



Undergraduate Handbook

Department of Behavioral and Community Health



School of

PUBLIC HEALTH

Introduction

This handbook has been prepared by the Department of Behavioral and Community Health for undergraduate Community Health majors. It is intended to explain degree requirements for a Bachelor of Science in Community Health and identify the scope and sequence of the Community Health major. The information provided should serve as a reference for some of the most frequently-asked questions about the Community Health program and University of Maryland requirements. All majors are responsible for the information in this booklet, each semester's schedule of classes, and the undergraduate catalog in effect at their date of admission to UMD.

Welcome to the Department of Behavioral and Community Health

Welcome to the Department of Behavioral and Community Health! Our faculty and staff are excited to welcome you into our major. The Community Health major prepares students to effectively plan, develop, implement, and evaluate community health education programs, apply epidemiological concepts, conduct community needs assessments, develop and deliver health education curricula, write grant proposals, and implement community interventions. Students will explore a comprehensive body of knowledge and participate in experiences that encourage professional growth and development.

The Department of Behavioral and Community Health is a part of the University of Maryland 's School of Public Health. Our faculty, staff, and students are active in accomplishing the School's mission to "promote and protect the health and well-being of citizens of Maryland, the nation, and the world through interdisciplinary education, research, public policy, and practice." The Department of Behavioral and Community Health offers three degree programs: a Bachelor of Science in Community Health, a Master of Public Health with a concentration in Behavioral and Community Health, and a Ph.D in Behavioral and Community Health.

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Undergraduate Program Director & Advisor	Jenny Hodgson	301-405-2523 jhodgson@umd.edu
Advisor	Matt Wootten	301-405-2518 mwootten@umd.edu
Faculty	Faculty information may be found on our website: www.sph.umd.edu/bch .	

Careers in Community Health

The curriculum of the Community Health major allows students to pursue a wide variety of careers. Community Health is a service-oriented profession with a variety of career opportunities that make meaningful contributions to the health and welfare of individuals and society. Graduates from the Department of Behavioral and Community Health have found jobs in local, state, and federal agencies, private industry, non-profit organizations, hospitals and more. Graduates educate communities and conduct research on an array of topics, including substance abuse, sexual health, general wellness, disease transmission, and environmental health. Many of our graduates choose to go on to graduate school, medical school, nursing school, or physical therapy school.

Students typically choose to major in Community Health because they enjoy working with people, and have an interest in improving the health status of various populations through research, education, and health promotion.

Community Health Undergraduate Listserv

Once you become a Community Health major, you will be added to the Department's undergraduate listserv. Emails sent to undergraduates via listserv will include the subject "[PCH-UNDERGRAD]." Students should pay careful attention to listserv emails, as they typically include important information about student-required course follow-up, registration deadlines, Department, School, and University policies, job and internship opportunities, events, and other critical information of interest to all majors in the Department. If you do not believe that you have been added to the Community Health undergraduate listserv, you should contact the Department's Administrative Assistant, Beverly Monis (bmonis@umd.edu) to be added. Please make sure that you include your full name and UID in the email. If you change your email address at any point, make sure to update this in Testudo and inform Beverly so she can update it in the listserv.

Once you become a Community Health major, you will also be added to the School of Public Health undergraduate listserv. These emails will include the subject "[SPH-UG]."

Academic Advising

We strongly recommend that students meet with an advisor on a regular basis to ensure that all program requirements are being met. There are two advisors within the Department of Behavioral and Community Health who are available to meet with majors. Students are not assigned to a specific advisor, and can feel free to schedule an appointment online with Jenny Hodgson or Matt Wootten at a mutually convenient time. Appointments are scheduled on our department's website, www.sph.umd.edu/bch.

Academic advising is an ongoing process that helps students clarify their educational and career goals, and then chart a meaningful plan for achieving those goals. Advising is the joint

responsibility of the student and the advisor. The advisor assists students in evaluating their degree progress and helps them select appropriate courses and other educational experiences tailored to their personal goals. ***Ultimately, students are responsible for making decisions and setting and meeting identified goals and published requirements.*** (Advising Community Group, University of Maryland).

Advising is not mandatory for all Community Health majors. The circumstances in which advising is **mandatory** are as follows:

- **Student Athletes-** Must meet with a Student Athlete Advisor in the SPH Center for Academic Success and Achievement (CASA).
- **Students on Academic Probation-** Must meet with an Academic Probation Advisor in the SPH Center for Academic Success and Achievement (CASA).
- **Senior Audit-** Once a student is enrolled in HLTH391, they are required to meet with an advisor to conduct their Senior Audit and obtain clearance to register for HLTH420 and HLTH490. Students will get more information on the senior audit when in HLTH391.

Community Health Advisors will help you with:

- General Academic-Related Questions/Issues
- Career Counseling
- Assistance in Class Selection
- Exceptions to Departmental Policies
- Senior Audit
- Independent Study
- Study Abroad (after you have met with an advisor in the Study Abroad Office)

Center for Academic Success and Achievement (CASA) Advisors will help you with:

- University and School Policies and Procedures
- Exceptions to University or School Policies
- Graduation and Diploma Questions
- Reinstatement/re-enrollment Questions
- Transfer Credit Questions
- CORE or General Education Questions
- Career Advising with an SPH Career Center Advisor
- General Advising Questions During Walk-In Hours
- Mandatory Advising for:
 - Student Athletes (See Student Athlete Advisor)
 - Students on Probation (See Academic Probation Advisor)

B.S. in Community Health Program Requirements

In order to graduate with a Bachelor of Science degree in Community Health, a student must earn at least 120 credits comprised of CORE or General Education requirements, major courses, and general electives. All students in the Community Health major must complete all major requirements and maintain a cumulative GPA of 2.0 to graduate with the degree.

