Was relevant
Quality of Visual Aids/Handouts	No visual aids/handouts	Irrelevant or poor quality (hard to read)	Visual aids/handouts were relevant and of good quality	Visual aids/handouts were well prepared and creative
Overall Presentation	No enthusiasm or not well prepared	Prepared, but read the entire presentation	Prepared and Presentation was not completely read	Very well prepared, creative, and enthusiastic
Application of Internship to Health Ed Theories	Not clear in specific theory used	Some relevant application in theory	Organized and relevant application revealed	Excellent referral to health education theory

Comments:

Suggested Grade: _____

(Optional) Evaluator's Name: _____

HKH 598 Internship in Health Education
Weekly Report and Weekly Log
Month date – date, Year

By
Name

Submitted in partial fulfillment
of the requirements for
Internship in Health Education (HKH 598)
in the Department of Health and Kinesiology
Mississippi University for Women

Due Date, Year

HKH 598: Internship in Health Education Weekly Report and Weekly Log

Intern's Name	
Location of Internship	
Month date – date, Year	
Total hrs. this week	

Summary Statement

Write a summary sentence about what your primary internship activities related to this week.

--

Weekly Report of Activities

Write about each activity for the week. The number of activities each week may vary depending upon what you did. *This can include what you did, why this was an important activity, anything unusual or interesting that occurred, how this relates to your health education interests, etc. This should be more detailed than your log entry for this event.*

Name of Activity			Hrs.

Name of Activity			Hrs.

Name of Activity			Hrs.

Name of Activity			Hrs.

Name of Activity			Hrs.

Weekly Log of Internship Activities

Intern's Name	Location of Internship	Week (Month date – date, Year)	Hours Total hrs. this week
Saturday		Time. Description of activities (# hrs.)	
Month	Day		
Sunday		Time. Description of activities (# hrs.)	
Month	Day		
Monday		Time. Description of activities (# hrs.)	
Month	Day		
Tuesday		Time. Description of activities (# hrs.)	
Month	Day		
Wednesday		Time. Description of activities (# hrs.)	
Month	Day		
Thursday		Time. Description of activities (# hrs.)	
Month	Day		
Friday		Time. Description of activities (# hrs.)	
Month	Day		

<i>Total Hours each day</i>						
Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday

	minus		equals	
Hrs. balance remaining before this week		Total hrs. this week		Hrs. remaining to complete

Supervisor's Signature: _____

HKH 598 Internship in Health Education
Weekly Report and Weekly Log
June 3 – 9, 2007

By
Joe Smith

Submitted in partial fulfillment
of the requirements for
Internship in Health Education (HKH 598)
in the Department of Health and Kinesiology
Mississippi University for Women

June 9, 2007

HKH 598: Internship in Health Education Weekly Report and Weekly Log

Intern's Name	Joe Smith
Location of Internship	ABC School and Community Activities
Month date – date, Year	June 3 – 9, 2007
Total hrs. this week	11 hrs.

Summary Statement

Write a summary sentence about what your primary internship activities related to this week.

This week I was involved in a variety of internship activities in the community, including a Diabetes Foundation Walk, a school health fair, and attending several health related lectures.

Weekly Report of Activities

Write about each activity for the week. The number of activities each week may vary depending upon what you did. *This can include what you did, why this was an important activity, anything unusual or interesting that occurred, how this relates to your health education interests, etc. This should be more detailed than your log entry for this event.*

Name of Activity	Diabetes Foundation Walk	2.5	Hrs.
Write a paragraph about your participation in this event. This can include what you did, why this was an important activity, anything unusual or interesting that occurred, how this relates to your health education interests, etc. This is more detailed than your log entry and gives you an opportunity to write about your experience. (2.5 hrs.)			

Name of Activity	Health Fair at ABC School	4.0	Hrs.
Write a paragraph about your participation in this event. This can include what you did, why this was an important activity, anything unusual or interesting that occurred, how this relates to your health education interests, etc. This is more detailed than your log entry and gives you an opportunity to write about your experience. (4.0 hrs.)			

