



Icahn
School of
Medicine at
**Mount
Sinai**

Graduate Program in Public Health

GRADUATE PROGRAM IN PUBLIC HEALTH



THE CULMINATING EXPERIENCE GUIDE

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The Culminating Experience Guide is meant as a resource for students in the Graduate Program in Public Health at the Icahn School of Medicine at Mount Sinai. The Culminating Experience Guide is subject to review and change from time to time, and policies may be revised in the course of any given academic year. The Program reserves the right to make amendments to the contents without notice. The content of this Guide is not intended to and should not be construed to constitute a contract between the Program and any student or other person.

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DESCRIPTION OF CULMINATING EXPERIENCE

All MPH students are required to complete a Culminating Experience. The Culminating Experience is typically started towards the end of the student's first year and completed by the end of the second year. The goal is for students to synthesize, integrate and apply the skills and competencies they have acquired to a public health problem. Students may choose to complete a Master's Thesis, First Author Manuscript or Capstone to satisfy the Culminating Experience. The type of project completed will depend on the student's Specialty Track and topic of interest.

The Culminating Experience must be completed under the direction of an ISMMS Faculty Advisor. Students should seek guidance from the Specialty Track Advisor to identify an ISMMS faculty member to serve as their advisor. If a student is working closely with a non-Sinai mentor, this mentor may serve as a Second Reader/Co-Advisor alongside the ISMMS Faculty Advisor. Once an ISMMS Faculty Advisor has been determined, the student must submit the Statement of Support to the Program Administration, which requires the approval of the faculty advisor and an approved outline of the project. This statement of support must be submitted prior to initiating any research or project to ensure relevancy to public health. Please refer to page 12 for the roles and responsibilities of the Specialty Track Advisor and ISMMS Faculty Advisor.

The Culminating Experience requires both written and oral components. In order to satisfy the written component, the student must write a paper formatted according to the project guidelines defined in this guide. To satisfy the oral component, students will be required to give a 10-minute oral presentation summarizing their Culminating Experience to their ISMMS Faculty Advisor and Second Reader. Additionally, students are required to present their Culminating Experience work at the Public Health Research Day poster session in the Spring II term before graduating. In order to receive the required 3 credits for the Culminating Experience, a hard copy of the final written paper, Evaluation Report and Deposit Form must be submitted to the Program Office.

GENERAL DESCRIPTIONS OF THE PROJECT OPTIONS

MASTER'S THESIS

The Master's Thesis is a research-oriented project. The goal of the thesis is to advance or create new knowledge to an existing body of research. The student develops a research question and a hypothesis based on the direction of previous research on the topic. The student gathers data (either through primary or secondary data collection) and analyzes the data, usually with statistical analysis software, such as SAS or SPSS. The findings are then discussed as to whether or not they support the hypothesis. The study should be designed so that the results of the analysis are generalizable to a larger population, rather than the sample used in the student's data analysis. The thesis will be published in ProQuest through the Levy Library. The only author of the thesis is the student. There are two methods of accessing data that students may utilize:

- **Primary Data Collection:** This method of data collection, data cleaning, and analysis is typically completed as part of an ongoing project. Students are welcome to design an original research study, but this method is often challenging to complete within the two years of pursuing the MPH degree.
- **Secondary Data Collection:** In this method of accessing data, students examine existing datasets to answer a research question. Examples include data from national surveys (e.g., NHANES, BRFSS, NHIS) and vital statistics.

FIRST AUTHOR MANUSCRIPT

The First Author Manuscript is a research-oriented project. The manuscript must be written in publishable format following the guidelines set forth by their target scholarly journal. Students determine with their ISMMS Faculty Advisor which journal is most appropriate for their topic. The student must be the first author on the manuscript. The format of the paper is based on the guidelines for submission as outlined by the selected journal. Students are strongly encouraged to submit the manuscript for publication.

CAPSTONE

This scholarly project is much more applied in nature, and is generally developed for and in consultation with a public health organization or community agency. Generally, the capstone builds directly upon the Applied Practice Experience in that the student produces a deliverable based on the work completed in the Applied Practice Experience, and/or the needs of the Applied Practice Experience site. Most often, the capstone is completed in the form of a practice-based paper. Students will identify a public health problem, conduct background research or a literature review, design or evaluate a program or intervention, or conduct an in-depth analysis of a particular problem, and describe findings and conclusions.

