



Memorandum

To: Dr. Kevin Flynn, Chair, Academic Programs Committee of University Council

CC: Dr. Cheryl Waldner, and Dr. George Mutwiri, School of Public Health

From: Dr. Trever Crowe, Associate Dean, College of Graduate Studies and Research (CGSR)

Date: October 7, 2015

Re: Proposal for a New Thesis Option in the Master of Public Health Degree

The School of Public Health has been discussing introducing a thesis option to the Master of Public Health program for over 5 years. Program proponents had meetings with me as well as the Chair of the Graduate Programs Committee during the spring of 2015. Throughout the summer, proponents consulted my office during the development of the program proposal.

The faculty of the School of Public Health approved the new thesis option in the Master of Public Health degree, and recommended approval to the College of Graduate Studies. The Graduate Programs Committee approved the proposal in September 2015, and with minor clarifications incorporated they recommended approval of the proposal to the Executive Committee of CGSR. The Executive Committee of CGSR is recommending approval of the new thesis-option in the Master of Public Health degree to the Academic Programs Committee of Council.

Attached please find:

- A memo from the Executive Committee of CGSR recommending approval of the program
- A copy of the memo from the Graduate Programs Committee of CGSR recommending approval of the program
- A copy of the Consultation with the Registrar form
- Correspondence with proponents from the review process
- The complete program proposal including new course proposals

If there are any questions, I would be happy to respond.

TC:kc



UNIVERSITY OF
SASKATCHEWAN
College of Graduate Studies and Research
MEMORANDUM

To: Amanda Storey, Committee Coordinator
Academic Programs Committee of University Council

From: Adam Baxter-Jones, Dean; College of Graduate Studies and Research

Copies: Dr. Cheryl Waldner, Interim Associate Executive Director, School of Public Health
Dr. Trevor Crowe, Associate Dean, College of Graduate Studies and Research

Date: September 30, 2015

Re: Proposal to implement a thesis option in the Master of Public Health degree program

Members of the Executive Committee of the College of Graduate Studies and Research met on September 24, 2015, to consider the recommendation from the Graduate Programs Committee that a thesis option in the Master of Public Health degree program be implemented.

Members of the Committee were satisfied with responses from the members of the Graduate Programs Committee, clarifying the goals of introducing the new thesis option. This option will be reserved for the exceptional students who will be conditionally admitted to the master's program and after completing the required course work demonstrating high academic achievement, will be permitted to continue with a thesis option.

The following motion was carried:

"Recommend approval of the new thesis option in the Master of Public Health degree program."
Pohler/Eramian Carried

If questions or concerns arise during the review by the Academic Programs Committee, Associate Dean Crowe would be happy to respond.

TC:br
Attachments

Memorandum

To: Dr. Adam Baxter-Jones, Chair, Executive Committee of CGSR

CC: Dr. Cheryl Waldner, Interim Associate Executive Director, School of Public Health
Dr. Trever Crowe, Associate Dean, College of Graduate Studies and Research

From: Dr. Dionne Pohler, Chair, Graduate Programs Committee of CGSR

Date: September 18, 2015

Re: Proposal to implement a thesis option in the Master of Public Health degree program

The Graduate Programs Committee met on September 14, 2015, and reviewed the proposal for a thesis option in the Master of Public Health program. Proponents in the School of Public Health have been considering a thesis-based option for quite some time, and have previously admitted 3 special-case students. Throughout 2015, program proponents have worked closely with me, the Associate Dean of CGSR and the committee secretary to prepare a succinct proposal.

Overall committee members were impressed with the proposal. Suggestions to clarify program timelines, strategic selection of elective course options, and potential funding opportunities were well-received by proponents, and the clarifications have been incorporated into the proposal. Clarification has also been added to indicate that not all eligible students may be permitted to transfer to the thesis option.

It was noted that introducing the thesis program option would not impact enrolment in the Master of Public Health (MPH) program. It was also clarified that this program would not compete with other thesis-based masters' degrees on campus as students must be enrolled in the course-based Master of Public Health program to be eligible to transfer to the thesis-based program.

In addition it was noted that though there are many MPH programs in Canada, this program was unique as a thesis-based program with a practicum component.

The Graduate Programs Committee unanimously recommends approval of the thesis option in the Master of Public Health degree.

If you have any questions, please contact Kelly Clement at Kelly.clement@usask.ca or 306-966-2229.

DP/kc



UNIVERSITY OF
SASKATCHEWAN

School of Public Health

PROPOSAL FOR THESIS OPTION

Request for a Thesis Option within Existing MPH Degree

SCHOOL OF PUBLIC
HEALTH

September 18, 2015

PROPOSAL FOR A THESIS OPTION

Request for a Thesis Option within Existing MPH Degree

I.	EXECUTIVE SUMMARY	2
II.	PROPOSAL DOCUMENT	3
2.1	PROPOSAL IDENTIFICATION	3
2.2	TYPE OF CHANGE	3
III.	RATIONALE	4
3.0	INTRODUCTORY STATEMENT	4
3.1	BACKGROUND	4
3.2	MISSION.....	4
3.3	GOALS	5
3.4	OBJECTIVES	5
3.5	FOUNDATIONAL PRINCIPLES	5
IV.	UNIQUENESS OF THE PROGRAM	5
4.1	UNIVERSITY OF SASKATCHEWAN AND PROGRAMMATIC SETTING	6
4.2	STUDENT SETTING	7
4.3	NATIONAL/INTERNATIONAL ACADEMIC SETTING	8
V.	DESCRIPTION OF PROGRAM CHARACTERISTICS	8
5.1	CURRICULUM, COURSES AND MODES OF DELIVERY	8
5.1.1	CURRICULUM	8
5.1.2	COURSES	9
5.1.3	MODES OF DELIVERY:	11
5.2	FACULTY.....	11
5.2.1	FACULTY WITH STANDARD OR JOINT APPOINTMENTS IN THE SPH:	11
5.2.2	FACULTY WITH ASSOCIATE APPOINTMENTS IN THE SPH:	11
VI.	RELATIONSHIPS AND IMPACT OF IMPLEMENTATION	12
VII.	RESOURCES	12
7.1	FACULTY RESOURCES	12
7.2	SUPPORT STAFF.....	13
7.3	SPACE NEEDS	13
7.4.	BUDGET.....	13
7.4.1	CAPITAL AND START-UP COSTS	13
7.4.2	PERMANENT OPERATING COSTS	13
7.4.3	SOURCES OF FUNDING	13
7.4.4	ENROLLMENT (TUITION REVENUE)	13
APPENDIX 1: SUMMARY OF THE TYPICAL TIMELINE FOR THE MPH THESIS OPTION		
APPENDIX 2: LETTERS OF SUPPORT FOR THE MPH THESIS OPTION		
APPENDIX 3: COURSE PROPOSAL FOR NEW PRACTICUM COURSE FOR THE MPH THESIS OPTION		
APPENDIX 4: PROPOSED CALENDAR ENTRY FOR THE MPH THESIS OPTION		
APPENDIX 5: PROPOSED BUDGET IMPLICATIONS FOR THE MPH THESIS OPTION		

I. EXECUTIVE SUMMARY

The School of Public Health (SPH) wishes to offer a thesis option within the existing Master of Public Health degree. The current course-based Master of Public Health (MPH) program grew out of the University of Saskatchewan's (UofS) First Integrated Plan. It was part of University-wide initiatives to increase graduate student population and capacity for research and to build interdisciplinary approaches to research and teaching. As part of the Plan, the creation of an "inter-professional Master's program in Public Health" was proposed. This led to the development of the now well-established professional, course-based Master of Public Health (MPH) program and the subsequent need for a thesis option.

This proposal will provide a research-enhanced option where students will be able to satisfy the requirements of the existing professional, course-based Master of Public Health degree, as well as write and defend a thesis. The MPH thesis option would include 33 cu of course work plus a thesis requiring a 16-week 9-cu practicum (See **Appendix 1** for typical program timeline). The MPH degree with a thesis option is designed to meet both the Public Health Agency of Canada requirements for a professional public health practitioner and provide students with applied public health research training.

The students admitted to this program will have sufficient time to complete a thesis that is consistent with the expectations for an MSc student at the University of Saskatchewan in addition to the course load for the MPH program. This would typically consist of two defendable chapters in addition to an introduction and conclusions. The thesis-option students will have to complete a 16 week practicum focusing on their thesis in place of the 12 week practicum for course-based students, and they will have 2 fewer 3 credit unit elective courses during the second year of the program freeing up time for research during the regular term. Finally, they will typically enroll in the summer term following their second regular term to write and defend their thesis. Students will not defend until their committee is satisfied that the thesis meets the required standard for a Master's degree.

This program is **different from all other thesis-based options on campus** as there are no other thesis programs that include training in all of the core competencies for professional public health practice outlined by the Public Health Agency of Canada. Only students who have been admitted to the MPH course based program and then excelled academically in their first term of course work will be eligible to apply. Then, only those who have identified a supervisor and have a clearly defined and appropriate project by the end of their first term of study will be permitted to transfer to the thesis option. Students applying to the SPH and who want direct entry to a Masters level thesis program, as well as those who are not interested in completing the course work associated with the MPH degree, will be directed to other graduate programs.

The proposed MPH thesis option will substantially increase both faculty and student research activity within the SPH, but is not intended to change total enrollment in the MPH program. Specifically, the MPH thesis option will serve as a conduit in the identification, recruitment, training and possible retention of highly qualified graduate student researchers from within the MPH cohort, who upon completion of their degree might choose to continue their academic pursuits and research training in the SPH or other associated academic units at the University of Saskatchewan.

The first intake of MPH thesis option students is proposed for May 2016.