Community Health Undergraduate Competencies:

As a result of the undergraduate Community Health program, students will be able to:

- Identify individual and community level needs for health promotion and disease prevention.
- Identify principles of community health that are needed for the development of effective health promotion and disease prevention strategies.
- Apply statistics and research methods to accurately describe the distribution and examine the determinants of population health.
- Apply statistics and research methods to community health program evaluations.
- Describe how to plan, implement, and administer short- and long-term community health interventions.
- Communicate and disseminate the results of community health program evaluations.
- Describe how to advocate for effective community health initiatives at the local, state, and federal levels.
- Identify strategies that effectively incorporate cultural competence within health promotion and community health initiatives.
- Demonstrate competency in planning, preparing and delivering effective community health presentations.

University CORE and General Education Requirements:

In addition to completing a major course of study, students are required to complete a set of general education requirements (CORE or General Education) intended to provide exposure to broad areas of historic and contemporary human thought and experience. The program that each student must follow is determined by his/her date of matriculation at the University of Maryland--College Park.

CORE: The following students are required to complete CORE requirements:

- New freshmen who entered the University of Maryland after Spring 1990 and before Fall 2012.
- Transfer students who matriculated the University of Maryland--College Park after Spring 1990 and before Fall 2012.
- Transfer students who attended a Maryland public institution of higher education prior to Fall 2012 and matriculate to the University of Maryland--College Park prior to Fall 2016.

To learn more about the CORE program, please visit <http://www.ugst.umd.edu/core/>.

General Education: The following students are required to complete General Education requirements:

- New freshmen who matriculate in Fall 2012 or later.
- Transfer students (from private or non-Maryland public institutions of higher education) who matriculate to the University of Maryland--College Park in Fall 2012 or later.
- All transfer students who matriculate to the University of Maryland--College Park starting in Fall 2016 regardless of the date of their matriculation to another Maryland public institution.
- Returning or transfer students who have had a separation from the University of Maryland--College Park of five or more continuous years.

To learn more about the General Education program, please visit <http://www.gened.umd.edu/>.

CORE Requirements

Fundamental Studies (9 credits)

- Fundamental English (FE), 3 credits (ENGL 101, 101_) This may also be fulfilled with AP, SAT, or portfolio evaluation.
- Professional Writing (JE), 3 credits (most classes with the ENGL 39_ course code) Must be taken after a student has earned 60 credits. Students who have earned an "A" in ENGL101 (not ENGL101A or ENGL101X) are exempt from Professional Writing. No exemption from the Professional Writing requirement will be granted for achievement on the SAT verbal exam, AP scores, or portfolio.
- Fundamental Math (FM), 3 credits (MATH 110, 112, 113, or 115, or any 100- or 200-level MATH or STAT course that satisfies the University's Fundamental Math requirement, except MATH 199, 210, 211, 212, 213, 214, and 274)

Note: Students must attempt Fundamental English and Fundamental Math by 30 credits and complete by 60 credits.

Distributive Studies (28 credits)

- HL-Literature, 3 credits
- HA-History/Theory of the Arts, 3 credits
- HO-Other Humanities or HL or HA, 3 credits
- LL-Life Science (lab): BSCI170/171 (formerly BSCI105), 4 credits (this course is also required for all majors)
- LL-Life Science (lab): BSCI 201, 4 credits (this course is also required for all majors)
- PS-Physical Sciences or PL-Physical Science with Lab or MS-Mathematics & Formal Reasoning, 3 credits
- SH-Social or Political History, 3 credits
- SB-Behavioral and Social Sciences, 6 credits (PSYC100 & SOCY100 are recommended but not required)

Optional: Interdisciplinary and Emerging Issues (IE)

- *IE is an optional CORE Distributive Studies category.*
- *Students may fulfill CORE requirements without taking an IE course.*
- *Only one IE course may be counted toward CORE Distributive Studies.*
- *One IE course may be counted in the last HO/HL/HA; PS/PL/MS; or SB category.*

Human Cultural Diversity (3 credits)

- Typically a course that focuses on minorities, women, or non-western culture.

Advanced Studies (6 credits)

- Two courses of 300 or 400 level (outside of the major) taken during a semester *after* a student has completed 60 credits.
 - The following do NOT meet Advanced Studies requirements:
 - Professional Writing courses that meet the CORE Fundamental Studies requirement
 - Courses which are used to meet CORE Distributive Studies requirements
 - Internships, practica, or other experiential-learning types of courses
 - Any course taken on a Pass/Fail basis
 - For more information on the University's Advanced Studies requirement, go to www.ugst.umd.edu/core/elements/AdvanSt.html.

General Electives (approximately 12 credits)

- Students can utilize college-level courses in which they have earned credit at UMD or that credit was earned at another institution of higher education as long as it is approved by the UMD and SPH in accordance with UMD transfer credit policies as general electives.
- The number of electives a student must complete is subject to change, depending on double-counting between CORE and major requirements.

All classes used to satisfy CORE requirements or general electives must be completed with grades of "D-" or higher, with the exception of any Community Health major-required courses, which require grades of "C-" or higher.

THINGS TO REMEMBER:

- You must earn a minimum of 120 credits with a cumulative GPA of 2.0 or higher. Because some courses may meet more than one requirement (i.e. double count as a major requirement and CORE), you may need more than 12 credits of general electives to reach 120 total credits earned.
- All CORE requirements must be completed with grades of "D-" or higher.
- All major requirements, including *BSCI170/171 (formerly BSCI105)*, BSCI201, and BSCI202, must be completed with grades of "C-" or higher.

Students must be a declared Community Health major when registering for their final 15 degree credits to be eligible to earn a Bachelor of Science in Community Health degree.