Other Types of projects may qualify with approval, such as:

- Community Needs Assessment
- Public Health Program Plan
- Program Evaluation
- Training Manual
- Policy Analysis
- Grant Proposal
- Capacity Building
- Systematic Literature Review

COURSE REGISTRATIONS

Students are required to participate in coursework that support their progress through the Culminating Experience. This coursework varies by track and project. Please refer to the Track Checklist and Sample Curriculum to learn of all required courses related to the Culminating Experience. Please also refer to the Curriculum Guide, which details the course descriptions and the terms that all courses are usually offered.

MPH 0320 Research Methods – All students (except those who are in the Epidemiology and Biostatistics Track) are required to take MPH 0320 Research Methods in their first Spring II term. MPH 0320 Research Methods is only offered in the Spring II term.

MPH 0020 Thesis Workshop, MPH 0023 Capstone Seminar, and/or Track-Specific Methods and Seminar Courses – All students must refer to their Track Checklist and Sample Curriculum to learn of all required Track-Specific methods seminar courses related to the Culminating Experience. Many tracks require MPH 0020 Thesis Workshop (for students choosing a Thesis or First Author Manuscript) or MPH 0023 Capstone Seminar (for students choosing a Capstone). MPH 0020 Thesis Workshop and MPH 0023 Capstone Seminar are usually offered every term.

Registration for Culminating Experience – Students are required to register for 3 credits that recognize the effort put into this culminating project. Students are advised to register for these credits in the term before their intended degree conferral date. This is not a course that meets. Students must register for one of the following:

- Register for MPH 0099 if you are writing a Master's Thesis
- Register for MPH 0097 if you are writing a First Author Manuscript or Capstone.

GUIDELINES FOR THE CULMINATING EXPERIENCE BY SPECIALTY TRACK

HEALTH PROMOTION & DISEASE PREVENTION

Students in this track typically pursue prevention-based projects which aim to influence the social norms that can promote health and encourage disease prevention across the life stages. Students learn to collaborate with agencies, institutions, and community-based organizations that influence the social determinants of health. Common topics that are addressed include nutrition and physical activity; chronic disease prevention and control; health literacy; health communications; injury control and prevention; aging/health and disabilities, and men's women's, and children's health. Particular emphasis is placed on the elimination of disparities in health outcomes.

Students in the Health Promotion & Disease Prevention track may choose to complete a Master's Thesis, Manuscript or Capstone.

Past & potential examples include:

- Marketing campaign for breastfeeding mothers through the NYC Department of Health
- Educational curriculum for patients with Colorectal Cancer
- Parental experiences of the Child Life Program at Kravis Children's Hospital at Mount Sinai
- Development of an active design toolkit for implementation in low income communities
- Program plan: Prevention and control of STDs among college students
- Community Needs Assessment for a sub-population of Bedford Stuyvesant

GLOBAL HEALTH

Students in the Global Health track typically pursue projects which examine the ways that specific risk factors affect the overall health of populations both domestically and abroad. Projects typically focus on strengthening of healthcare systems, improving access to care, and providing community health education as a method of disease prevention. Students implement the competencies necessary to bring practical solutions to the health problems of underserved and neglected populations in resource poor settings worldwide.

Students in the Global Health Track may choose to complete a Master's Thesis, Manuscript or Capstone.

Past & potential examples include:

- Program intervention for reducing malaria deaths in Africa
- Grant proposal for innovative drug delivery in Southeast Asia
- A comprehensive review of lessons learned from the Ebola outbreak
- An exploration of attitudes toward mental health among healers in India
- Impact of an educational outreach program on knowledge of malnutrition in rural communities in Uganda

HEALTH CARE MANAGEMENT

Students in the Health Care Management track typically pursue projects which involve the application of strategic, ethical, and accountable management practices, human resource management and supervision, techniques of finance and budgeting, and use of quantitative tools for management accountability and cost effective health care.

Students in this track are strongly encouraged to complete a Capstone. Students in this track will register for MPH0121 Capstone Seminar in Health Care Management.

Types of projects appropriate for students in this track include capacity building, program planning, implementation & evaluation, survey development and implementation, community assessment, or a health policy statement/advocacy plan.

Past & Potential examples include:

- Capacity building project with the Visiting Doctors Program at Mount Sinai
- Examination of how federal legislative policies have affected the institutionalized mentally ill population, focusing on the direct impact of federal involvement (i.e. laws, rules, regulations) on the delivery of health care intervention
- Patient flow optimization plan of the New York Eye and Ear Infirmary of Mount Sinai

OCCUPATIONAL & ENVIRONMENTAL MEDICINE

Students in the Occupational & Environmental Medicine track typically pursue projects which focus on the effects of environmental factors, including biological, physical, and chemical factors, on the health of individuals and communities. Assessment and mitigation of these threats are achieved through research, direct intervention and policy analysis.