II. PROPOSAL DOCUMENT

2.1 Proposal Identification

Title of proposal: Request for a Thesis Option within the Existing MPH Degree

Degree(s): Master of Public Health

Field(s) of Specialization: N/A

Level(s) of Concentration: N/A

Option(s): Thesis

Degree College: Graduate Studies and Research

Home College: School of Public Health

Contact person(s) (name, telephone, fax, e-mail):

Dr. George Mutwiri
School of Public Health
University of Saskatchewan
Tel: 306-966-6773
E-mail: george.mutwiri@usask.ca

Date: September 18, 2015

Approved by the degree college and/or home college: School of Public Health

Proposed date of implementation: May 2016

2.2 Type of Change

Requiring approval by Council

- ☐ A new Degree-Level program or template for program.
- ☐ A new Field of Specialization at the Major or Honors Level of Concentration or template for a major or honors program
- ☐ Conversion of an existing program from regular to special tuition program.
- ☐ A change in the requirements for admission to a program
- ☐ A change in quota for a college
- ☐ Program revisions that will use new resources
- ☐ A replacement program, including program deletion
- ☐ A program deletion (consult Program Termination Procedures, approved by Council in May 2001)

Requiring approval by Academic Programs Committee

- ☐ Addition of a higher Level of Concentration to an existing Field of Specialization.
- ☐ Addition of a new Field of Specialization at the Minor Level of Concentration.
- ☒ A change in program options
- ☐ A change in the name of a Degree-level Program or Field of Specialization.
- ☐ A change in the total number of credit hours required for an approved degree program.

III. RATIONALE

3.0 Introductory Statement

The School of Public Health (SPH) faculty wishes to create a thesis option for the Master of Public Health (MPH) for four reasons.

First, students in the course-based MPH program have asked for opportunities to acquire applied research skills and investigative experience in addition to achieving a professional degree in the field of public health that meets the requirements of the Public Health Agency of Canada (PHAC).

Second, we wish to create a feeder program for our existing public health related doctoral programs in the SPH.

Third, the proposed MPH thesis option will provide necessary opportunities to increase both faculty and student research activity.

Finally, students enrolled in a thesis program have access to a wider variety of funding opportunities.

3.1 Background

The School of Public Health wishes to add a thesis option to the existing course-based MPH degree. This MPH thesis option provides a research-enhanced experience for students while satisfying the requirements of the existing course-based, professional MPH degree. The proposal is for a 24-month, 33 course-based credit units (cu), plus a 9-cu 16-week practicum (a minimum of 480 hours) with a focus on public health research. A MPH degree with a thesis option will serve as a conduit in the identification, recruitment, training and possible retention of highly qualified graduate student researchers, who upon completion of their degree might choose to continue their academic and research training in the SPH or other associated academic units at the University of Saskatchewan. Thus, the current proposal directly addresses one of the key strategic priorities to “enhance research intensiveness” at the University of Saskatchewan.

This package contains several **letters of support from SPH faculty (Appendix 2)** showing the necessity of this program to support their research programs and increase the SPH’s scholarly capacity to train highly qualified personnel. For many faculty, this program will be the primary means of engaging graduate students to establish and enhance their research programs.

The MPH thesis option will create a level playfield as it will allow the participating MPH students to qualify for consideration of devolved funding by the University once the program has become established. In the interim, the thesis option students will be eligible to apply for non-devolved funding.

Access to this funding is crucial for supporting the research capacity of the SPH students and their corresponding supervising faculty. This is particularly important for young student investigators and junior faculty early in their careers.

Establishing a Masters level thesis option accessible to all faculty in the SPH will have a number of beneficial effects. Chief among them, the fact that the MPH thesis option will also enhance the SPH’s marketability among students and strengthen the programs ability to recruit and retain highly qualified, research-focused faculty.

3.2 Mission

The MPH thesis option will produce highly-qualified public health professionals, who will have the training and experience needed to conduct relevant, applied public health research. Such researchers will play an important role in the increasingly complex public health issues emerging locally, nationally, and internationally.

3.3 Goals

1. To create a new MPH thesis option within the current MPH degree.
2. To increase the capacity for research in public health.

3.4 Objectives

1. To prepare graduate students for professional and research careers in public health or further graduate level training.
2. To recruit and retain highly-qualified graduate students and faculty with a background and a strong interest in conducting public health research.
3. To increase the capacity of the SPH to assess and respond to public health research needs and to translate the findings of this research into practice.

3.5 Foundational Principles

1. The MPH thesis option will complement and enhance the research of existing faculty, research groups, and graduate programs within the SPH and beyond.
2. The MPH thesis option will share the core curriculum of the established professional, course-based MPH. In addition, each student enrolled in this option will complete a thesis in public health research that best fits their background, interests and career goals.
3. The MPH thesis option will provide the necessary flexibility for students to pursue a research-intensive program in addition to meeting the core competencies for public health practice.
4. The MPH thesis option initiative is broadly supported by the university's integrated planning. It will contribute to the UofS in a number of significant ways:
 - a) Increase diversity of academic programming
 - b) Enhance research intensiveness and outputs
 - c) Attract and help retain students and faculty with a strong commitment to research

IV. UNIQUENESS OF THE MPH PROGRAM THESIS OPTION

The MPH thesis option is an option within our existing course-based MPH and distinct from other Canadian MPH degrees. The MPH degree with a thesis option is **designed to meet the Public Health Agency of Canada requirements for a professional public health practitioner and to provide students with research training leading to a thesis.**

This program is **different from all other thesis-based options on campus** as there are no other programs that include training in all of the core competencies for professional public health practice outlined by the Public Health Agency of Canada.

Finally, the program is also distinct from the current MPH degree. The first year of the MPH thesis option will be the same as the course-based MPH. Starting in the second year, students will focus on electives providing the necessary skill sets for the thesis work, data collection, data analysis, and thesis preparation. The MPH thesis option students will have enhanced public health research experiences compared to students in the course-based degree.

4.1 University of Saskatchewan and Programmatic Setting

The SPH currently offers an MSc and PhD in Biostatistics and in Vaccinology and Immunotherapeutics, a PhD in Epidemiology and a professional, course-based MPH. Additionally, the SPH has plans to establish a PhD in Public Health. The MPH thesis option will serve as a conduit in the identification, recruitment, training and retention of highly-qualified graduate students for our doctoral programs.

This degree will require 33 cu of coursework (see Table 1) and a 16-week 9-CU practicum. It is critical to remember that students on completing this program will have both the professional credentials to practice in public health and the research experience necessary to pursue a PhD. We have had two special-case MPH students who have completed 33 cu of coursework and a thesis based on their practicum.

The practicum for MPH thesis option students will have a more intensive research focus compared to that for the course-based MPH program. The thesis will be based upon the work conducted in the 9-cu practicum. Consistent with other thesis-based Master's programs at the UofS, the student will be expected to conduct satisfactory research, prepare a written thesis, and defend the thesis before the advisory committee and an external examiner.

During Term 1 of their first academic year, students interested in pursuing a thesis option will need to identify a supervisor. The supervisor and student will together identify a practicum placement which has the potential to meet the thesis requirements. Then, before the student can be enrolled in the MPH thesis option, they will have to 1) meet the prerequisites for the practicum; 2) attain a minimum GPA of 80%; 3) establish an appropriate advisory committee before initiation of their thesis project and 4) write and present a draft of their thesis proposal that is satisfies the advisory committee that the student has both the academic potential and a suitable project to transfer to the thesis option. The supervisor and committee will assess the thesis proposal to determine if the student has the basic writing skills essential to complete the MPH on schedule. Typically these conditions would be met by the end of Year 1 Term 2; however, for part-time students this time frame can be modified to fit each student's unique circumstances.

This program does not compete with other MSc programs in population health at the University of Saskatchewan as it will only recruit students who have committed to completing the core requirements for the professional MPH degree. Students wishing for a research program leading to MSc degree that does not include all of the coursework necessary to attain the core public health competencies required by PHAC will continue to pursue other academic opportunities at the UofS. Dr. Mutwiri has discussed this option with Dr. Leis from Community Health and Epidemiology and clarified that this is not a direct entry alternative for students whose primary goal is a thesis-based program.

Table 1: Comparison of a typical time line and the course requirements for the existing course-based MPH degree and the proposed MPH degree with thesis option

		Current course-based MPH program	Proposed MPH with thesis option
Year 1	Term 1	4 x 3 cu required courses	4 x 3 cu required courses Identify supervisor Work with supervisor to identify an appropriate practicum
	Term 2	3 x 3 cu required courses plus 1 x 3 cu elective course	3 x 3 cu required courses 1 x 3 cu elective course Apply to the program: 15 January Conditional acceptance to thesis option: 31 January Form advisory committee Write and defend proposal
	Spring/ Summer Term	1 x 6 cu practicum (12 weeks)	1 x 9 cu practicum (16 weeks) Formal acceptance to thesis option: May 1
Year 2	Term 1	3 x 3 cu courses	2 x 3 cu courses Data analysis (if necessary) Begin writing thesis
	Term 2	1 x 3 cu elective plus 1 x 3 cu course (Capstone required course)	1 x 3 cu course (Capstone required course) Continue writing thesis
	Spring/ Summer Term	Not applicable	Finish thesis Defend thesis

Note: The above table is a typical timeline. Some students may finish earlier. For example: Of the 59 full-time course-based MPH students who graduated in 2012, there were 12 who successfully finished all of the course requirements in 16 months. Of the 52 who graduated in 2013, there were 5 who finished all of the course requirements in 16 months. No students finished in 16 months in 2014 and 3 of 50 full time students who graduated in 2015 finished in 16 months.

4.2 Student Setting

Students in the MPH program with a thesis option will acquire:

1. Training in the core competencies for public health outlined by the Public Health Agency of Canada.
2. Applied training in public health study design, data collection, analysis and interpretation of results, and the writing of a thesis/manuscript.
3. An in-depth understanding of important, current issues in public health practice.

The students admitted to this program will have sufficient time to complete a thesis that is consistent with the expectations for an MSc student at the University of Saskatchewan in addition to the course load for the MPH program. Students will not be accepted if they do not meet academic performance requirements and have identified a supervisor and a clearly defined and appropriate project by the end of their first term of study. The thesis-option students will have to complete a 16 week practicum in place of the 12 week practicum course, and they will have 2 fewer 3 credit unit elective courses during the second year of the program freeing up time for research during the regular term. Finally, they will typically enroll in the summer term following their second regular term to write and defend their thesis. Students will not defend until their committee is satisfied that the thesis meets the required standard for a Master's degree.

4.3 National/International Academic Setting

While there are many Masters of Public Health programs currently available in Canada, **only a relatively small number include the practicum requirement** suggested by the Public Health Agency of Canada. The Public Health Agency of Canada lists the Canadian MPH programs that include practica: Lakehead University, McGill University, Queen's University, Simon Fraser University, University of Alberta, University of Guelph, University of Manitoba, University of Saskatchewan, University of Victoria, and the University of Waterloo.