General Education Requirements:

Fundamental Studies (15 credits)

- Academic Writing [AW], 3 credits (ENGL 101, 101_) This may be fulfilled with AP credit. This may NOT be fulfilled with SAT or portfolio evaluation.
- Math [MA], 3 credits (MATH 110, 111, 112, 113 or 115, 120, 130, 140, or STAT100)
- Professional Writing [PW], 3 credits (most classes with the ENGL 39_ course code) Must be taken after a student has earned 60 credits. Exemption from the Professional Writing requirement will NOT be granted for any student.
- Analytic Reasoning [AR], 3 credits: HLTH300 (this course is also required for all majors and will double count with the General Education requirement)
- Oral Communication [OC], 3 credits. HLTH420 (this course is also required for all majors and will double count with the General Education requirement)

Note: Students must attempt Academic Writing and Math by 30 credits and complete by 60 credits.

Distributive Studies (25 credits)

- Natural Sciences (lab) [NL]: *BSCI170/171 (formerly BSCI105)*, 4 credits (this course is also required for all majors and will double count with the General Education requirement)
- Natural Sciences (lab) [NL]: BSCI 201, 4 credits (this course is also required for all majors and will double count with the General Education requirement)
- History & Social Sciences [HS]: HLTH130, 3 credits (this course is also required for all majors and will double count with the General Education requirement)
- History & Social Sciences [HS]: HLTH230, 3 credits (this course is also required for all majors and will double count with the General Education requirement)
- Humanities [HU]: 3 credits
- Humanities [HU]: 3 credits
- Scholarship in Practice [SP]*: 3 credits, HLTH391 (this course is also required for all majors and will double count with the General Education requirement)
- Scholarship in Practice [SP]*: 3 credits

***Note: One Scholarship in Practice course must be outside of the HLTH major.**

I-Series (6 credits—needs to double count with Distributive Studies courses)

- I-Series [IS]: 3 credits
- I-Series [IS]: 3 credits

Diversity (4-6 credits—can double count with Distributive Studies courses)

- Understanding Plural Societies [UP]: 3 credits
- Understanding Plural Societies [UP] **OR** Cultural Competency [CC]: 1-3 credits

General Electives (Approximately 21 credits)

- Students can utilize college-level courses in which they have earned credit at UMD or that credit was earned at another institution of higher education as long as it is approved by the UMD and SPH in accordance with UMD transfer credit policies as general electives.
- The number of electives a student must complete is subject to change, depending on double-counting between General Education and major requirements, or the number of Diversity credits taken.

All classes that are General Education requirements or general electives must be completed with grades of “D-” or higher.

THINGS TO REMEMBER:

- You must earn a minimum of 120 credits with a cumulative GPA of 2.0 or higher.
- All General Education requirements must be completed with grades of “D-” or higher.
- All major requirements, including *BSCI170/171 (formerly BSCI105)*, BSCI201, and BSCI202, must be completed with grades of “C-” or higher.
- Students must be a declared Community Health major when registering for their final 15 degree credits to be eligible to earn a Bachelor of Science in Community Health degree.

Community Health Major Requirements:

There are three components to Community Health major requirements: supportive requirements, health electives, and professional preparation courses. **All major requirements, including BSCI170/171 (formerly BSCI105), BSCI201, and BSCI202, must be completed with grades of “C-” or higher.**

Supportive Requirements (21 credits)

Supportive requirements are intended to provide majors with knowledge and concepts fundamental to community health.

- HLTH130: Introduction to Community Health (3 credits): An introduction to the theory and practice of public and community health. The influence of public health professionals on the past, present, and future health status of society through the examination of critical health issues will be described. Programming models, theories and policy development are included.
- HLTH140: Personal and Community Health (3 credits): Meaning and significance of physical, mental and social health as related to the individual and to society; important phases of national health problems; constructive methods of promoting health of the individual and the community.
- HLTH230: Introduction to Health Behavior (3 credits): Psychological, social psychological, and sociological approaches to the following health areas: development of health attitudes and behavior, patient-provider interaction and the organization of health care.
- BSCI170: Principles of Molecular and Cellular Biology (3 credits): Basic principles of biology with special emphasis on cellular and molecular biology.
- BSCI171: Principles of Molecular and Cellular Biology Lab (1 credit): Basic laboratory principles of biology with special emphasis on cellular and molecular biology. Co-requisite: BSCI170.
- BSCI201: Anatomy & Physiology I (4 credits): Anatomy and physiology of the skeletal, muscular, neural, endocrine, and sensory systems.
- BSCI202: Anatomy & Physiology II (4 credits): Anatomy and physiology of the cardiovascular, respiratory, immune, digestive, urinary and reproductive systems.

Note: Typically, HLTH130 and HLTH230 are only offered during the FALL and SPRING semesters only.

Health Electives (18 credits)

Health electives allow students to tailor their educational experience and to be exposed to a variety of topic areas in the context of community health. Students may select any six (18 credits) health electives.

Please remember:

- Not all courses are offered each semester, and some are only offered in summer and winter.
- Restrictions and prerequisites for all courses must be met, and may change over time.
- When permission to enroll is required for courses offered outside the BCH Department, you must contact the specific Department offering the course for that permission.
- Honors courses listed below are restricted to students who have applied and then been accepted into the BCH Honors program.
- If you find another UMCP course that you believe is clearly related to public/community health, please email a justification to your academic advisors who will consider adding it to the approved list of electives.
- Jenny Hodgson and Matt Wootten will notify students of any additions to the list.
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	Course Name
HLTH106	Drug Use and Abuse
HLTH106H	Drug Use and Abuse: Honors Section
HLTH234	Global Health Messages: Understanding Exposure and Impact
HLTH244	Public Health and Aging
HLTH246	The U.S. Tobacco Epidemic
HLTH285	Controlling Stress and Tension
HLTH285H	Controlling Stress and Tension: Honors Section
HLTH325	Poor in America: Health and Wellbeing
HLTH325H	Poor in America: Health and Wellbeing: Honors Section
HLTH352	Portrayal of Drug Use and Addiction on Screen: Does Hollywood Get it Right?
HLTH352H	Portrayal of Drug Use and Addiction on Screen: Does Hollywood Get it Right?: Honors Section
HLTH366	Behavioral and Community Issues in Public Health <i>Note: These courses are restricted to Public Health Science students; however, if seats are still available on the first day of classes, Community Health majors can register. Please register for a back-up health elective in the likely event that seats will be filled.</i>
HLTH371	Communicating Health and Safety
HLTH371H	Communicating Health and Safety: Honors Section
HLTH374	Drugged, Drowsy, and Distracted Driving: Traffic Safety Issues for the New Millennium
HLTH374H	Drugged, Drowsy, and Distracted Driving: Traffic Safety Issues for the New Millennium: Honors Section