Students in the Occupational & Environmental Medicine may choose to complete a Master's Thesis, Manuscript or Capstone.

Past & potential examples include:

- Association between Shiftwork and C-Reactive protein in working adults in the United States: A cross-sectional Study
- Pediatric burden of disease from lead exposure at toxic waste sites in Indonesia
- Program proposal: Reducing indoor pollutants in homes
- Educational campaign for shelter in place in NYC

GENERAL

Students in the General Public Health track pursue projects that are in line with their individualized plan of study. Students will identify a topic with emphasis on one of the five core areas of public health: biostatistics, epidemiology, environmental health, health policy & management, and socio-behavioral sciences.

Students in the General track may choose to complete a Master's Thesis, Manuscript or Capstone.

Past & potential examples include:

- Women's Health and Pregnancy outcomes in Diamond Blackfan Anemia: A Report from the Diamond Blackfan Anemia Registry of North America
- The relationship of obesity with adherence to asthma self-management behaviors in elderly patients
- A case-only study to evaluate the risk factors for unintentional non-fire related CO poisoning death in New York City
- Creating educational tools and evaluating their effectiveness in a population of HIV/hepatitis C-infected substance abusers

BIOSTATISTICS

Students in the Biostatistics track pursue projects which apply advanced statistical methodologies to analyze and address major public health problems. Sometimes the project includes providing consultation services to researchers at ISMMS, followed by a write-up. Another common project is for students to work collaboratively with researchers to perform data analysis, followed by an academic paper.

Students in the Biostatistics track typically complete a Capstone. Students must meet with their Specialty Track Advisor and faculty advisor to determine the most appropriate type of paper to best present the work of the student's project.

Past & potential examples include:

- Selection Bias In Cardiothoracic Study
- Comparison of ASA score within Anesthesiologists and between various medical specialties

EPIDEMIOLOGY

Students in the Epidemiology Track pursue projects that involve the analysis of public health trends, study design and implementation, and the interpretation of results for policy and program development. Students often participate in population-based research, including the study of disease origins and prevention and intervention strategies, in collaboration with government, health care institutions, and private industry.

Students in the Epidemiology track complete primary or secondary research and analysis. Students in this track will register for MPH0421 Research Seminar in Epidemiology (meets in Fall and Spring I; Fall registration only) and submit a manuscript. Requests to complete a project other than a Manuscript must be approved by the Track Advisor.

Past & potential examples include:

- Assessing the prevalence and predictors of insulin-resistance among HIV infected adults in Northwest Cameroon
- Immunologic Responses to MMR Revaccination Among HIV infected Individuals
- A meta-analysis of the association between the exposure to organic solvents and specific leukemia subtypes
- Hurricane Sandy exposures and mental health outcomes
- Impact of Cancer stress on diabetes self-management and medication adherence

OUTCOMES RESEARCH

Students in the Outcomes Research track typically pursue projects that focus on the end results of health care practices and interventions. In particular, students analyze the benefits, risks, and results of treatments for the purpose of helping patients, physicians, public health practitioners, and policymakers make more informed decisions, and for developing better ways to monitor and improve the quality of care.

Students in this track will register for MPH0621 Seminar in Applied Clinical Epidemiology and Health Services Research (full year course, Fall registration only), and submit a Master's Thesis or Manuscript. Requests to complete a project other than a Master's Thesis or Manuscript must be approved by the Track Advisor.

Past and Potential examples include:

- Outcomes following Stereotactic Body Radiotherapy vs. Limited Resection in Older patients with Early Stage Lung Cancer
- Adherence to avoidance diets and epinephrine auto-injector carriage in children with food allergies in the urban pediatric population

SPECIALTY TRACK ADVISORS AND FACULTY ADVISORS

The Specialty Track Advisor serves as an important resource for students, providing information and advice on selecting elective courses, developing the Applied Practice Experience, Culminating Experience project and topic development, opportunities for research, as well as information on the public health profession. Please refer to the Student Handbook for a complete list of Specialty Track Advisors and their contact information.