Name of Activity	W-in-Motion / Mississippi in Motion Health Education Lecture About Nutrition and MyPyramid	1.5	Hrs.
Write a paragraph about your participation in this event. This can include what you did, why this was an important activity, anything unusual or interesting that occurred, how this relates to your health education interests, etc. This is more detailed than your log entry and gives you an opportunity to write about your experience. (1.5 hrs.)			

Name of Activity	Community Lecture about Diabetes by Specialist from Baptist Hospital	2.0	Hrs.
Write a paragraph about your participation in this event. This can include what you did, why this was an important activity, anything unusual or interesting that occurred, how this relates to your health education interests, etc. This is more detailed than your log entry and gives you an opportunity to write about your experience. (2.0 hrs.)			

Name of Activity	Internet search for elementary health education curricula examples	<u>1.0</u>	<u>Hrs.</u>
Write a paragraph about your participation in this event. This can include what you did, why this was an important activity, anything unusual or interesting that occurred, how this relates to your health education interests, etc. This is more detailed than your log entry and gives you an opportunity to write about your experience. (1 hr.)			

Weekly Log of Internship Activities

Intern's Name		Location of Internship	Week (Month date – date, Year)	Total hrs. this week
Joe Smith		ABC School and Community	June 3 – 9, 2007	11 Hours
Saturday		7:30 – 10:00. Participated in Diabetes Walk for the Diabetes Foundation; helped set-up registration tables and registered participants; walked the course as a participant; helped with clean-up and packing after the event (2.5 hrs)		
June Month	3 Day			
Sunday		No internship activities.		
June Month	4 Day			
Monday		10:00 – 2:00. Participated in school health fair held at ABC School in Tupelo, MS; staffed a table to provide general health education information and hand-outs about cancer prevention, smoking awareness, and general nutrition guidelines; spoke with participants visiting the table and answered questions (4 hrs.)		
June Month	5 Day			
Tuesday		No internship activities.		
June Month	6 Day			
Wednesday		11:30 – 1:00. Assisted with Mississippi in Motion/W in Motion registration table for lecture; helped participants sign in and handed out materials; attended lecture about nutrition and My Pyramid presented by Jane Johnson, Extension Agent for Lowndes County (1.5 hrs.)		
June Month	7 Day			
Thursday		7:00 p.m. – 9:00 p.m. Attended special guest lecture on the MUW Campus open to the community and presented by a specialist from Baptist Hospital diabetes prevention and warning signs (2 hrs.)		
June Month	8 Day			
Friday		7:00 – 8:00. Conducted Internet search for examples of possible curricula to use at my elementary school to address general health issues; prepared a summary of my findings with links and e-mailed Dr. Yates for her feedback about my ideas (1 hr.)		
June Month	9 Day			

<i>Total Hours each day</i>						
2.5 hrs. Saturday	none Sunday	4.0 hrs. Monday	none Tuesday	1.5 hrs. Wednesday	2.0 hrs. Thursday	1.0 hr. Friday

240	minus	11	equals	229
Hrs. balance remaining before this week		Total hrs. this week		Hrs. remaining to complete

Supervisor's
Signature: _____

Master of Science in Health Education

Application for Comprehensive Examination

All MSHE students are required to complete a written comprehensive examination as a condition of graduation. The student must complete an “Application for Comprehensive Examination” and identify four of the six required courses in the program and two courses selected from all other courses for exam questions. Students must have approval of the graduate academic advisor before submitting the application form to the Office of Graduate Studies. Students must pass all questions selected and approved by the graduate advisor. Failure to pass the written response on any questions will require an oral defense of the question failed. Failure to pass the oral defense will result in failure of the comprehensive final examinations.

Comprehensive examinations are assessed using a “Rubric for Masters of Science for Graduate Comprehensive Exams.” The rubric identifies Minimal, Adequate, and Exemplary responses and assigns a point total for each category. Each faculty member evaluates his/her question(s) using the rubric. The comprehensive examination score required for passing is 15 and above from the 30 possible points.