Even fewer of the MPH programs with practica also have a thesis-based option. The only comparable thesis-based options in MPH programs with practica were found at: Lakehead University – 7 full course equivalents (42 cu) (<http://healthsciences.lakeheadu.ca/thesis-master-of-public-health-programs/>) and Simon Fraser University – 50 credit hours (<http://www.sfu.ca/fhs/future-students/graduate/master-of-public-health/thesis-option.html>). For Lakehead the thesis is considered equivalent to 12cu and at Simon Fraser University the thesis is considered equivalent to 6 cu.

As a result of the unique interdisciplinary and inter-professional collaborations within the SPH and between the Colleges of Dentistry, Kinesiology, Medicine, Nursing, Pharmacy and Nutrition, and Veterinary Medicine; the School of Physical Therapy; VIDO/Intervac; and other health science units on campus, the University of Saskatchewan has distinctive strengths in the field of public health. The SPH has a distinct advantage as no comparable opportunities exist at other universities for such a wide spectrum of potential collaborations in applied health research projects and professional coursework in public health. Consequently, our proposed MPH thesis option will provide unique training and research opportunities in applied public health.

Graduates of our MPH program with thesis option will have an added advantage of having research training and will be highly competitive in the job market. Potential employers of these professionals include, but are not limited to: provincial ministries of health, agriculture and environment; regional, national and international health authorities and public health departments; First Nations health authorities; universities; and federal agencies such as the Public Health Agency of Canada, the Canadian Food Inspection Agency, and Health Canada. Private sector employers include national and international food and agriculture enterprises, environmental consulting firms, pharmaceutical companies, and private health care services.

V. DESCRIPTION OF PROGRAM CHARACTERISTICS

5.1 Curriculum, Courses and Modes of Delivery

5.1.1 Curriculum

General:

The MPH thesis option in the SPH is expected to be comprised of 42 CU (Table 1) and normally completed in 24 months. The course requirements will be fewer than the existing course-based MPH program (45 CU). The proposed calendar description for the one new required course and for the option itself are outlined in **Appendix 3 and Appendix 4.**

Acceptance to the MPH thesis option:

All students will be initially admitted into the existing course-based MPH program. During Term 1 of their first academic year, students interested in pursuing a thesis option will need to identify a supervisor. The supervisor and student will work together to identify a practicum placement which has the potential to meet the thesis requirements. Then, before the student can be enrolled in the MPH thesis option the student will have to 1) meet the prerequisites for the practicum; 2) attain a minimum GPA of 80%; 3) work with their supervisor to establish an appropriate advisory committee before initiation of the thesis project; and 4) write and defend a thesis proposal.

Students who have identified a supervisor, a potential project, and have a minimum GPA of 80% can apply to the MPH option by January 15th of each year. Applications will be reviewed and students conditionally accepted by January 31st if the student meets the initial requirements. Students who maintain a minimum GPA of 80%, meet the prerequisite courses for the practicum, have established an advisory committee, and who have written and defended a thesis proposal will be formally accepted by May 1. A typical time line for this program is outlined in Appendix 1.

Although applicants may meet the minimum expectations for admission, the School of Public Health reserves the right to deny the request to transfer to the thesis-based option.

MPH degree with thesis option curriculum:

The distribution of credit hours for the MPH with thesis option is as follows:

1. 24 credit units for required courses (7 x 3 cu in year 1 and 1 x 3 cu in year 2)
2. 9 credit units for elective courses
3. 9 credit units for a 16 week public health practicum
4. 0 credit units but mandatory registration in the 994 thesis course

A summary of the credit unit distribution and comparison to the existing course-based MPH program is provided in Table 1.

5.1.2 Courses

Required courses (for credit) MPH program (with and without thesis option):

Each student would be required to enroll in **8 required courses**:

1. Foundations of Public Health (PUBH 804.3)
2. Biostatistics for Public Health (PUBH 805.3)
3. Epidemiology for Public Health (PUBH 800.3)
4. Environmental Public Health (PUBH 810.3)
5. Health Policy and Politics (PUBH 867.3)
6. Health Promotion (PUBH 803.3)
7. Health Program Planning and Evaluation (PUBH 807.3)
8. Interdisciplinary Public Health Practice (PUBH 840.3) (Typically in term 2, year 2 of the program)

Required courses (non-credit) MPH program (with and without thesis option):

1. PUBH 990: Public Health Seminar. Students will be expected to attend 75% of seminars during their MPH program.
2. PUBH 994: Master of Public Health Thesis
3. GSR 960 (Introduction into Ethics and Integrity) and
4. GSR 961 (Ethics and Integrity in Human Research).

MPH students conducting animal research will additionally have to complete GSR 962 (Ethics and Integrity in Animal Research).

Elective courses:

Based on the individual student's area of focus for their research thesis, their thesis advisory committee will identify the most appropriate elective courses to strengthen the student's program of study. Typically one elective course would be completed in year 1 in term 2 before the practicum. The remaining 2 elective courses would be completed in term 1 of year 2 of the program.

Field Research and Practicum in Public Health (new course developed for thesis option) (see attached course proposal – Appendix 3):

The purpose of the **Field Research and Practicum in Public Health** is to build upon the foundation courses with field experience in the student's area of research interest. Therefore, students in the proposed MPH thesis option will complete this course upon successful completion of the prerequisites (typically during the Year 1 Term 3).

The field research will provide MPH students with an opportunity to apply the theories and concepts learned in their academic coursework to practical public health problems faced in the field. They will be placed in a public health setting related to their research interest. They will be supervised by their thesis advisor and will be facilitated by a field preceptor from the placement organization. On a day-to-day basis, they will be expected to work closely within their assigned organization to complete projects related to their thesis research program under the guidance of their thesis advisor and field preceptor.

The students in the MPH thesis option will use this research intensive practicum to collect at least the initial data for their project and refine their MPH thesis proposal. MPH thesis students will be expected to present their work in the seminar series offered during the final year of the MPH program.

Description of the MPH thesis:

The thesis will be structured to conform with all of the CGSR expectations as reported at the website:

http://www.usask.ca/cgsr/for_students/etd.php. The body of the thesis will cover the content areas referenced on the CGSR website (http://www.usask.ca/cgsr/for_students/formatbody.php). **The body of thesis will typically contain one chapter outlining the objectives and a focused literature review, two substantial chapters describing the Masters research, and a summary and recommendations chapter.** The chapters describing the actual research will contain the elements of at least one paper suitable for publication. In most cases this chapter will require some additional editing to fit journal format and word limit requirements before it can be submitted for publication. This paper-based approach is critical to ensure timely dissemination of key research findings, provide students with an understanding and experience of the peer review process and assist participating faculty to publish their work.

Meetings of the Student's Thesis-Advisory Committee:

The thesis advisory committee will include the student's supervisor, the graduate chair for the MPH thesis option, and at least one other faculty member. The faculty member will be selected by the supervisor after consultation with the student based on the research needs for the selected project. Ideally there will be 2 committee meeting per year. In Year 1, the first meeting should occur in Term 2 prior to the student commencing the 9 cu Public Health Practicum and a second meeting should occur after the completion of the practicum. In Year 2, the first meeting should occur at the end of Term 1 and the second meeting in Term 2 and prior to the Thesis defense.

In all instances, the student's Thesis-Advisory Committee needs to make a positive recommendation for the student to proceed to the next stage. In the cases of students, where the Thesis-Advisory Committee finds their practicum is not sufficient to build a thesis, the student cannot successfully defend any necessary final edits to the proposal completed after their practicum experience, or are making unsatisfactory progress, the students will be permitted to revert back to the course-based MPH program.

5.1.3 Modes of Delivery:

The modes of delivery for the MPH thesis option will be identical to the live and web-enhanced deliveries currently established in the existing course-based MPH program.

5.2 Faculty

Given the interdisciplinary nature of the SPH, it is difficult to list all potential faculty members who might be involved with the MPH thesis option. Listed below are the primary/joint and associate SPH faculty who will play significant roles in the MPH thesis option:

5.2.1 Faculty with standard or joint appointments in the SPH*:

- Dr. Lalita Bharadwaj, Associate Professor, SPH
- Dr. Yelena Bird, Assistant Professor, SPH
- Dr. Carl D'Arcy, Professor, Psychiatry/SPH
- Dr. Tasha Epp, Associate Professor, WCVN/SPH
- Dr. Marwa Farag, Assistant Professor, SPH
- Dr. Cindy Feng, Assistant Professor, SPH/ WCVN
- Dr. Philip Griebel, Professor, SPH/VIDO
- Dr. Emily Jenkins, Associate Professor, WCVN/SPH
- Dr. Rein Lepnurm, Professor, SPH
- Dr. Janice MacKinnon, Professor, SPH
- Dr. John Moraros, Associate Professor, SPH
- Dr. George Mutwiri, Professor, SPH/VIDO
- Dr. Michael Szafron, Assistant Professor, SPH
- Dr. Suresh Tikoo, Professor, VIDO/SPH
- Dr. Hassan Vatanparast, Associate Professor, Pharmacy & Nutrition/SPH
- Dr. Cheryl Waldner, Professor, WCVN/SPH

5.2.2 Faculty with associate appointments in the SPH:

- Dr. Larry Brawley, Professor, Kinesiology
- Dr. Colleen Dell, Professor, Sociology
- Dr. John Gordon, Professor, Medicine
- Dr. Nancy Gyurcsik, Associate Professor, Kinesiology
- Dr. Paul Hackett, Assistant Professor, Geography & Planning
- Dr. Beth Horsburgh, Associate Vice-President, Research and Health
- Dr. James Irvine, Professor, Family Medicine
- Dr. Shelley Kirychuk, Associate Professor, Medicine
- Dr. Niels Koehncke, Associate Professor, Medicine
- Dr. Anthony Kusalik, Professor, Computer Science
- Dr. Hyun Ja Lim, Professor, Medicine
- Dr. Debra Morgan, Professor, CCHSA
- Dr. Donna Rennie, Professor, Nursing

- Dr. Thomas Rotter, Chair in Health Quality Improvement Science, Pharmacy and Nutrition
- Dr. Natalie Shiff, Assistant Professor, Medicine
- Dr. Kevin Spink, Professor, Kinesiology
- Dr. Ulrich Teucher, Associate Professor, Psychology
- Dr. Sylvia van den Hurk, Program Manager and Research Scientist, VIDO

* All listed faculty are also members of CGSR.