All students must identify an ISMMS Faculty Advisor for their Culminating Experience. Students can find faculty members with similar research interests who might be willing to function as faculty advisors for the Culminating Experience by searching Mount Sinai's website. Suitable faculty for student advisement may be specialists in the student's area of interest or have a command of pertinent literature and/or research.

Students are also required to have their final document reviewed by a Second Reader. It is the responsibility of the ISMMS Faculty Advisor to identify a Second Reader. There are some cases in which it may be appropriate for the Second Reader to serve as a Co-Advisor. A Co-Advisor may be more involved in the development of the Culminating Experience and provide more oversight. This is particularly appropriate for students completing a Capstone.

ROLES & RESPONSIBILITIES OF THE SPECIALTY TRACK ADVISOR

- Serve as a source of insight and suggestions for identifying a Culminating Experience
- Assist with identifying a Faculty Advisor
- Ensure relevancy to public health
- Work with students to confirm that the final deliverables meet the criteria

ROLES & RESPONSIBILITIES OF THE ISMMS FACULTY ADVISOR

- Provide regular supervision of the project from start to finish, which includes periodic meetings and oversight
- Develop a plan with the student to regularly review progress and provide feedback
- Identify a Second Reader
- Review final draft document and suggest edits as needed
- Meet with the student for the oral presentation and participate in the intellectual dialogue
- Complete the Culminating Experience Evaluation for a final grade
- Attend the Public Health Research Day Poster Session

ROLES & RESPONSIBILITIES OF THE SECOND READER

- Review the final draft document and suggest edits as appropriate
- Meet with the student for the oral presentation and participate in the evaluation process

Students are expected to look to their ISMMS Faculty Advisor for regular supervision. It is the student's responsibility to schedule appointments with the faculty advisor to keep them informed and up-to-date on the progress being made. Faculty members need a reasonable period of time to review material. It is reasonable to expect that it may take one month for the student to receive written or verbal comments on work submitted to the ISMMS Faculty Advisor. Students are strongly encouraged to build these review times into the development of their timelines and to work closely with their advisors to make sure they do not fall behind.

PROJECT OUTLINE

Students must submit a project outline with their Statement of Support. Students must review the project outline with their ISMMS Faculty Advisor prior to submission. The project outline should be no more than two pages in length typed in a font no larger than 12 points, with margins of one inch on all four sides. Single spacing is acceptable. References must be used when appropriate. References are not counted in the two page limit.

THESIS/MANUSCRIPT

1. *Introduction.* Identify the research problem
2. *Specific Aims & Hypothesis.* Explain the purpose of the Thesis/Manuscript and succinctly state the hypothesis.
3. *Background & Rationale.* Explain why the proposed topic is a question of public health significance. If this project is related to your Applied Practice Experience (formerly known as the Practicum), please explain how the Culminating Experience expands on that work.
4. *Study Design & Methods.* Describe the target population and how the research will be conducted.
5. *Timeline.* Provide a step-by-step timeline of when particular components of the project will be completed. Include the process for obtaining IRB approval, or documentation from the IRB that approval is not required (Visit [ISMMS Program for the Protection of Human Subjects](#) for IRB details)

CAPSTONE

1. *Introduction.* Identify the problem.
2. *Specific Aims.* Describe your objectives and what you aim to accomplish/address.
3. *Background & Rationale.* Explain why the proposed topic is a question of public health significance. If this project is related to your Applied Practice Experience (formerly known as the Practicum), please explain how the Culminating Experience expands on that work.
4. *Project Design & Methods.* Describe the project design and procedure. Describe the methods and resources that will be utilized to design or evaluate a program or intervention, or conduct an in-depth analysis of a particular problem.
5. *Timeline.* Provide a step-by-step timeline of when particular components of the project will be completed. Include the process for obtaining IRB approval, or documentation from the IRB that approval is not required. (Visit [ISMMS Program for the Protection of Human Subjects](#) for IRB details)

COMPONENTS OF THE FINAL PAPER

The formatting and components of the Culminating Experience Paper will vary based on the specific project.

COMPONENTS OF THE MASTER'S THESIS

The Master's Thesis should be about 25-30 pages in length. In the end, the student should focus on the quality of the paper, versus the length.