HLTH377	Human Sexuality
HLTH377H	Human Sexuality: Honors Section
HLTH410	Honors Seminar (<i>Note: must be accepted into DBCH Honors Program to be eligible to take this course</i>)
HLTH424	Lesbian, Gay, Bisexual and Transgender Health
HLTH434	Introduction to Public Health Informatics
HLTH460	Minority Health
HLTH460H	Minority Health: Honors Section
HLTH471	Women's Health
HLTH471H	Women's Health: Honors Section
HLTH476	Death Education (<i>summer and winter only</i>)
HLTH498I	India: East Meets West—Contrasting Public Health Priorities, Pragmatics, and Polemics in the US and India (<i>study abroad, winter term</i>)
HLTH498T	Medical Terminology (<i>summer and winter only</i>)
HLTH289, HLTH386, HLTH389, HLTH489 (Independent Study)	Independent Study: By Permission Only. To learn more, go to our website: http://sph.umd.edu/department/bch/independent-study
NFSC100	Elements of Nutrition
PEER	Peer Education: CHOICES Program—Choosing Healthy Options in the College Environment Safely (alcohol and drugs) (<i>Note: must be accepted into UMD's Peer Education Program to be eligible to take this course</i>)
PEER	Peer Education: HEALTH Works Program—Helping Establish a Lifestyle that Works (<i>Note: must be accepted into UMD's Peer Education Program to be eligible to take this course</i>)
PEER	Peer Education: CARE Program—Campus Advocates Respond and Education to Stop Violence (<i>Note: must be accepted into UMD's Peer Education Program to be eligible to take this course</i>)
PEER	Peer Education: SHARE Program—Sexual Health and Reproductive Education (<i>Note: must be accepted into UMD's Peer Education Program to be eligible to take this course</i>)
FGSM320	Federal Semester Seminar: Public Health Policy (<i>Note: must be accepted into UMD's Federal/Global Semester Program to be eligible to take this course</i>)
FGSM398	Federal Semester Internship (<i>Note: must be accepted into UMD's Federal/Global Semester Program to be eligible to take this course</i>)
FGSM380	Global Semester Seminar: Responses to Global Challenges: A Practitioners Perspective (<i>Note: must be accepted into UMD's Federal/Global Semester Program to be eligible to take this course</i>)
FGSM370	Global Semester Seminar: Science Diplomacy—Foreign Policy and Science, Technology, and Innovation (<i>Note: must be accepted into UMD's Federal/Global Semester Program to be eligible to take this course</i>)
UNIV389K	Global Semester Internship (<i>Note: must be accepted into UMD's Federal/Global Semester Program to be eligible to take this course</i>)

Non-Standard Courses BCH will Count as Health Electives

(Please contact the respective Departments below for clearance for seats, when permission is required. BCH is unable to clear you for seats outside of our Department.)

AASP189I	HIV/AIDS in a Global Perspective
AASP499Q	Advanced Topics in Public Policy and the Black Community: Social Inequalities and Racial Disparities in Health
AAST398I	Asian American Mental Health
ANTH265	Anthropology of Global Health
ANTH310	Method and Theory in Medical Anthropology and Global Health (pre-requisite=ANTH260)
ANTH411	Anthropology of Immigration and Health
ANTH412	Hypermarginality and Health Inequity
ANTH413	Health Disparities in the U.S. (formerly ANTH463)
ANTH472	Medical Anthropology
ENST233	Introduction to Environmental Health
FMSC190	Man Up! Where are the Fathers?
FMSC280	Global, Child, and Family Health: Getting There Via E-Communications
FMSC310	Maternal, Child, and Family Health (formerly FMSC410)
FMSC498C	Study Abroad: Law, Public Health, and the Cuban Family
HIST289Y	Zombies, Fear, and Contagion: A Cultural History of Public Health, Medicine, and Technology
HLSA	<i>Any 3-credit HLSA Course</i> <i>Note: These courses are restricted to Public Health Science students; however, if seats are still available on the first day of classes, Community Health majors can register. Please register for a back-up health elective in the likely event that seats will be filled.</i>
KNES286	Empowering Healthy Physical Activity
KNES360	Physiology of Exercise
NFSC315	Nutrition Through the Life Cycle
NFSC489M	Study Abroad: Health Implications of the Mediterranean Diet and Culture
MIEH	<i>Any 3-credit MIEH Course</i> <i>Note: These courses are restricted to Public Health Science students; however, if seats are still available on the first day of classes, Community Health majors can register. Please register for a back-up health elective in the likely event that seats will be filled.</i>
SOCY498I	Sociology of Health and Illness
SPAN371	Spanish for the Health Professions (Note: has pre-requisites, and permission of SPAN Dept. required)
SPHL/PHSC	<i>Any SPHL or PHSC 3-credit Course</i> <i>Note: These courses are restricted to Public Health Science students; however, if seats are still available on the first day of classes, Community Health majors can register. Please register for a back-up health elective in the likely event that seats will be filled.</i>

Professional Preparation (30 credits)