VI. RELATIONSHIPS AND IMPACT OF IMPLEMENTATION

The proposed MPH thesis option will complement the existing course-based MPH program while expanding the training and research opportunities in public health available to graduate students and faculty in the SPH. The existing course-based MPH program provides a strong base and a programmatic framework on which to include the proposed thesis option.

It is worthy to note the similarities and distinct difference between the proposed MPH thesis option by the SPH and the MSc program in Community and Population Health Science offered through the department of Community Health & Epidemiology (CHEP), College of Medicine. The MSc degree has a focus on social population health research whereas our MPH degree with thesis option is focused on the training of public practitioners with research experience in applied public health. Students who apply to transfer to the MPH thesis option will already be enrolled in and have completed two terms of the existing course-based MPH program. Consequently we do not envision any competition between CHEP and our MPH thesis option. Students who wish direct entry into a thesis-based Master's program will be referred to CHEP. In fact, both programs are distinct and yet complementary to each other and should thrive. Both thesis-based programs are essential to meet the diverse needs of students and faculty at the UofS and will play a role regardless of future changes to administrative structure of the SPH.

It is anticipated that approximately 50 students will enroll in the existing course-based MPH program during fall 2015. Based on student inquiries to faculty over the past 3 years and expressions of interest in completing a thesis, we estimate that approximately 5 students per year (approximately 10% of all MPH students) will pursue the MPH thesis. As all thesis-option students will be transferred from the MPH course-based program, there will be **no expected increase in total enrollment in the MPH program**.

The SPH foresees the MPH thesis option will attract students who are interested in advanced public health research training. Additionally, the proposed MPH thesis option could act as a feeder to the research-intensive, doctoral-level training programs in the SPH and other units on campus engaged in studies of population health. The MPH degree with thesis option increases the number of highly qualified, research-oriented, graduate students on campus and affords SPH faculty the opportunity to enhance their research output.

VII. RESOURCES

7.1 Faculty Resources

Section 5.2 identifies existing faculty members, many of whom are currently offering courses for the SPH. It is not anticipated that new faculty resources will be required to offer the MPH thesis option. Faculty members will have the option of accepting MPH thesis students, but students will not be assigned to faculty who do not choose to engage in this program.

7.2 Support Staff

Clerical – Currently, the SPH does not anticipate a need for additional administrative staff specifically assigned to support the MPH thesis program as the SPH has a support person to assist with the practicum for all MPH students including those who will do the practica for the thesis-option. Other requirements related to the thesis-option program such as setting up advisory committee meetings, scholarship applications and defenses will be handled by the dedicated administrative assistant to the thesis-option programs in the SPH.

7.3 Space Needs

Students in the MPH thesis option will be housed with other SPH thesis students in the Academic Health Sciences Building E Wing.

7.4. Budget (Appendix 5)

7.4.1 Capital and Start-Up Costs

It is not anticipated that new faculty resources, space allocation, library or IT resources will be required to offer this option.

7.4.2 Permanent Operating Costs

All direct and indirect costs of the MPH thesis option will be assumed by the School of Public Health in its operating budget.

7.4.3 Sources of Funding

The operating resources associated with the MPH thesis option are already in place within the operating budget of the School of Public Health.

The students registered in the MPH program with thesis option will be eligible for SPH thesis scholarships and will initial qualify to apply for CGSR non-devolved funding. Once the program is established (after 2 to 3 years) students might be eligible for CGSR devolved funding if total program enrollment is sufficient. Student stipends maybe supplemented through supervisor funds.

7.4.4 Enrolment (Tuition Revenue)

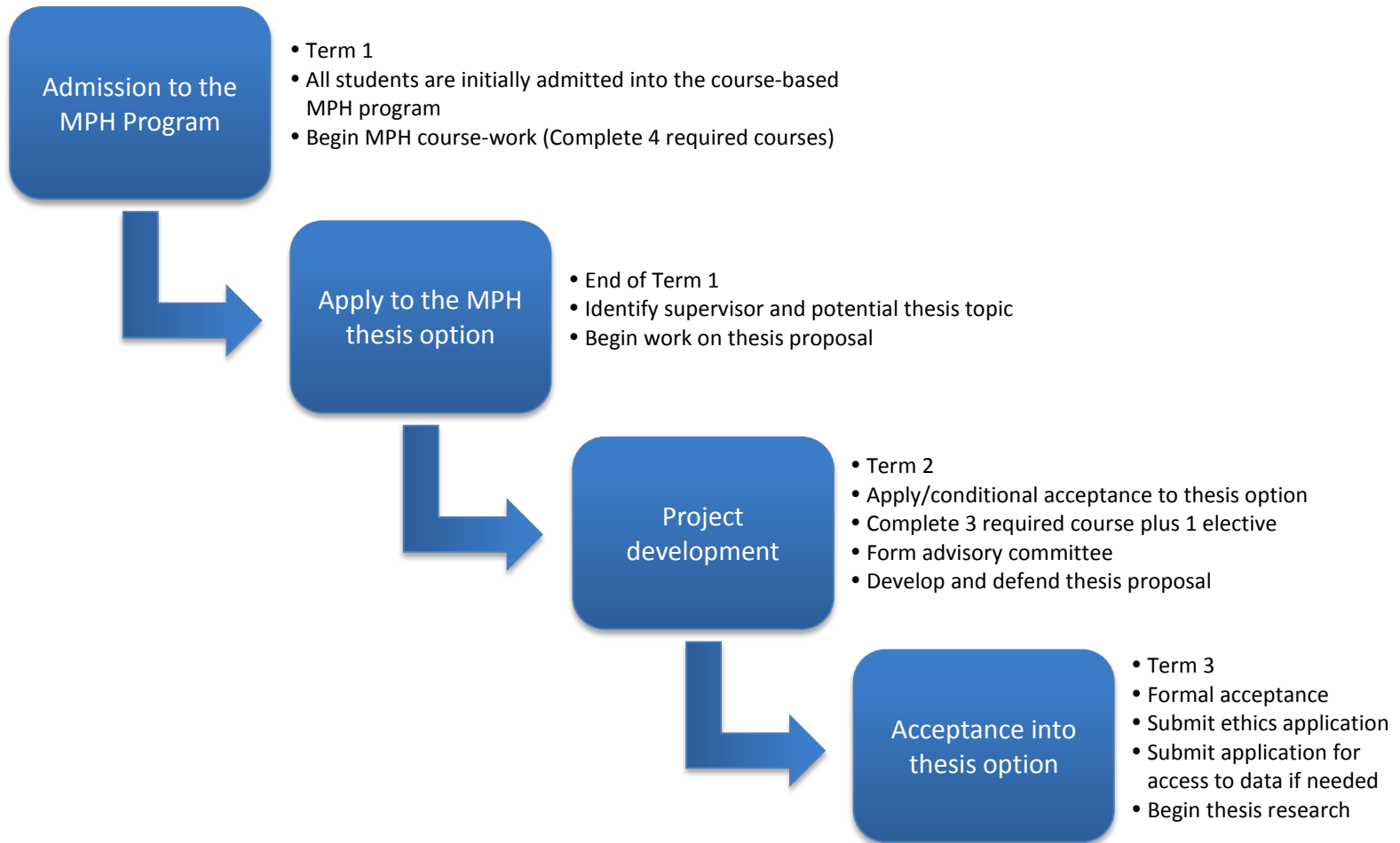
Our goal is to have the first intake of MPH thesis option students in May 2016, upon satisfactory completion of the entrance requirements stated in Section 5.1.1. It is estimated that approximately 5 students (or 10% of each incoming class) will be accepted into the MPH thesis option each year. Revenue will be based on the new cost-sharing model and overall MPH tuition increases.

Tuition for the MPH students would be the same as that for MPH course-based students if they defend their thesis within the suggested timeline. However, students taking longer than 2 years to complete their thesis would continue to pay a flat term tuition as is consistent with other thesis-based programs on campus.