1. *Thesis Title Page.* (See Appendix 4)
2. *Copyright Page.* (See Appendix 5)
3. *Approval Page.* The approval page requires two signatures, those of the student's thesis advisor and the Program Director. (See Appendix 6)
4. *Acknowledgements.*
5. *Abstract.* Limited to 250 words.
6. *Table of Contents.*
7. *List of Illustrations, Charts, Diagrams, etc.*
8. *Introduction.* Describe the problem and identify the research question. (2 pages)
9. *Specific Aims & Hypothesis.* Explain the purpose of the Thesis and succinctly state the thesis' hypothesis. (2 pages)
10. *Background & Rationale.* Explain why the topic is a question of public health significance and provide scientific evidence related to the problem in the form of a literature review. (6-8 pages)
11. *Study Design & Methods.* Describe the target population and how the research was conducted. (2-3 pages)
12. *Results.* Describe principal findings and include any relevant tables and figures. (3-5 pages)
13. *Discussion.* Evaluate results and explain their significance. The Results and Discussion sections may be combined. (6-8 pages)
14. *Conclusion.* Summarize and state the significance of the research findings. (3-5 pages)
15. *Appendices*
16. *Bibliography*

COMPONENTS OF THE FIRST AUTHOR MANUSCRIPT

The format of the First Author Manuscript should follow the formatting guidelines for submission as outlined by the selected journal. Students should determine with their ISMMS Faculty Advisor which journal is most appropriate for their topic. Please include the selected journal in the Manuscript Title Page.

1. *Manuscript Title Page.* (See Appendix 2)
2. *Manuscript.*

COMPONENTS OF THE CAPSTONE PAPER

The practice-based Capstone Paper should be about 25-30 pages in length. In the end, the student should focus on the quality of the paper, versus the length.

1. *Capstone Title Page.*
2. *Abstract.* Limited to 250 words.
3. *Table of Contents.*
4. *List of Illustrations, Charts, Diagrams, etc.*
5. *Introduction.* Describe the public health problem. (2 pages)
6. *Specific Aims.* Describe your objectives and what you aim to accomplish/address. (2 pages)
7. *Background & Rationale.* Explain why the topic is a question of public health significance, and provide scientific evidence related to the problem in the form of a literature review. (6-8 pages)
8. *Project Design & Methods.* Describe the project design and procedure. Discuss the methods and resources that were utilized to address the problem. (2-3 pages)
9. *Results.* Describe principal findings and include any relevant tables and figures. (3-5 pages)
10. *Discussion.* Evaluate results and explain their significance. The Results and Discussion sections may be combined. (6-8 pages)
11. *Conclusion/Reflection.* Summarize and state the significance of your findings. Provide recommendations as appropriate. (3-5 pages)
12. *Appendices*
13. *Bibliography*

Other Types of Approved Projects

Students who have been approved to complete another type of Capstone project (such as a policy analysis, grant proposal, needs assessment, etc.) will submit that project as the written component of the Culminating Experience. Depending on the project, students may be asked to submit a supplemental paper.

FORMATTING THE FINAL PAPER

Margins: Top, bottom, left and right margins must be 1 inch.

Pagination: Preliminary pages are numbered in lowercase Roman numerals. The title page is *not* numbered, but is counted in the preliminary pagination. The body of the text must be numbered consecutively in Arabic numbers beginning with the first page of the text and including illustrations, appendix, and bibliography. All pages except the title page must be numbered. Pages should be numbered in the center bottom of the page. For assistance on how to create two sets of differently numbered pages, please reference this [web page](#).

Spacing: The text of the paper should be double-spaced. Each footnote, note, and bibliographical entry should be single spaced with double spacing between entries.

Font: The font must be uniform throughout the work. The font size should be 10 to 12 point.

Previously Copyrighted Material: If articles, photographs, charts, tables, etc. for which you do not hold the copyright (including articles you've written for which you've signed away the copyright to the publisher) are included in the final paper, permission must be obtained from the copyright holder for their use, and the written permission must be submitted as a Supplementary File.

Citation Style: While not required, the manual recommended for style and methods of documentation is *A Manual for Writers of Term Papers, Theses, and Dissertations*, by Kate L. Turabian (Seventh Edition, Chicago, University of Chicago Press, 2007). We recommend that you consult with your advisors about what style guide they recommend. No matter which citation style you use, please be consistent!

Footnotes: Footnotes should be single-spaced at the bottom of the appropriate page. If you prefer, notes may be arranged as notes at the end of each chapter; in that case, each note should be single spaced, with double spacing between notes.

Illustrations, Charts, Photographs and Multimedia: You may include color illustrations, charts, graphs, tables, images, spreadsheets, computer code, and multimedia files. For tables, graphs and images, you may include them in the document itself. For multimedia or related documents such as spreadsheets or databases, you will be given opportunity to submit them as supplemental files. Do not embed media files in your PDF!