All of the students (online and traditional classroom) taking comprehensive examinations in the current program are required to come to Mississippi University for Women’s campus in Columbus for the examination. However, the program faculty realizes that students enrolled in the distance learning option may not be able to travel to Columbus. In this case, the graduate faculty advisor will identify a faculty member or other professional in a health education or related field as the individual to proctor the examination under conditions approved.

Name: _____ Date: _____
 Expected Graduation Date: _____ (mo/yr)

Please indicate four of the following required courses for comprehensive final exam examinations questions.

- HKH 501 Foundations of Health Education
- HKH 510 Theories of Health Behavior
- HKH 511 Research Methods in Health Education
- HKH 512 Health Program Planning and Implementation
- HKH 513 Health Program Evaluation
- HKH 514 Introduction to Epidemiology

Please indicate two of the following elective courses for comprehensive final examination questions.

- FS 570 Health, Drugs, and Chemical Dependencies
- HKH 520 Physical Activity and Disease Prevention
- HKH 525 Gender Issues
- HKH 530 Stress Management
- HKH 535 Nutrition for Health

Comprehensive Final Exam Rubric

	Minimal (1)	Adequate (3)	Exemplary (5)
Research/Supporting Information	Research/Supporting information is not appropriate, does not answer question, or was not present.	Research/Supporting information adequately answers the question. (e.g. according to Glasser) 1-3 citations	Research/Supporting information offers in-depth analysis by providing supportive citations of authorities or other supporting information. 4 or more citations
Content	Answers rely on experience or on topics not related to the program.	Answers allude to some content covered through classes & external readings & projects-in synthesis with experience.	Answers refer to content covered across classes & external readings & projects-in synthesis with experience.
Application	Response has no practical value to instruction, leadership, &/or professional development & organization.	With modifications responses could perceivably have practical value to instruction, leadership, &/or professional development & organization.	Response has practical value to instruction, leadership, &/or professional development & organization.
Organization/ Mechanics	No evidence of paragraph structure; no introduction or conclusion; illogical organization of ideas.	Paragraph development present, but not perfected; loosely organized, some rough transitions; a few errors in spelling & grammar.	Demonstrates logical, subtle sequencing of ideas through well-developed paragraphs; transitions that enhance organization; error-free spelling & grammar; strong introduction & conclusion
Completion	Did not answer all parts of question.	Answered all parts of question.	Answered all parts of question in detail.

SCORING: **PASS = 15 and above**
 FAIL = 14 or less

WRITTEN STANDARDS FOR FAILURE TO PASS WRITTEN COMPREHENSIVE EXAMINATION

1. PURPOSE

- 1.1 The purpose of this statement is to establish written standards for the consequences of failure to pass written comprehensive examinations. This standard is to ensure Mississippi University for Women's commitment to excellence.
- 1.2 Established written standards are necessary to provide legal protection for the student, the faculty, and the University.

2. REVIEW

- 2.1 The Graduate Council and the Coordinator of Graduate Studies shall review these standards as needed. Any changes will be submitted to the appropriate Administrator of the University.

3. CRITERIA

- 3.1 Each graduate program will have an evaluative process in place which identifies content area, number of questions, and what constitutes failure for comprehensive examinations.
- 3.2 Students who fail the written comprehensive on the first write will have:
 1. Opportunity to repeat the written comprehensive on content/questions identified by faculty.
 2. Time and date of the repeat examination as determined by the program director.
- 3.3 In the event the student fails the second comprehensive examination the consequences are:
 1. Failure to graduate on the original date.
 2. Register for and successfully complete a Special Topics course (2 hrs) to be designed as a review course for comprehensive examination. This course must be taken during the semester following the semester in which failure occurred.
 3. Enrollment in at least a one hour course within the University each semester until the completion of degree.
 4. Pass a comprehensive exam within one year after the first failure.
- 3.4 Failure to pass the third comprehensive exam will result in exclusion from the graduate program.