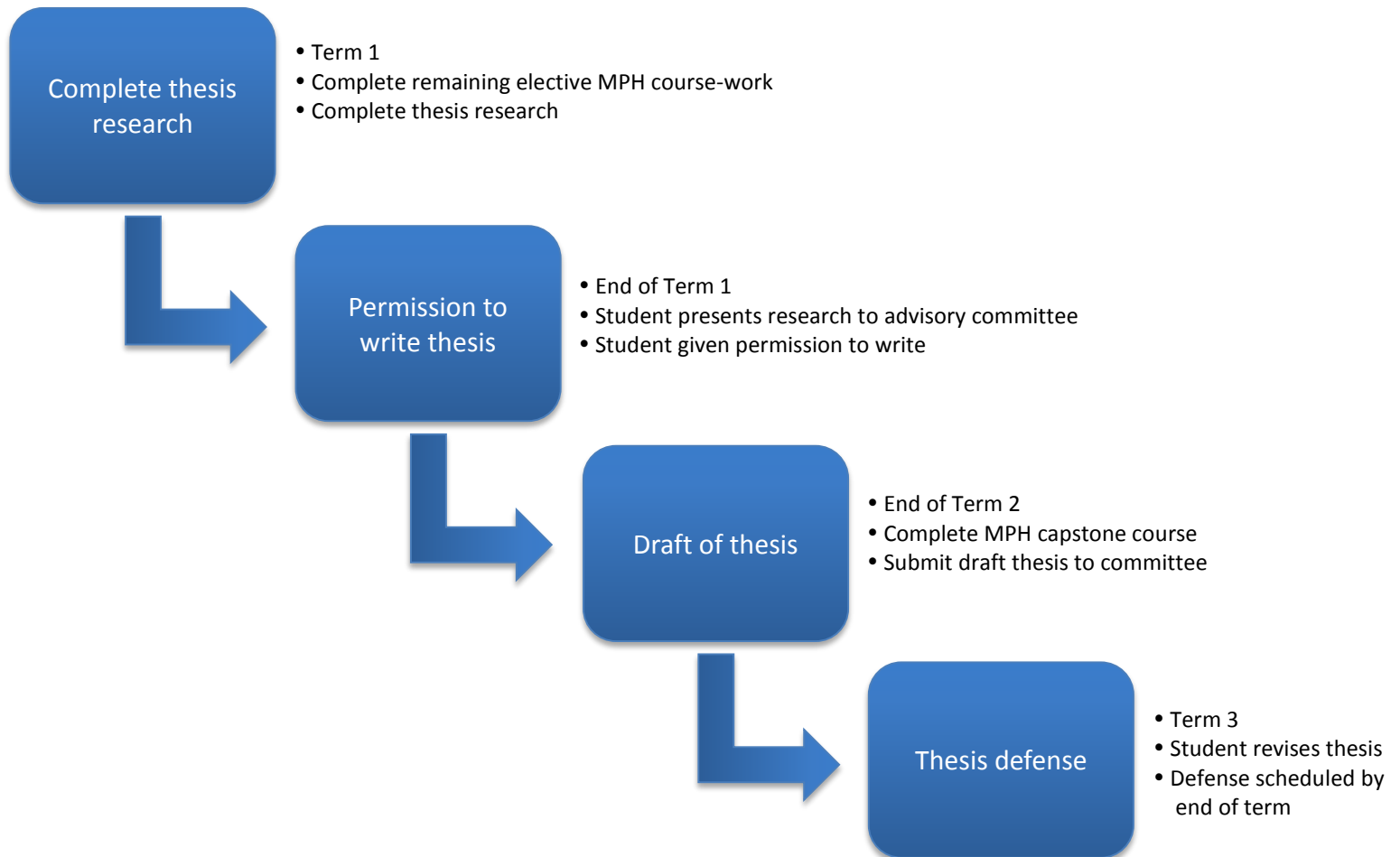
For example, the MPH tuition is currently \$9712 for domestic students. Tuition is assessed on a per credit basis, at approximately \$215.82 per credit unit. If the students enter the thesis option at the beginning of the 3rd term, and they are expected to finish the program at the end of the 6th term, a per term tuition rate should be \$1294.93 per term for 4 terms (Spring/Summer, Fall, Winter, Spring/Summer) assuming 24 cu completed before transfer. The total program cost would be \$9712 if the student defends on time ($24 \times \$215.82 = \5179.68 plus 4 terms at $\$1133.08 = \4532.32 for a total of \$9712).

Appendix 1:
Summary of the typical timeline for the MPH
thesis option

Overview of the MPH Thesis-option Year 1



Overview of the MPH Thesis-option Year 2



Appendix 2:
Letters of support for the
MPH thesis option

August 25, 2015

Dr. Cheryl Waldner
Chair, MPH Thesis Option Sub-committee
School of Public Health

Dear Dr. Waldner,

I am writing to support the proposed MPH Thesis option.

The MPH Program is the largest program in our school, with an annual intake of about 80 students. Currently, all students in this program complete their MPH degree requirements through coursework.

Every year, we have a few students in the MPH Program who are interested in research, and would want to pursue a thesis option. Unfortunately, we have not been able to meet this need in the past. Furthermore, our faculty who teach in the MPH Program have to seek appointments as associate members in other departments on campus that have thesis programs so they can supervise graduate students.

Availability of an MPH Thesis option in our program would meet the needs of those students who are interested in research, enable them to progress into the School's PhD programs on completion of the MPH, and also provide our faculty with graduate students.

The MPH Thesis option is intended for students who have already completed at least two terms (or several months) in the MPH program. Once this requirement is fulfilled, students will be eligible to apply for the MPH Thesis option should they wish to.

Please let me know if there is anything I can do assist the committee.

Sincerely,



George Mutwiri, DVM, PhD
Interim Executive Director and Professor, School of Public Health
Senior Scientist, Vaccine & Infectious Disease Organization/International Vaccine Center
University of Saskatchewan
Saskatoon, SK, Canada S7N 2Z4



Dr. Cheryl Waldner,
Chair, MPH Thesis Option Sub-committee
School of Public Health,

RE: Letter of support for MPH Thesis based option

Dear Dr. Waldner,

I am pleased to submit a letter of support for MPH Thesis option to an already existing unique MPH program at School of Public Health. The proposed addition to already existing MPH program in school of public Health will help the MPH students to get exposed to "Research", which will increase their interest in the "Thesis based graduate programs" in the school and elsewhere on the campus. Secondly, MPH thesis option will help our MPH teaching faculty particularly the junior faculty to supervise these students and publish the results of the research work in peer reviewed journals. This will not only help them to remain competitive in their field of specialization, but will also help them to successfully compete for award of research grants particularly from tri-council agencies (accepted benchmark for success). Finally, MPH Thesis based option should not have any impact on the existing Thesis based programs offered in other departments\college of the university as ONLY students already enrolled in MPH program will be eligible for registering in MPH thesis based option.

Sincerely

Dr. Suresh K Tikoo
Professor & Director,
Vaccinology & Immunotherapeutics program
School of Public Health

July 30, 2015

Dr. Cheryl Waldner
MPH Thesis Committee Chair
Professor, Western College of Veterinary Medicine
Professor, School of Public Health

Dear Dr. Waldner,

I am writing this letter to express the need for a thesis-option within our Master of Public Health (MPH) program in the School of Public Health (SPH).

As a recently hired assistant professor in the School of Public Health (SPH), I currently have limited funds for supporting graduate student research assistantships. Because the majority of my duties are associated with the SPH's MPH program and because the degree is not thesis-based, the program does not qualify for devolved funding. This provides unique challenges for new SPH faculty, particularly at the assistant rank, to compete with other faculty (i.e. those from programs that qualify for devolved funding) to recruit and retain the strongest research-oriented students.

This past year six MPH students spoke with regarding the possibility of completing a thesis within their MPH program. As this option currently does not exist, I had to tell these students that completing a thesis within their MPH degree was not possible. I have been told that one of these students has transferred to another academic unit on campus, a unit that offers a thesis-based Master's degree. In fact, each year the SPH loses several of its brightest MPH research-oriented students to other academic units that both have a thesis-based degree and provide financial support. Without these students, we cannot easily grow our research programs. Because the tenure and promotion processes both include a heavily weighted research component, assistant professors within the SPH are at a disadvantage when it comes to applying for tenure and promotion.

Offering a thesis-based option within our MPH degree is a solution that would resolve the issues described in the previous paragraph. Having a thesis option with our MPH degree and qualifying for devolved funding allow our research-oriented MPH students to remain in the SPH to complete their research and to receive financial assistance while they are conducting research. By retaining our top research-oriented students, SPH faculty are in an excellent position to develop strong research programs that are essential for tenure and promotion. Hence having a thesis-based option within our MPH degree is a win for our students, a win for our faculty, and a win for the University of Saskatchewan as a whole. Please accept this letter as my complete support for a thesis option within our current MPH degree.

Sincerely,

Michael Szafron, PhD
MPH Practicum Coordinator
Assistant Professor, School of Public Health



UNIVERSITY OF
SASKATCHEWAN

School of Public Health

August 4, 2015

Dr. Cheryl Waldner
Chair, MPH Thesis Option Sub-committee
School of Public Health

Dear Dr. Waldner,

I am writing to give my full support to the proposed MPH thesis option. I strongly believe that this option will be very beneficial for our students, faculty, and the school. A number of MPH students approach me each academic year wishing to pursue their research interests under my supervision. However, we currently cannot offer MPH students this option. I see this thesis option as an avenue for me to mentor my students and assist them in conducting research resulting in publications, which will highly beneficial for my students and myself.

Finally, having the thesis option will assist us in achieving the SPH's mission: "The School of Public Health's mission is to improve the health of individuals and communities through the creation, dissemination and application of public health knowledge, the education of leaders, social change, partnerships with service providers, and service to the broader community." Therefore I strongly and fully support the MPH thesis option.

Sincerely,

A handwritten signature in black ink, appearing to read 'Marwa Farag'.

Marwa Farag, MSc., Ph.D.
Assistant Professor, School of Public Health
University of Saskatchewan, Health Sciences Building
107 Wiggins Road, Room 2705 RUH
Saskatoon, SK S7N5E5
Phone (306)966-5959, Fax (306)966-7920
E-mail: marwa.farag@usask.ca
Yours sincerely,

Dr. Cheryl Waldner
MPH Thesis Committee Chair
Professor, School of Public Health
Professor, Western College of Veterinary Medicine

Dear Dr. Waldner,

RE: Letter of Support for the MPH (Master of Public Health) thesis program

I am writing the letter in support of the MPH thesis program in the School of Public Health.

As a professional program in the University of Saskatchewan, the School of Public Health needs to be recognized for both the value of practical engagement and the value of research-oriented activities. Establishing a MPH thesis based program can provide ample opportunities for students to get first-hand experience in research. It is an excellent way to gain skills and insight into the academic process and can assist in making the decision to pursue a further degree where a dissertation is required. In addition, by writing a thesis, the students will have the opportunity to learn the knowledge and skills to generate new knowledge.

On the other hand, thesis-based MPH program will provide faculty members at the School of Public Health the student resources to facilitate their own research programs, which will strengthen the research environment within the School of Public Health. In the past couple years, a number of students have expressed interests in working on thesis projects applying modern statistical approaches analyzing real datasets from various epidemiological studies under my supervision. Some of the students have great potential of conducting solid research; however, unfortunately the School has lost those students, since no MPH thesis program is available. I would, therefore, highly encourage initiate thesis based MPH program, as it is especially important for the faculty members within the School.

In closing, please accept my letter of support for the thesis-based MPH degree for the School of Public Health.

Sincerely,



Cindy Xin Feng, PhD
Assistant Professor, School of Public Health
Associate Faculty, Western College of Veterinary Medicine
Room 3338, Health Sciences Building E-Wing
104 Clinic Place
University of Saskatchewan
Saskatoon SK, S7N 5E5
Phone: (306) 966-1948



August 24, 2015

College of Grad Studies and Research
University of Saskatchewan

RE: Master of Public Health thesis option

To Whom It May Concern,

As director of the Master of Public Health program in the School of Public Health, I fully support the Master of Public Health thesis option as an alternative for students to attain a graduate degree.

Sincerely,



Lalita Bharadwaj, PhD
Associate Professor and Director of MPH program
School of Public Health
University of Saskatchewan



UNIVERSITY OF
SASKATCHEWAN

School of Public Health

To Whom it May Concern.