Important Note: If you use multimedia material covered under someone else's copyright, you must provide written permission.

For Master's Thesis Only:

ETD Administrator requires you to embed all fonts. Embedding the fonts ensures that your manuscript's formatting will translate clearly and consistently when it is converted to PDF. There are several ways to embed fonts:

On a PC:

To embed fonts in Microsoft Word 2003, create your manuscript using a TrueType font (NOT a scalable font). Some examples of TrueType fonts: Arial 10 pt., Garamond 12 pt., Tahoma 10 pt., Verdana 10 pt., and Times New Roman 12 pt. To embed the font, click on Options in the Tools

menu. Then click the Save tab. Select the Embed TrueType fonts check box, and save your document. Once embedded in your Word document, the fonts will be embedded in the PDF when it is created.

To embed fonts in Microsoft Word 2007, create your manuscript using a TrueType font. Click on the circular Office button in the upper left corner of Microsoft Word. Click the Word Options button found in the bottom right hand corner. Choose Save from the left sidebar. Check the box next to Embed fonts in the file. Click OK and save your document. Once embedded in your Word document, the fonts will be embedded in the PDF when it is created.

Using Microsoft Word 2010, create your manuscript using a TrueType font. When you save the document as a PDF (File > Save as > Save as type: PDF), click the Options button in the Save as dialog window. Under PDF Options, check the box next to ISO 19005-1 Compliant.

On a Mac:

If you create your PDF using Word 2008 or 2011, fonts are automatically embedded in the document; you don't have to do anything extra.

If you are not using Word 2008 or 2011, create your document and convert it to PDF using any available tool. ETD Administrator offers a PDF conversion tool if you do not have one). Then, open the PDF using the Preview function of OS X (e.g., ctrl-click the icon, and choose "Preview"). Select File > Save As... and choose PDF. This re-saves the document, this time embedding the fonts.

ORAL PRESENTATION

The oral component of the Culminating Experience consists of two presentations:

ORAL PRESENTATION TO ISMMS FACULTY ADVISOR AND SECOND READER

Before depositing, the student will meet with the ISMMS Faculty Advisor and Second Reader for an oral presentation of the Culminating Experience. This meeting is intended to be an **intellectual dialogue** in which the student should be prepared to discuss his or her work with respect to sources, findings, interpretations, and conclusions. The student is asked to begin with a **ten-minute oral summarization** of the pertinent background and findings. The faculty members will take turns asking the student questions.

PRESENTATION AT PUBLIC HEALTH RESEARCH DAY

Students are required to present their Culminating Experience at Public Health Research Day in May or June. All students will submit an abstract and create a poster using the abstract and poster guidelines available on Blackboard. All students are required to present their poster during the Public Health Research Day Poster Session.

CULMINATING EXPERIENCE EVALUATION

The student is evaluated on both written and oral components of the Culminating Experience.

The evaluation should take place directly following the oral presentation to the ISMMS Faculty Advisor and Second Reader. Once the question and answer portion of the presentation is finished, the student is usually asked to leave the room and wait until asked to return. During the faculty discussion period, a decision is made on the Culminating Experience. The three possible decisions are Pass, Incomplete, and Fail.

Pass: The Culminating Experience is deemed acceptable subject to minor revisions. The student amends the paper in light of comments made by the faculty. Upon completion of the revisions, the ISMMS Faculty Advisor and Second Reader sign the *Culminating Experience Evaluation Form* noting that all requested revisions have been made and that the student has passed the requirement.

Then, the student submits the revised paper and the *Culminating Experience Deposit Form* to the Program Office. All revisions must be made and the final paper deposited with the Program Office by **June 15** if the student wishes to graduate in the month of June.

Incomplete: The Culminating Experience is deemed to be acceptable subject to major revisions.

Fail: The Thesis is deemed to be unacceptable and the student is not recommended for the degree.

SUBMISSION SCHEDULE

Below is a draft of a timeline for students who plan to graduate in June. Please discuss your timeline with your ISMMS Faculty Advisor and Second Reader. Include adequate time for your ISMMS Faculty Advisor and Second Reader to read and give feedback on your Culminating Experience. The dates in bold are dates and deadlines set by the Program Office.

Mid-April: Please be attentive to the deadline for submitting your Public Health Research Day abstract and Abstract Approval Form due to the Program Office.