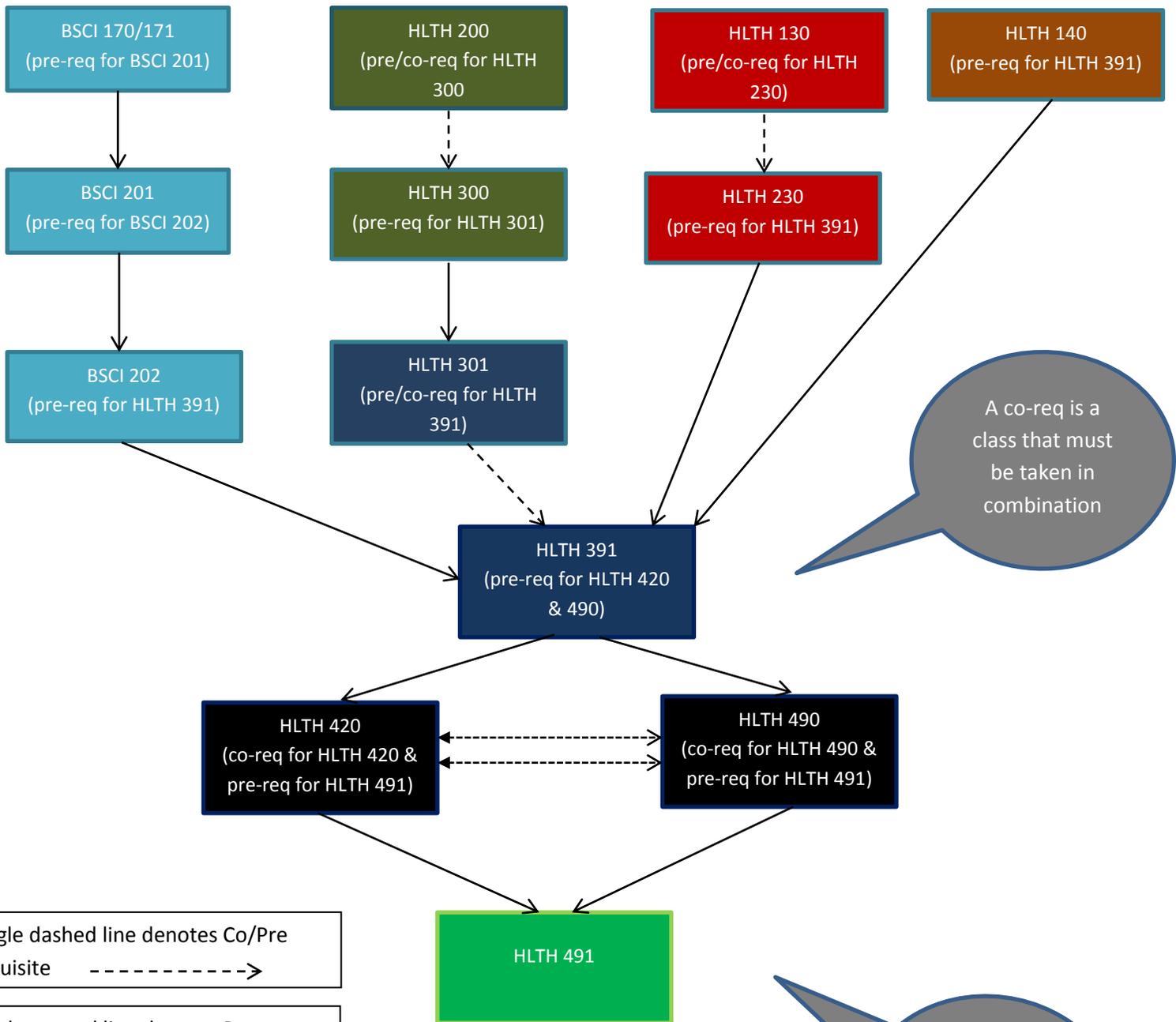
Professional preparation courses are a concentrated area of study that provides the student with an opportunity to develop professional expertise.

ALL Professional Preparation courses are considered “by permission only” and require clearance from a Community Health advisor in order to register. Typically, an email is sent to the undergraduate listserv each semester with instructions on how to obtain clearance from a

Community Health advisor. Some clearances may require an email notification, while others may require an advising appointment.

Note: These courses are only offered in the FALL and SPRING semesters.

- HLTH 200: Introduction to Research in Community Health (3 credits): An overview of specific components and steps involved in the community health research process. Content includes foundations of research, sampling, measurement design, and analysis in a community context. (co/pre requisite for HLTH 300)
- HLTH 300: Biostatistics for Public Health Practice (3 credits): An examination of biostatistical concepts and procedures as they relate to contemporary issues in public health. Focus on applications, hands-on-experience, and interpretations of statistical findings in public health research. (pre-requisite for HLTH 301)
- HLTH 301: Epidemiology for Public Health Practice (3 credits): An examination of the discipline of epidemiology and its application to public health issues and practices, covering current epidemiological concepts and methods. (co/pre requisite for HLTH 391)
- HLTH 391: Principles of Community Health I (3 credits): Broad overview of community health. Health promotion, consumer health, public health, school health, environmental health, preventive medicine, human biology and the health care system are examined. Each area's contribution to community health is discussed. (pre-requisite for HLTH 420 and HLTH490)
- HLTH 420: Effective Strategies for Public Health Practice (3 credits): The purpose of this course is to present the interrelationships of curriculum planning, methodology and the selection and use of teaching aids and materials. Special problems associated with health teaching are discussed. Students become familiar with a variety of resources as well as with planning for and presenting demonstration lessons. Must be completed the semester immediately prior to HLTH491. (co-requisite: HLTH 490)
- HLTH 490: Principles of Community Health II (3 credits): Students will be involved in the applied aspects of community health education. They will work with specific local community groups, planning, developing, implementing and evaluating a community health project. Health agencies and community health marketing techniques will be investigated. Must be completed the semester immediately prior to HLTH491. (co-requisite: HLTH 420)
- HLTH 491: Community Health Internship (12 credits): Integrating theory with practice in a community health setting. (All coursework must be completed before entering the internship)



A co-req is a class that must be taken in combination

A pre-req is a class that must be taken before another

The chart on the previous page outlines the Community Health major's course sequence as well as co and pre-requisite courses. As indicated in the chart:

- *All Community Health coursework must be completed with a grade of "C-" or higher before taking HLTH391. In other words, HLTH130, HLTH140, HLTH230, HLTH200, HLTH300, BSCI170/171 (formerly BSCI105), BSCI201, and BSCI202 all must be completed with grades of "C-" or higher before a student is eligible to take HLTH391.*
- HLTH130 is a co or pre-requisite for HLTH230. In other words, HLTH130 and HLTH230 can be taken together in the same semester. However, if you do not take them together in the same semester, students must earn a "C-" or higher in HLTH130 before proceeding to HLTH230. These are considered Community Health supportive requirements, and should be taken early on in the major.
- HLTH140 is a pre-requisite for HLTH391. In other words, students must earn a "C-" or higher in HLTH140 before proceeding to HLTH391. As a supportive requirement, this course should be taken early on in the major.
- HLTH200 is a co or pre-requisite for HLTH300. In other words, HLTH200 and HLTH300 can be taken together in the same semester. However, if you do not take them together in the same semester, students must earn a "C-" or higher in HLTH200 before proceeding to HLTH300. *This course requires clearance from a Community Health advisor to register.

(NOTE: If scheduling permits, students can take HLTH130, HLTH230, HLTH200, and HLTH300 together. If not, it is suggested that students complete HLTH130 and HLTH230 before taking HLTH200 and HLTH300.)

- HLTH300 is a pre-requisite for HLTH301. In other words, students must earn a "C-" or higher in HLTH300 before proceeding to HLTH301. *This course requires clearance from a Community Health advisor to register.
- HLTH301 is a co or pre-requisite for HLTH391. In other words, HLTH301 and HLTH391 can be taken together in the same semester. However, if you do not take them together in the same semester, students must earn a "C-" or higher in HLTH301 before proceeding to HLTH391. *This course requires clearance from a Community Health advisor to register.
- BSCI170/171 (formerly BSCI105) is a pre-requisite for BSCI201. In other words, students must earn a "C-" or higher in BSCI170/171 before proceeding to BSCI201.
- BSCI201 is a pre-requisite for BSCI202. In other words, students must earn a "C-" or higher in BSCI201 before proceeding to BSCI202.
- HLTH391 is a pre-requisite for HLTH420 and HLTH490. In other words, students must earn a "C-" or higher in HLTH391 before proceeding to HLTH420 and HLTH490. *This course requires clearance from a Community Health advisor to register.
- HLTH420 and HLTH490 are co-requisite courses and must be taken together during the semester immediately before students plan to complete their internship (HLTH491). If a

student has a minor, double major or other coursework to take, this must be finished before or during their HLTH420/HLTH490 semester.

*These courses require clearance from a Community Health advisor to register. Students must complete a senior audit with a Community Health advisor the semester prior to taking HLTH420 and HLTH490. See “University/Departmental Information” section of handbook for more information on the senior audit.

- HLTH491 (the internship) is to be completed in a student’s final semester in the major. All coursework must be satisfied before entering the HLTH491 semester, and students are not permitted to take any other courses with the internship. *HLTH491 requires clearance from a Community Health advisor to register.
- Health Electives: Students are required to take 6 health electives throughout their time as a Community Health major. These can be taken during any semester in the major, and it is highly suggested that they are spread out through multiple semesters. Students must complete all 6 health electives before proceeding with HLTH491.

Community Health Major Benchmarks

The Department of Behavioral and Community Health has established benchmarks that all students must meet in order to remain in the major. Benchmarks are taken very seriously, as failure to meet one will result in dismissal from the program. The benchmarks are used to help students move through the program in a timely manner in preparation for graduation.

Benchmark 1: By the end of the second semester in the major, students must have completed BSCI170/171 (formerly BSCI105), HLTH130, & HLTH140 with grades of “C-” or higher.

Benchmark 2: By the end of the third semester in the major, students must have completed BSCI201, HLTH200, and HLTH230 with grades of “C-” or higher.

Benchmark 3: By the end of the fourth semester in the major, students must have completed BSCI202 and HLTH300 with grades of “C-” or higher.

Benchmark Information to Remember:

- Benchmark and major required courses must be completed at UMD once a student has matriculated at UMD.
- All majors are expected to include benchmark courses on their academic plan within the stated deadlines and are responsible for updating their plan as circumstances change.
- Failure to successfully complete a benchmark requirement on time will result in review by the Dean’s Office, and likely dismissal from the major.
- Students have two attempts to earn a “C-” or better in their benchmark requirements and those who are unable to do so are required to select a more suitable major.
- If you are a current UMD student considering changing your major to Community Health and have already had two unsuccessful attempts in any of the courses that are part of the Community Health major, you will not be permitted to change into the major.

- If students need to repeat a course and they have already exhausted their 18 credit repeat limit, they will not be permitted to declare the Community Health major.
- A “W” counts as an attempt at a course; once a student withdraws from one course with a “W” after the schedule adjustment period, any additional attempt to take in a later semester will count as a repeat.

Community Health Internship

The Community Health Internship (HLTH491) is a unique and rewarding experience that provides Department of Behavioral and Community Health undergraduates with the opportunity to work in a mentored, professional, public/community health setting prior to graduation. This required internship is completed during the student's final semester and only after **all** other academic requirements have been successfully completed (grades of “C-” or higher and a cumulative GPA of 2.0 or higher). The internship is a 12 credit, 36 hour per week (15 weeks) requirement, and should be considered a full-time commitment. Due to supervisory requirements, Department of Behavioral and Community Health internships are typically completed at an agency or organization in, or near, the Baltimore-Washington metropolitan area and are approved by the Department’s Internship Coordinator. There are a limited number of paid internships; however, most interns are not paid. HLTH491 is a pass/fail only course and does not contribute to a student’s GPA.

NOTE: Before committing to this major, it is important that interested students consider the rigor of a program that includes a potentially unpaid, full-time, pass/fail, semester long internship. While the benefits of the internship experience and resulting opportunities are immeasurable for nearly all students, others may find this requirement too demanding.