As Chair of the Epidemiology Program in the School of Public Health I would like to offer my full support for the "Request for a Thesis Option within Existing MPH Degree".

The addition of a thesis based option to the Master of Public Health (MPH) program will be welcomed by current and prospective students in the MPH program.

Internationally, many jurisdictions do not value a non-thesis based Masters degree as highly as a Master degree with a thesis. It is important for students returning to their country of origin that they have the type of degree that is highly valued.

Similarly, the thesis option provides an excellent platform and training for MPH students who wish to proceed to further graduate studies at the PhD level.

In comparison to competing MPH across the country the addition of the thesis option will add an additional element of uniqueness to the University of Saskatchewan program.

Yours truly

A handwritten signature in blue ink, appearing to read "Carl D'Arcy".

Carl D'Arcy, PhD

Epidemiology Program Director and Professor, School of Public Health
Professor and Director of Applied Research, Psychiatry, College of Medicine
Academic Director, Saskatchewan Research Data Centre (SKY-RDC)

Tel: (306) 844-1279



UNIVERSITY OF
SASKATCHEWAN

College of
Arts and Science

Department of Sociology

Room 1109, 9 Campus Drive
Saskatoon SK S7N 5A5 Canada
Telephone: (306) 966-5912
Facsimile: (306) 966-6950
E-mail: colleen.dell@usask.ca

August 24, 2015

Cheryl Waldner & George Mutwiri
School of Public Health
University of Saskatchewan
E Wing Health Sciences
104 Clinic Place
Saskatoon, SK S7N 5E5

I am writing this letter in support of the thesis-based MPH program at the University of Saskatchewan. As a joint faculty member with the School of Public Health, I had the opportunity to supervise a thesis-based MPH student in the department and who graduated in 2012 – Stacy McHenry. Stacy was a very strong student who produced a stellar thesis titled, *Where is the Public in Public Health?* She collected and analyzed original data and produced an outstanding thesis. I was also Stacey's Academic Advisor in the program.

Since completing her MPH program, Stacy had entered the PhD program in the Department of Psychology at the University of Saskatchewan, and has been awarded several scholarships for her achievements. The MPH program, including the thesis option, well prepared Stacey for her PhD studies and in which she has since excelled.

Given my positive experience with the thesis-based option of the MPH program, I would be most willing to supervise students in the future.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read 'Colleen Dell'.

Colleen Anne Dell, PhD
Research Chair in Substance Abuse
Professor
Department of Sociology & School of Public Health (Associate Member)

52 Campus Drive
Saskatoon SK S7N 5B4 Canada
Telephone: (306) 966-7448
Facsimile: (306) 966-7314

26 August 2015

Dr. Cheryl Waldner
WCVM and SPH

RE: MPH Thesis Option Proposal

Dear Cheryl:

I strongly support the proposal for a thesis option to the existing MPH degree.

Most importantly, it adds a robust research and writing component to the MPH degree while maintaining the program requirements for a professional public health practitioner. It expands opportunities students and for faculty members whose research programs could directly benefit if this option was approved by the university. Jointly appointed faculty would be able to engage top ranked students from within the MPH cohort in their research activities. Continued active collaboration with the School of Public Health is also a very tangible way of showing the success of the One Health Initiative on this campus.

The proposal certainly strengthens the MPH program, and it provides greater opportunities for both students and faculty. I fully support the proposed thesis option within the existing MPH program.

Sincerely,



Douglas A. Freeman DVM, PhD
Dean

52 Campus Drive
Saskatoon SK S7N 5B4 Canada
Telephone: 306-966-6542
Facsimile: 306-966-7159

August 26th, 2015

Dr Cheryl Waldner
Chair, MPH Thesis Option Sub-committee
School of Public Health
University of Saskatchewan
E Wing Health Sciences

Dear Dr. Waldner,

I am writing to express the support of the Centre for Applied Epidemiology for the proposed MPH Thesis option.

The Centre for Applied Epidemiology is a newly established Centre at the University of Saskatchewan. The sole purpose of the Centre is to provide training and promote research with an applied epidemiology focus. Epidemiology is one of the core competencies for students in the MPH program.

While the Centre is at arms-length from the School of Public Health, we have a clear mandate to provide educational training opportunities. As the Centre Director, I currently am engaged with the School of Public Health in a joint faculty position. Presently I teach the "Field Epidemiology" elective course within the school, which has a strong enrollment every year. The Centre's mandate is to continue to provide other training opportunities of interest to students and faculty, as well as to parties outside of the University setting.

The Centre is committed to providing training and on the ground support for students with applied epidemiology based research projects. In conclusion, please accept this letter as support for the proposed thesis option.

Sincerely,



Tasha Epp
Director, Centre for Applied Epidemiology
Western College of Veterinary Medicine
University of Saskatchewan
52 Campus Drive
Saskatoon, SK
S7N 5B4

September 8, 2015

Cheryl Waldner, DVM, PhD
Professor
University of Saskatchewan
52 Campus Drive
Saskatoon SK S7N 5B4

Dear Dr. Waldner:

The Canadian Centre for Health and Safety in Agriculture (CCHSA) at the University of Saskatchewan has been pleased to host School of Public Health practicum students in the past and looks forward to continuing to do so.

The Centre supports the proposal of the School of Public Health to add a thesis option to the Master's of Public Health Program. Such a program will be a strong and positive addition to the School.

Sincerely



Niels Koehncke, MD, MSc, FRCPC
Director

September 7, 2015

Dr. Cheryl Waldner
Chair, MPH Thesis Option Sub-committee
School of Public Health

Re: Thesis Option MPH Program

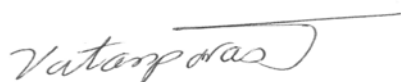
Dear Dr. Waldner

I joined the School of Public Health in 2009 as a joint faculty member with the College of Pharmacy and Nutrition. Within the last few years, as a member of Admission Committee, I have observed the growth in quantity of highly qualified applicants who would like to pursue MPH program at our school. We have the opportunity to select the most qualified applicants with research and practice background to enter to our MPH program. Consequently, as an academic supervisor I have approached by many MPH students who would like to apply their past experience as well as what they have learned in MPH program in research programs even on a volunteer basis. Sometimes the motivation is high enough to lead them to move to MSc program in other relevant disciplines.

I strongly support the thesis option in our MPH program given this growing interest in our students to be involved in research. That is why I volunteered to join the MPH Thesis Option Sub-committee to work with my other motivated colleagues who recognised the need, explored similar programs and drafted a realistic proposal considering our resources and limitations to provide an option of research-oriented MPH program.

In addition to the benefit that thesis option has for our students, faculty have the advantage of advancing their research program by employing highly skilled and motivated students. I am personally looking forward to working with MPH thesis-based students in my research program.

Sincerely,



Hassan Vatanparast, MD, PhD
Associate Professor, School of Public Health/
College of Pharmacy & Nutrition

STUDENT PETITION: In support of a Thesis stream to the Master of Public Health Program, SPH

March 26th - April 2nd 2015

MPH Thesis:

The intention of this document is to lend support to the current proposal of creating a Thesis stream as an option for students to consider during their second year of studies in the Master of Public Health (MPH), School of Public Health, University of Saskatchewan.

This proposal offers to add a Thesis stream alternative to the existing professional course-based MPH program. Thus, it will provide the MPH student body with a diverse educational environment and more options to consider.

Please note that all interested and qualified MPH students will be welcome to submit an application to be considered for admission into the MPH Thesis stream. Typically, candidates will have successfully completed all first year MPH core required courses. Offers of admission to students will be made by a committee on the basis of their academic standing and extracurricular activities (including research experience). As part of the application package, students would be expected to clearly articulate a topic of research interest, submit a short research proposal and secure a potential faculty research supervisor.

Additional details and information will be provided to the entire MPH student body and posted on the SPH webpage once the MPH Thesis stream has been officially approved by the University.

By signing this document, you are simply expressing support for the inclusion of a Thesis stream into the existing MPH curriculum within the School of Public Health. If interested and qualified, you will be welcome to but not obligated to apply to the MPH Thesis stream.



If you have any questions or you would like further information, please feel free to contact the people listed below:

George Mutwiri | Director, MPH Program (george.mutwiri@usask.ca)

Yelena Bird | Assistant Professor (yelena.bird@usask.ca)









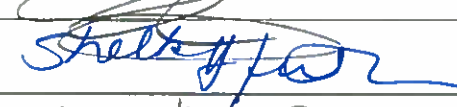









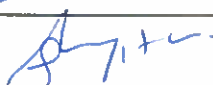
Zach Bouck | Vice President SPSA (zach.bouck@usask.ca)

Harsha Kasi Vishwanathan | Academic Advisor SPSA (harsha.kasi@usask.ca)










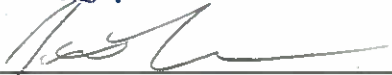








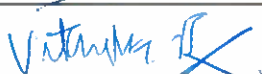




Name (printed)	Signature	Date Signed
HAKUNAWADI A. PSWARATHI		26 March 2015
IDOWU BLESSING A.		26th March 2015
Dahunsi Oluwatayo		26th March 2015
Zachary Bouck		March 26 th , 2015
Jacob Van Nest		March 26, 2015
Andrew Bonner		March 26, 2015
Megan McCallum		March 26, 2015
Allison Gallant		March 26 th , 2015
ANH PHAM		March 26 th , 2015

STUDENT PETITION: In support of a Thesis stream to the Master of Public Health Program, SPH

March 26th - April 2nd 2015

Name (printed)	Signature	Date Signed
Avalon Dsouza	ADsouza	March 26/2015
SHINTHUSA WITAYASEI		March 26, 15
Tapinder Singh		March 26, 2015
Joseph Ohanya		March 26, 2015
Bathdomeu Chireh		March 26, 2015
Spencer Gull	Spencer Gull	March 26 2015
Oluwatomi sin Iwajomo		March 26 2015
Samantha Hayes		March 26, 2015
Warren Barry		March 26, 2015
alpacamery		03/26/15
shelley HUFFMAN		" "
Louann Van Damme	Louann Van Damme	March 26, 2015
Surduas Khan		March 26, 2015
Jawad Maqsood		March 26, 2015
Denosiya Subramanyam		March 26, 2015
Nwankwo Chijioke K.		March 30, 2015
SUNEIL BAPAT		March 30, 2015
BanJa OmoJomi		1st April, 2015.
Janice Leung		April 1, 2015
Temitayo Sofola		April 1, 2015
Simran Arora		April 1, 2015
Shashanjit Kaur		April 1, 2015
Jsha kumar	Jha	April 1, 2015