By Early May: Students should submit their final draft paper to the ISMMS Faculty Advisor for feedback. The student will then edit the paper based on the advisor's feedback, and submit the revised paper to the Second Reader. The student and the advisors should agree ahead of time what form submission will take: email or hard copy.

Early May: Please be attentive to the deadline for submitting your Public Health Research Day Poster due to the Program Office or ISMMS Faculty Advisor for printing (email as PowerPoint file attachment).

Mid-May: Schedule your Oral Presentation to the ISMMS Faculty Advisor and Second Reader.

The ISMMS Faculty Advisor and Second Reader will complete the Culminating Experience Evaluation Form and the Culminating Experience Deposit Form. Students who are completing a Master's Thesis should also have the Approval Page signed at this meeting.

May 31: Participate in Public Health Research Day.

June 15: Culminating Experience documents (hard copies) are due to Program Office. Once the ISMMS Faculty Advisor has certified that the student has submitted a culminating paper worthy of the Master of Public Health Degree, the student must, in order to receive their degree, deposit the following documents with the Graduate Program in Public Health Program Office:

- **Culminating Experience Paper** (Master's Thesis, First Author Manuscript or Capstone)
- **Culminating Experience Deposit Form**
- **Culminating Experience Evaluation Report**

Note: Students who are completing a Master's Thesis should also submit the **Approval Page**, signed by the faculty advisor, for the Program Director's signature. Once the Approval Page has been signed, students will deposit their Master's Thesis electronically with the Levy Library.

Final deposit must occur no later than 5 PM on or before June 15.

DEPOSIT DEADLINES

While the Culminating Experience may be deposited at any time during the year, please review the chart below for deposit deadlines:

For the degree to be awarded:	You must deposit by:
September 30	September 15
January 31	January 15
June 30	June 15

The final Culminating Experience deposit date is **June 15th for students who wish to graduate in June. NO EXTENSION WILL BE GRANTED.**

If students should miss the deposit date and continue to finish their Culminating Experience in the next term, students must either register for a credit-bearing course, or register for MPH 8001 Maintenance of Matriculation and pay the maintenance of matriculation fee. Students who miss the June deposit date and deposit in September will not be subject to the maintenance of matriculation fee and should not register for Maintenance of Matriculation. Please see the Student Handbook for the Matriculation Policy in full. The master's degree requirements are considered met after the student's record is cleared by the Graduate Program in Public Health and the Registrar's Office. Students that are delinquent in their accounts with any division of the School will not be approved for deposit of the Culminating Experience.

Appendix 1: Culminating Experience Checklist

The following checklist is provided to help you monitor your progress.

- ❑ 1. Identify a Culminating Experience topic, project type and ISMMS Faculty Advisor in collaboration with your Specialty Track Advisor.
- ❑ 2. Submit the Statement of Support signed by your ISMMS Faculty Advisor indicating their willingness to serve as ISMMS Faculty Advisor for the Culminating Experience. An approved Culminating Experience Project Outline must be submitted with the Statement of Support.
- ❑ 3. Depending on your track and/or project type, register for the required workshop/seminar (i.e. Thesis Workshop, Capstone Seminar, Research Seminar in Epidemiology, Seminar in Applied Clinical Research in Epidemiology, Capstone Seminar in Health Care Management)
- ❑ 4. Determine if IRB approval is needed.
- ❑ 5. Enroll in MPH0097 (Manuscript or Capstone) Culminating Experience or MPH0099 Master's Thesis on or before the Spring II Term of the second year while preparing to submit the project.
- ❑ 6. According to the agreed timeline, notify your ISMMS Faculty Advisor of the achievement of specific milestones and overall progress. If you fall behind the established timeline, please submit an amended timeline to your advisor.
- ❑ 7. Submit the final draft of your paper to your ISMMS Faculty Advisor and Second Reader.
- ❑ 8. Meet with your ISMMS Faculty Advisor and Second Reader to have an intellectual dialogue and oral presentation of project.
- ❑ 9. Complete the Culminating Experience Evaluation Report signed by the ISMMS Faculty Advisor and Second Reader.
- ❑ 10. Submit the final paper (in hard copy) with the Culminating Experience Deposit Form & Culminating Experience Evaluation Report to the Program Office.
- ❑ 11. Master's Thesis Only: Deposit the Master's Thesis electronically with the Levy Library.
- ❑ 12. Submit Public Health Research Day abstract and Abstract Approval Form to the Program Office.
- ❑ 13. Submit your poster as a PowerPoint file to the Program Office or to your ISMMS Faculty Advisor for printing.
- ❑ 14. Present your poster at the Public Health Research Day Poster Session.