Students will receive a complete orientation to the internship semester (and support in their internship search) during the semester in which they are enrolled in HLTH490: Principles of Community Health. Any questions students may have regarding the internship will be addressed in HLTH490. Contact Ms. Tracy Kennedy, the Department of Behavioral and Community Health Internship Coordinator at kennedyt@umd.edu for additional information.

Community Health Portfolio

While enrolled in HLTH491, students are expected to develop a portfolio to demonstrate accomplishments and experiences during the internship and the undergraduate program. The portfolio must be held together in a three ring binder and will include anything students develop and create during the internship as well as deliverables from Community Health Professional Preparation courses (HLTH200, HLTH300, HLTH301, HLTH391, HLTH420, HLTH490, and HLTH491). The Professional Preparation course instructors will advise students on which documents from their courses are necessary to save for the portfolio. It is critical that students save these documents throughout these courses to ensure successful completion of the portfolio at the end of the Community Health program. Further instruction on other portfolio deliverables will be given during HLTH491.

University/Departmental Information

All students in the Department of Behavioral and Community Health are accountable for each major requirement and to be in compliance with School of Public Health and University Policies. For additional information, please consult the Undergraduate catalog: <http://www.umd.edu/catalog/index.cfm>.

University Undergraduate Catalog and Registration Guide	<p>Students should become familiar with the registration procedures and academic regulations and policies in the University's Undergraduate Catalog and Registration Guide. Students should also be familiar with the information as stated on the Department of Behavioral and Community Health website. It is the student's responsibility to know and understand the policies and procedures for both the University, School, and the Department of Behavioral and Community Health.</p> <p>Undergraduate Catalog: http://www.umd.edu/catalog/index.cfm Registration Guide: Updates each academic year. Go to www.testudo.umd.edu, select "Schedule of Classes," then click "Registration Guide"</p> <p>Community Health Website: www.sph.umd.edu/bch School of Public Health Website: www.sph.umd.edu</p>
Email	<p>Email is the official correspondence of the University. Students should use their assigned UMD email address for all email correspondence with professors and advisors. Emails sent to faculty and advisors need to be written in a professional manner and should include the student's full name and UID. If you plan to also use an email system other than the University's, such as Gmail, Yahoo, etc., it is critical that you go to the Testudo web page and follow the directions for having your University email (directoryid@terpmail.umd.edu) forwarded to you. Students are responsible for reading all emails sent from the Department, School, and the University. Advisors in the Department send numerous emails a semester to the undergraduate listserv. Listserv emails from the Department will include the subject [PCH-UNDERGRAD]. If you are a Community Health major and have not received listserv emails, please check in with Beverly Monis (bmonis@umd.edu), Administrative Assistant for the Department to ensure that your contact information is correct. If you change your email address at any point, make sure to update this in Testudo and inform Beverly so she can update it in the listserv.</p>

<p>Academic Plan</p>	<p>All students majoring in Community Health are required to complete an Academic Plan that outlines all requirements they have remaining to complete prior to graduation. Academic Plans must be completed and approved before officially being declared as a Community Health major. It is the student's responsibility to keep their academic plan up to date and inform their advisor of any changes. Students are also responsible for revising their plan to reflect any changes that could impact their graduation.</p>
<p>Progress in the Major</p>	<p>Students are expected to follow all benchmarks, prerequisites, course sequences and major requirements. Failure to comply with major requirements could impact students' degree progress, delay graduation or result in dismissal from the major.</p>
<p>Registration date/time</p>	<p>Registration is conducted the same way each semester. Each Fall and Spring semester, the Office of the Registrar assigns each student a registration appointment that will include a specific registration date and time. Students may register for classes on this date and time, or any time thereafter. Once assigned, registration date and time information is available at: www.my.umd.edu.</p>
<p>Registration Blocks</p>	<p>Go to www.my.umd.edu, open the Academics and Testudo tab, then Registration Time and Blocks to see if you have any advising, academic, or financial blocks. All blocks must be cleared prior to registration. Go to www.testudo.umd.edu/soc/blockd.html for an explanation of Registration Restrictions and Blocks. Contact an Advisor ASAP to resolve all registration blocks. When contacting an advisor, please copy and paste the exact message you receive when trying to register along with your full name and UID.</p>
<p>Maximum credits per semester</p>	<p>At the time of registration students are permitted to enroll in a maximum of:</p> <ul style="list-style-type: none"> • 16 credits per Fall/Spring semester • 4 credits per 3-week Winter/Summer term • 8 credits in a 6-week Summer term. <p>Requests to take 17 credits in a fall or spring semester must be emailed to Jenny Hodgson at jhodgson@umd.edu. Students must include their full name, UID, and justification for taking 17 credits.</p> <p>Requests to take 18 credits or more in a fall or spring semester must be done via Dean's Exception to Policy Request (http://sph.umd.edu/content/deans-exception-policy-request-form).</p> <p>Requests to take more than 4 credits in a 3-week term or 8 credits in a 6-week term are not granted.</p>