STUDENT PETITION: In support of a Thesis stream to the Master of Public Health Program, SPHMarch 26th - April 2nd 2015

Name (printed)	Signature	Date Signed
Joanna Jakubczyk		march 26/2015
Jennifer Wang		Mar 26/2015
Christine Buczyński		March 26, 2015
Ogunsan Morenita		March 26, 2015
TYRONNE KOWALSKI		March 26, 2015
Setra Anstuetter		March 26, 2015
Harsha Kasi Vishwanathan		March 26, 2015
Jeanne Seidler		March 26, 2015
Erin Stodalke		March 26, 2015
Jonathan Melville		March 26/15
Shasta Lysonirka		March 25 / 2015
Maja Jakic		March/26/2015
Danielle Lore		March 26/2015
Sarah Fang		March 26, 2015
Mojing Wang		March 26, 2015
Andrew Bennett		March 26, 2015
Chinadeu Mboru		March 26, 2015
Lulu Rulch		March 26 th 2015
Vithusha Ravirajan		March 26 th 2015
Bridget Lee		MARCH 26, 2015
Zawwar Razi		Mar-26 th 2015
Craig Edwards		Mar 26 2015
Paula Manat		Mar 26, 2015

STUDENT PETITION: In support of a Thesis stream to the Master of Public Health Program, SPH

March 26th - April 2nd 2015

[illegible]

Appendix 3:
**Course proposal for new practicum course for
the MPH thesis option**



College of Graduate Studies and Research

Room C180 Administration Building, 105 Administration Place, Saskatoon SK
CANADA S7N 5A2

Telephone (306)966-5751, Fax: (306)966-5756, General E-mail:

grad.studies@usask.ca

GSR 400.1 New Graduate Course Proposal

In addition to this form, please complete and submit a *Course Creation Information* form, available on the University website (www.usask.ca/university_secretary/council/committees/academic_programs/report_files/course_creation.php), to the Department of Academic Services and Financial Assistance, Student and Enrolment Services Division.


EXAM EXEMPTION: Yes ☒ (must complete section 6.1) No ☐

Basic information about the proposed course:

1. Department/Unit: Master of Public Health Program College of: School of Public Health

2. George Mutwiri

(Authorizing Unit Head - PLEASE PRINT)



(Authorizing Unit Head - SIGNATURE)

3. Information required for the calendar:

3.1 Label and number of course: PUBH 993.9

3.2 Title of course: Field Research and Practicum in Public Health

3.3 Total Hours: Lecture: _____

Seminar: _____

Lab: _____

Tutorial: _____

Other: Minimum of 480 hours

3.4 Weekly Hours: Lecture: _____

Seminar: _____

Lab: _____

Tutorial: _____

Other: minimum of 30 hours

3.5 Term in which it will be offered: T1 ☐ T2 ☐ T1 or T2 ☐ T1 and T2 ☒

3.6 Prerequisite: admittance into the MPH thesis program; successfully defended a thesis proposal; accepted into the MPH thesis option; and completed GSR 960, GSR 961, PUBH 800, PUBH 803, PUBH 804, PUBH 805, PUBH 807, PUBH 810, PUBH 867.

3.7 Calendar description (not more than 50 words):

The field research experience provides an opportunity for students to integrate classroom learning with research conducted in public health. Through working with an organization engaged in public health research, a student will receive advanced research training in a public health area relevant to the student's core area of interest. Through the work completed, the student will advance the current state of knowledge associated with a public health topic.

4. Rationale for introducing this course:

The course is intended to prepare individuals in the MPH program who wish to conduct research in public health or wish to pursue doctoral studies in public health.

5. Impact of this course:

5.1 Are the programs/courses of other academic units/Colleges affected by this new course (possible duplication)?

No ☒ Yes (**Please list**):

5.2 Were any other academic units asked to review or comment on the proposal?

No ☒ Yes (**Please attach correspondence**) ☐

This course has been tailored for the MPH thesis program; its content is specific to the MPH thesis program.

5.3 Will the offering of this course lead to the deletion or modification of any other course(s)?

No ☒ Yes (**Please list**): _____

5.4 Course(s) for which this graduate course will be a prerequisite?

None.

5.5 Is this course to be required by your graduate students, or by graduate students in another program?

No ☐ Yes (**Please list**): Required of all students completing the MPH thesis option.

6. Course Information. (**Please append the Course Outline (Syllabus), including a separate Undergraduate Course Outline (Syllabus) if required. Information on Academic Integrity and Student Conduct can be found on the U of S website at http://www.usask.ca/university_secretary/honesty/**)

Checklist: ☒ Course objectives need to be clearly stated

☒ Description of and Activities for Evaluation must be listed

☒ **Course Outline** (syllabus) with **Reading List** must be included

☒ Percentage of Total Mark for each evaluation listed

☐ If undergraduate lectures are included, also submit the **Undergraduate Course Outline (Syllabus)** and include information on what additional activities make this a graduate level course. For guidelines, see '**Undergraduate Component of Graduate Courses**' under '*Forms for Graduate Chairs*' at http://www.usask.ca/cgsr/prospective_students/forms.php

☒ Professor must be a member of the Graduate Faculty

- 6.1 **EXAM EXEMPTION:** Please note, **if there is no final exam or if the final examination is worth less than 30% of the final grade** please provide a brief statement which explains why a final examination is inappropriate for this course.

This is a field experience course that will be graded based on oral presentations and written progress reports of the work conducted during the course. The course is intended to provide students with a skill set essential for completing public health research; the work completed through the course will culminate in an MPH thesis. Consequently a final examination would be inappropriate.

7. Enrolment:

7.1 Expected Enrolment: Approximately 5 students will be admitted each year.

7.2 From which colleges/programs: MPH program/SPH

8. Resources:

8.1 Proposed instructor(s) (Please include qualifications):

Yelena Bird, PhD, Assistant Professor, School of Public Health

Marwa Farag, PhD, Assistant Professor, School of Public Health

George Mutwiri, DVM, PhD, Professor, Interim Executive Director of the School of Public Health, Senior Scientist & Program Manager, VIDO/International Vaccine center

Michael Szafron, PhD, Assistant Professor, School of Public Health

Hassan Vatanparast, PhD, Associate Professor, Pharmacy & Nutrition/School of Public Health
Cheryl Waldner, DVM, PhD, Professor, Western College of Veterinarian Medicine/ School of Public Health

Due to the individualized nature of the MPH thesis topics, any faculty member with a primary or joint appointment in the School of Public Health supervising an MPH thesis student is a potential instructor for this course. Additionally the supervisor must be a member of Graduate Faculty in the C.G.S.R..

8.2 How does the department plan to handle the additional teaching or administrative workload:

Currently, the SPH does not anticipate additional resource requirements and allocations to support this course because the requirements and allocations for this course have already

been included in the estimated resource requirements and allocations for the existing MPH program.

8.3 Are sufficient library or other research resources available for this course:

This course will make use of the current resources already available to students through the MPH program.

8.4 Are any additional resources required (library, audio-visual, technology, lab equipment, lab space, etc.):

None

9. Date of Implementation:

9.1 To be offered: Annually ☒ Biennially ☐ Alternate Years ☐ Other ☐

This course will conform to the academic requirements and standards for graduate courses, including the rules of *Student Appeals in Academic Matters* (see www.usask.ca/university_secretary/council/reports_forms/reports/12-06-99.php) and Academic Integrity and Student Conduct (see www.usask.ca/university_secretary/honesty/).

Date of Approval by College (of the home academic unit): _____

The signature of the Dean of your College signifies that the necessary resources are either available or shall be supplied by the College/Department budget.



(Authorizing College Signature (of the home academic unit))

George Mutwiri

(Name of Person Signing Above - PLEASE PRINT)

Course Outline

PUBH 993.9: Field Research and Practicum in Public Health

1. Course Coordinator

Michael Szafron, PhD
Assistant Professor, School of Public Health
University of Saskatchewan
Tel: 966-5468
E-mail: michael.szafron@usask.ca

2. Calendar Description

The field research experience provides an opportunity for students to integrate classroom learning with research conducted in public health. Through working with an organization engaged in public health research, a student will receive advanced research training in a public health area relevant to the student's core area of interest. Through the work completed, the student will advance the current state of knowledge associated with a public health topic.

3. Course Objectives

The purpose of this course is to provide students with an in-depth research experience in an area of public health. Under the supervision of the MPH thesis supervisor and MPH thesis Advisory committee, students will begin developing an expertise in the public health area of interest. The specific objectives of the course are:

- a. To continue developing core public health competencies specific to a public health research project;
- a. To develop and enhance skills needed to complete research in a professional public health setting including: interpersonal skills; written and oral communication skills; and problem identification, analysis, and solving;
- b. To begin developing an expertise in a public health area of interest; and
- c. To integrate the content knowledge attained in the core MPH courses and apply this knowledge to make new contributions to advance the current state of knowledge within public health.

4. Course Requirements

- This is a field research experience course. In order for a student to enroll in this course, s/he must have:
 - i. identified a thesis supervisor;
 - ii. written and successfully defended a thesis proposal;
 - iii. accepted into the MPH thesis option; and
 - iv. successfully completed GSR 960, GSR 961, PUBH 800, PUBH 803, PUBH 804, PUBH 805, PUBH 807, PUBH 810, PUBH 867.
- By the end of the course, a student is minimally expected to provide one oral presentation regarding his/her research and provide a written summary report of the work completed.
- There are no pre-assigned readings for this course. Any required readings will be assigned by the student's thesis supervisor and advisory committee.

5. Duration of the Field Research Experience

The course will be conducted over 16 weeks with a minimum of 480 hours of contact with the field agency. The students are expected to minimally engage in a standard work week. Students should be prepared to spend time completing presentations and writing reports.