Appendix 2: Sample Title Page for a First Author Manuscript

[TITLE]

BY

[STUDENT NAME]

AND COAUTHORS

[NAME]

[NAME]

[NAME]

[NAME]

FOR SUBMISSION TO

[NAME OF SELECTED SCHOLARLY JOURNAL]

A MANUSCRIPT SUBMITTED IN PARTIAL FULFILLMENT OF THE REQUIREMENTS FOR THE MASTER OF
PUBLIC HEALTH DEGREE IN THE GRADUATE SCHOOL OF BIOMEDICAL SCIENCES,
ICAHN SCHOOL OF MEDICINE AT MOUNT SINAI

[YEAR DEGREE AWARDED]

Appendix 3: ISMMS Levy Library Submission Schedule for Master's Thesis

Depositing Your Master's Thesis:

To deposit your thesis, you will use ProQuest's ETD Administrator:

1. Go to <http://www.etdadmin.com/mtsinai> and choose "Submit my dissertation/thesis".
2. Select Icahn School of Medicine from the list.
3. Create an account or log in using an existing account.
4. Once you create an account, ETD Administrator will walk you through the steps of accepting the ProQuest publishing agreement and uploading the relevant files and information about your submission. Your thesis must be submitted as a single PDF document. If you have not already converted it to PDF, you will be given the opportunity to convert your Microsoft Word file into PDF using the PDF Conversion tool. All components of your thesis should be in a single Microsoft Word file before you use this tool. You will also be able to submit supplementary files, such as multimedia documents.
5. You must include a copy of your signed *Approval Page* in your thesis (Appendix 6). *
6. If you so choose, ProQuest will handle copyright registration with the Library of Congress on your behalf. This is optional.
7. You may choose to delay the release of your work if you have patents or copyright pending with another publisher. You may delay the release by up to 2 years.
8. You may use the ETD tool to order printed, bound copies of your thesis. There are multiple options for size and type of binding, and prices vary accordingly.
9. Payment is remitted by credit card as part of the submission process.
10. After you complete your submission, Levy Library staff will review the submission before sending it to ProQuest. You may be asked via email to make formatting revisions.
11. You will be able to log in to ETD Administrator to check the status of your thesis submission and make revisions.
12. For answers to Frequently Asked Questions about ETD Administrator, please visit: <http://www.etdadmin.com/cgi-bin/main/faq?siteId=224#submit>. The FAQs provide useful information about the submission and revision process and technical requirements. You may also contact ProQuest directly at etdsupport@proquest.com.

* Instructions for attaching approval page:

Step 1) Save the signed approval page as an image file (JPEG)

Step 2) Upload to a blank page (page number iii) in your thesis word document

Step 3) Save your thesis word document as a PDF

Fees:

Publishing Fee: choose one		
Traditional Publishing	\$0	Required (choose one)
Open Access Publishing	\$95	
Copyright Fee	\$55	Optional
Personal Copies	Varies	Optional

Fees must be paid by credit card as part of the submission process. Fees are subject to change.

Appendix 4: Sample Title Page for Master's Thesis

[TITLE]

BY

[AUTHOR NAME]

A MASTER'S THESIS SUBMITTED IN PARTIAL FULFILLMENT OF THE REQUIREMENTS FOR THE
MASTER OF PUBLIC HEALTH DEGREE IN THE GRADUATE SCHOOL OF BIOMEDICAL SCIENCES,
ICAHN SCHOOL OF MEDICINE AT MOUNT SINAI

[YEAR DEGREE AWARDED]

Appendix 5: Sample Copyright Page for Master's Thesis

[Year degree awarded]

[Author Name]

All Rights Reserved

Appendix 6: Sample Approval Page for Master's Thesis

This manuscript has been read and accepted by the Graduate Faculty of the Mount Sinai Graduate School of Biomedical Sciences, in satisfaction of the thesis requirement for the Master of Public Health degree.

[signature] _____
Thesis Advisor – [Typed Name]

Date

[signature] _____
Director, Graduate Program in Public Health – [Typed Name]

Date

Icahn School of Medicine at Mount Sinai

Appendix 7: Sample of Abstract Form for Master's Thesis

Abstract

[title]

by

[Author Name]

Advisor: [thesis advisor name]

[Text of Abstract double-spaced; should not exceed 250 words]