Prerequisites	Students will be administratively dropped from a major-required course if they do not satisfy the prerequisite with a grade of “C-” or better.
Taking courses away from UMD	<p>Students are required to complete all major requirements at UMD. Only students with extenuating or unusual circumstances may be granted permission to enroll in courses away from UMD. BSCI170/171 (formerly BSCI105), BSCI201, and BSCI202 will not be approved to take away from UMD at a community college.</p> <p>Requests to take courses away from UMD must be submitted and approved through a Dean’s Exception to Policy (http://sph.umd.edu/content/deans-exception-policy-request-form). Students must use the Transfer Credit Service database (www.tce.umd.edu) to identify transfer equivalency prior to submitting a request for a Dean’s Exception to Policy.</p>
Difficulty Registering for Required Courses	If you believe you are eligible to register for a HLTH course but are unable to do so in Testudo, check the UMD portal (www.my.umd.edu) to see if you have any blocks that may prevent you from registering. If you don’t have any blocks on your record and you are still unable to register, send an email to a Department of Behavioral and Community Health advisor with the exact message that you received when trying to register, your full name, and UID.
Repeat Policy	<p>Students are allowed to enroll in a course once and repeat a course once. Students must transition to a new major if they are unable to pass a required course with a grade of “C-” or higher within 2 attempts.</p> <ul style="list-style-type: none"> • Students may repeat up to 18 total credits while a student at UMD. • Students who have repeated over 18 credits must consult a Department of Behavioral and Community Health advisor and submit a Dean’s Exception to Policy Request (http://sph.umd.edu/content/deans-exception-policy-request-form)
Required GPA	Students will be placed on academic probation if their cumulative GPA falls below 2.0, and will have mandatory advising with an Academic Probation Advisor in the SPH Center for Academic Success and Achievement (CASA).
Fulfilling required GPA, courses and credits	<ul style="list-style-type: none"> • All major requirements must be completed with grades of “C-” or higher. • Students will not earn new/additional credits when repeating a course in which a grade of A (+/-), B (+/-), C (+/-), or D (+/-) has been earned. • Students will only earn credits once for a course taken to meet two

	<p>or more requirements.</p> <ul style="list-style-type: none"> • Students must have a minimum of 120 total credits and a 2.0 GPA (cumulative and in the major) to graduate.
Double Major, Double Degree, Minor, Honors or Other Programs	<p>Students must contact their advisor in their other major, degree, minor or program to ensure that they are meeting all requirements to that specific major, minor or program.</p>
Points of Contact	<p>Students having any type of problem in a course or with an instructor in a course should first try to resolve the problem with the instructor. Request an appointment during his/her office hours and tactfully state your case. Try to negotiate a solution. If you are not satisfied with the resolution contact the Undergraduate Program Director. If you are still not satisfied, you may appeal to the Department Chair, and finally the Assistant Dean for Undergraduate Education. If the situation has not been resolved after seeing the Assistant Dean, she can provide you with information regarding the next step.</p> <p>Undergraduate Program Director: Jenny Hodgson, jhodgson@umd.edu</p> <p>Department Chair: Dr. Barbara Curbow, bcurbow@umd.edu</p> <p>Assistant Dean for Undergraduate Education: Dr. Colleen Farmer, cfarmer@umd.edu</p>
Senior Audit	<p>When a student is enrolled in HLTH391, the Undergraduate Program Director will review his/her record and create an official audit of remaining credits--commonly referred to as a "senior audit." This document will notify the student of the outstanding requirements needed in order to graduate. Instructions regarding steps for completing the audit will be provided while in HLTH391. The student will not be cleared to take HLTH420 and HLTH490 until they have completed their senior audit. It is the responsibility of the student to review the audit and to notify the Undergraduate Program Director immediately if there are any discrepancies. The student must meet the requirements stated in the audit in a satisfactory manner if graduation is to be assured. Students may not participate in graduation ceremonies until all requirements for graduation are met. Only one senior audit will be completed per student.</p>
Applying for Graduation	<ul style="list-style-type: none"> • Seniors in Community Health must apply for graduation during their last semester in the major. • Online application: http://www.testudo.umd.edu/Registrar.html • Deadline: end of schedule adjustment period for the semester the student wishes to graduate.

<p>Graduation Clearance</p>	<p>Community Health advisors will check the records for all students who have applied for graduation. Students may have one of the following graduation statuses:</p> <p><u>Cleared to graduate:</u></p> <ul style="list-style-type: none"> • See information below about the Commencement Ceremony. • You will receive your diploma by mail. <p><u>Not cleared to graduate:</u></p> <ul style="list-style-type: none"> • Immediate action is required. • An advisor will send an email to students listing the reason(s) students did not graduate (e.g., he/she does not have enough credits or has not met a required course). Student will be advised of the actions they need to take for degree completion. • Students who are not cleared are not allowed to participate in the Commencement Ceremony.
<p>Participation in the Commencement Ceremony</p>	<ul style="list-style-type: none"> • Only students who have completed all degree requirements may participate in the Commencement Ceremony. Website: http://www commencement.umd.edu/ • Students cleared to graduate will receive an email with information on the School of Public Health's Commencement Ceremony.
<p>Cheating</p>	<p>The Department of Behavioral and Community Health has a zero tolerance policy on academic dishonesty of any kind. If a Departmental instructor believes that a student has been involved in academically dishonest activity, he or she will report it to the University's Office of Student Conduct, and is not obligated to disclose the report to the student in question. Once referred, the Office of Student Conduct will contact the student in writing to inform them of the charges.</p>
<p>Family Education Rights and Privacy Act (FERPA)</p>	<p>Family Education Rights and Privacy Act (FERPA) is a Federal law that protects a student's privacy interest in his or her "education records." FERPA says that the University of Maryland may disclose education records, or personally identifiable information from such records, only to university officials who have been determined to have legitimate educational interests.</p> <p>This information may also be released if a student has provided written consent. In the School of Public Health, we take FERPA very seriously as it is our job to protect your rights as a student. We will not release any information about your student record to parents, legal guardians or family members unless you have filled out the FERPA Academic Information Release Form. You may contact an advisor in the department to receive a</p>

copy of this form if you want to sign it.

Please note that it is your choice whether you wish to sign this form. You are not required to do so.

Additionally, it is our policy that if a student wishes to bring parents, legal guardians or family members to a meeting with an advisor, faculty member or other School official, this meeting must be scheduled at least 1 business day in advance, and University parties involved must be notified that the student's parent, legal guardian, or family member will be present at the meeting. The student must also have the FERPA Academic Release Information Form on file with the department. School of Public Health policy mandates that if a meeting involving your parent, legal guardian, or family member was not scheduled in advance, you will be asked to schedule this appointment for a future date and time. No information will be released to others via phone or email as we cannot verify the identity of this person.