**MISSISSIPPI UNIVERSITY FOR WOMEN
OFFICE OF GRADUATE STUDIES**

PARTIAL SCHOLARSHIP REQUEST FORM FOR GRADUATE STUDENTS

RETURN TO:

Appropriate Graduate Program _____

MUW STUDENT ID NUMBER _____

Name _____
LAST FIRST MIDDLE OTHER NAME IN WHICH TRANSCRIPT MAY BE LISTED

Permanent Address _____

Local Address _____
(IF NOT THE SAME AS PERMANENT ADDRESS)

Work Phone () _____ Home Phone () _____

Graduate Degree Sought: Gifted Studies Health Education Differentiated Instruction
 MAT Nursing Reading/Literacy Speech-Language Pathology

Projected Date of Program
 Completion _____

I am applying for financial assistance for: Fall 20____ Spring 20____ Summer
 20____

Number of Credit Hours to be Taken: _____

PROCEDURE: Submit completed form to appropriate Graduate Program Coordinator/Director **each semester** financial assistance is requested. A new application must be submitted each semester. Scholarship assistance shall be limited to courses 500 and above and for no more than the total hours required for completion of degree sought. Scholarships cannot be awarded until a student has completed all requirements for admission to Graduate Studies. **Students who are currently on academic probation are not eligible to apply.** *If a student withdraws from classes after receiving graduate scholarship assistance, the scholarship assistance will be automatically terminated for those classes and must be repaid by the student before reapplying for this partial scholarship.* The deadline for submitting this form is two months prior to the day of registration for the semester the student is seeking financial assistance.

**I have carefully read the statement above and agree to the guidelines and stipulations as stated.
 I confirm that I am eligible to apply for this financial assistance.**

Signature of Student_____
Date

*On the back of this form, please list all other sources of financial aid such as spouse, parents, jobs, student loans, other scholarships, etc. *Attach a letter stating your need for financial assistance.

Fax (662-329-8554) or mail this form to Bonnie Chaltry, Administrative Assistant, MUW Health & Kinesiology Dept., 1100 College St., MUW-1636, Columbus, MS 39701.

HEALTH EDUCATION (HKH) COURSE DESCRIPTIONS

See pages 242 – 243 of the *MUW 2007-2008 Bulletin* for complete course descriptions, available online at the following link:

<http://www.muw.edu/registrar/Final%20MUW%200708%20Catalog.pdf>.

HKH 501 Foundations of Health Education (3)

HKH 510 Theories of Health Behavior (3)

HKH 511 Research Methods in Health Education (3)

HKH 512 Health Program Planning and Implementation (3)

HKH 513 Health Program Evaluation (3) Prerequisite HKH 511

HKH 514 Introduction to Epidemiology (3) Prerequisite HKH 511

HKH 520 Physical Activity and Disease Prevention (3)

HKH 525 Gender Issues in Health (3)

HKH 530 Stress Management (3)

HKH 535 Nutrition for Health. This course presents the role of nutrition in preventing and controlling certain diseases. It includes the nutrient utilization by the body, the effects of nutrients on health, and the role of nutrients in preventing and controlling disease. Students develop health education messages and materials that pertain to nutrition based on current research findings. *Please note: This course and course description were inadvertently omitted from the MUW 2007-2008 Bulletin p. 243 descriptions referenced above.*

HKH 542 Special Topics in Health Education (1-6)

HKH 598 Internship In Health Education (6)

HKH 599 Thesis in Health Education. (6)

FS 570 Health, Drugs, and Chemical Dependencies (3) See page 230 of the *MUW 2007-2008 Bulletin* for course description, available online at the following link:

<http://www.muw.edu/registrar/Final%20MUW%200708%20Catalog.pdf>.

Running Head: ARTICLE REVIEW

By
Jane Doe

Submitted in partial fulfillment
of the requirements for
Foundations of Health Education (HKH 501)
in the Department of Health and Kinesiology
Mississippi University for Women

April 20, 2006
(date paper is due)

*Note: This is a recommended format for graduate studies but it is left to the discretion
of the instructor to follow this format.*

*Mississippi University for Women
Graduate Studies in Health Education
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