6. Course Evaluation

Because both written and oral communication skills are crucial to public health, a student's performance will be evaluated via an oral presentation and a written summary report. In calculating the final grade, the oral presentation and the written summary report will each be weighted 50%. All members of the thesis committee must provide an assessment of the presentation and report using the attached marking rubrics. To receive credit, a student must receive at least 60% on both the written summary report and the oral presentation AND the average of the two scores must be at least 70%.

Written Summary Report:

The purpose of the report is to provide students with an opportunity to write an academic paper summarizing their research and to demonstrate their written communication skills. This report will summarize the research conducted during the course. The report's content will be incorporated as part of the student's final thesis.

The written report is due one week prior to the oral presentation. Students will submit their written summary report to their advisory committee.

Each advisory committee member will evaluate the written summary report using the attached rubric: "Marking Rubric for the Written Summary Report". A student's grade on the written summary report will be the average of the grades assigned by the advisory committee members. A student must receive at least 60% to receive credit.

Oral Presentation:

The purpose of the presentation is to provide the students with an opportunity to present an overview of their research and to demonstrate their oral presentation skills. The presentation will form the basis for the question and answer period for the presentation.

Each advisory committee member will evaluate the oral presentation and the student's performance during the follow-up questions using the attached rubric: "Marking Rubric for the Oral Presentation". A student's grade on the oral presentation will be the average of the grades assigned by the advisory committee members. A student must receive at least 60% in order to receive credit.

The oral presentation will take place during the last day of the course. The written summary report must be completed and submitted to their MPH thesis committee prior to the date of the presentation.

7. Academic Integrity

Each student in this course is expected to abide by the University of Saskatchewan's Code of Academic Integrity available at http://www.usask.ca/university_secretary/honesty/StudentAcademicMisconduct.pdf.

Students are encouraged to study together and to discuss information and concepts covered in course. However, any work submitted by a student in this course for academic credit will be the student's own work. Failure to adhere to this may lead to failure of the course and University disciplinary action.

Students should also refer to the University of Saskatchewan's document on student appeals in academic matters available at http://www.usask.ca/university_secretary/honesty/Student_Academic_Appeals.pdf.

8. Accommodations for students with disabilities

In compliance with the University of Saskatchewan's policy and equal access laws, it is understood that appropriate academic accommodations may be required for student with disabilities. Requests for academic accommodations are to be made during the first three weeks of the semester, except for unusual circumstances, so arrangements can be put in place. Students are encouraged to register with Student Disability Services to verify their eligibility for appropriate accommodations.

Marking Rubric for the Written Summary Report:

CRITERIA	MARKS
Technical:	
a. Grammar/Style/Punctuation	/3
b. Flow	/2
Introduction to the Research Problem:	
a. Context of the Problem Provided	/3
b. Research Problem is clearly articulated	/3
Methods:	/4
Results:	/4
Conclusions & Recommendations:	/4
Key References:	/2
Total	/25

Marking Rubric for the Oral Presentation:

CRITERIA		MARKS
The Presentation Slides:	Technical:	
	a. Legibility (adequate font, font size, organization, flow, etc)	/2
	b. All Components were addressed (Introduction, Methods, Results, Conclusions, Recommendations)	/2
The Presentation:	How coherent was presentation?	/7
The Follow-up Questions:	a. Performance in responding to follow up questions about the work completed	/7
	b. Insights into future work to be completed	/7
TOTAL		/25

Appendix 4:
Proposed calendar entry for the MPH thesis
option

Academic Catalogue:

Program Requirements

Master of Public Health (M.P.H.) - thesis

Admission Requirements

- Current student in the MPH course-based program
- Completion of GSR 960, GSR 961, PUBH 800, PUBH 803, PUBH 804, PUBH 805, PUBH 807, PUBH 810 and PUBH 867, with a cumulative weighted average of at least 80%
- Identify a thesis supervisor
- Supervisor together with input from student to establish an advisory committee
- Satisfactory draft of thesis proposal outlining a practicum project that has the potential to meet the minimum requirements for a Master's thesis

Degree Requirements

The minimum passing grade for all MPH core classes (see below) is 70% for all MPH students.

- GSR 962.0 if research involves animal subjects
- a minimum of 42 credit units, including the courses required for admission and the following core classes:
 - PUBH 840.3
 - PUBH 993.9
 - PUBH 990.0
 - PUBH 994.0
- 9 credit units of elective courses

Appendix 5:
Proposed budget implications of the MPH
thesis option

Budget:

	Year 1	Year 2
Tuition Revenue to the university (expected net difference)		
Year 1: 5 students transfer to thesis option		
Year 2: 5 students transfer to thesis option	\$ 0	0
Faculty Position	0	0
Faculty Position (.5FTE)	0	0
Administrative support 0.5FTE	\$ 0	0
Less: Salary and Benefit costs	0	0
Operating costs	0	0
Marketing, communication costs	0	0
Computer / IT	0	0
Course development, materials	0	0
Total - Non-Salary costs	\$ 0	0
Surplus (deficit)	\$ 0	0

The addition of the thesis option is expected to be revenue neutral as the tuition is the same between the course-based and thesis-options and we do not anticipate a change in student numbers or program costs. No additional faculty or administrative assistants are being requested.

Consultation with the Registrar Form
(New Programs and New Majors / Minors / Concentrations)

Title: Master of Public Health - Thesis-Based

This form is to be completed by the Registrar (or his/her designate) during an in-person consultation with the faculty member responsible for the proposal. Please consider the questions on this form prior to the meeting.

Section 1: New Degree / Diploma / Certificate Information or Renaming of Existing

1 Is this a new degree, diploma, or certificate?

Is an existing degree, diploma, or certificate being renamed?

If you've answered NO to each of the previous two questions, please continue on to the next section.

Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>

2 What is the name of the new degree, diploma, or certificate?

3 If you have renamed an existing degree, diploma, or certificate, what is the current name?

4 Does this new or renamed degree / diploma / certificate require completion of degree level courses or non-degree level courses, thus implying the attainment of either a degree level or non-degree level standard of achievement?

5 What is your suggested credential abbreviation for this new or renamed degree, diploma, or certificate (please consult with Academic Services)? What is the Banner code for this new or renamed degree, diploma, or certificate?

6 Which College is responsible for the awarding of this degree, diploma, or certificate?

7 Is there more than one program to fulfill the requirements for this degree, diploma, or certificate? If yes, please list these programs.

8 Are there any new majors, minors, or concentrations associated with this new degree / diploma / certificate? Please list the name(s) and whether it is a major, minor, or concentration, along with the sponsoring department.

One major is required on all programs [4 characters for code and 30 characters for description]

9 If this is a new graduate degree, is it thesis-based, course-based, or project-based?

Section 2: New Program for Existing or New Degree / Diploma / Certificate Information

1 Is this a new program?

Yes ☒ No ☐
Yes ☐ No ☒

Is an existing program being revised?

If you've answered NO to each of the previous two questions, please continue on to the next section.

2 If YES, what degree, diploma, or certificate does this new/revised program meet requirements for?

3 What is the name of this new program?

Master of Public Health - Thesis-Based [MPH-T]; short description for student system of "Master of Public Health-Thesis"

4 What other program(s) currently exist that will also meet the requirements for this same degree(s)?

MPH [Master of Public Health] and MPH-C [Master of Public Health-Course]

5 What College/Department is the academic authority for this program?

Graduate Studies and Research [GS] / School of Public Health [SPH]

6 Is this a replacement for a current program?

Yes ☐ No ☒

7 If YES, will students in the current program complete that program or be grandfathered?

8 If this is a new graduate program, is it thesis-based, course-based, or project-based?

Thesis-Based

NOTE: Upon approval of this new program the MPH-S [Sp Case Master Pub Hlth-Thesis] program will no longer be offered

Section 3: New / Revised Major, Minor, or Concentration for Existing Degree Information (Undergraduate)

1 Is this a new or revised major, minor, or concentration attached to an existing degree program?

Yes ☐ No ☐ Revised ☐

If you've answered NO, please continue on to the next section.

2 If YES, please specify whether it is a major, minor, or concentration. If it is more than one, please fill out a separate form for each.

3 What is the name of this new / revised major, minor, or concentration?

4 Which department is the authority for this major, minor, or concentration? If this is a cross-College relationship, please state the Jurisdictional College and the Adopting College.

5

Which current program(s), degree(s), and/or program type(s) is this new / revised major, minor, or concentration attached to?

Section 4: New / Revised Disciplinary Area for Existing Degree Information (Graduate)

1 Is this a new or revised disciplinary area attached to an existing graduate degree program?

Yes ☒ No ☐ Revised ☐

If you've answered NO, please continue on to the next section.

2 If YES, what is the name of this new / revised disciplinary area?

3 Which Department / School is the authority for this new / revised disciplinary area?

4 Which current program(s) and / or degree(s) is this new / revised disciplinary area attached to?

Section 5: New College / School / Center / Department or Renaming of Existing

1 Is this a new college, school, center, or department?

Yes ☐ No ☒

Is an existing college, school, center, or department being renamed?

Yes ☐ No ☒

If you've answered NO to each of the previous two questions, please continue on to the next section.

2 What is the name of the new (or renamed) college, school, center, or department?

3 If you have renamed an existing college, school, center, or department, what is the current name?

4 What is the effective term of this new (renamed) college, school, center, or department?

5 Will any programs be created, changed, or moved to a new authority, removed, relabelled?

6 Will any courses be created, changed, or moved to a new authority, removed, relabelled?

7 Are there any ceremonial consequences for Convocation (ie. New degree hood, adjustment to parchments, etc.)?

Section 6: Course Information

1 Is there a new subject area(s) of course offering proposed for this new degree? If so, what is the subject area(s) and the suggested four (4) character abbreviation(s) to be used in course listings?

No

2

If there is a new subject area(s) of offerings what College / Department is the academic authority for this new subject area?

3 Have the subject area identifier and course number(s) for new and revised courses been cleared by the Registrar?

4 Does the program timetable use standard class time slots, terms, and sessions?

Yes ☐ No ☐

If NO, please describe.

NOTE: Please remember to submit a new "Course Creation Form" for every new course required for this new program / major. Attached completed "Course Creation Forms" to this document would be helpful.

Section 7: Admissions, Recruitment, and Quota Information

1 Will students apply on-line? If not, how will they apply?

All students will be initially admitted into the existing course-based MPH program and then "apply" to the thesis-based MPH program ("application" will be done internally in the College of Graduate Studies and Research, transfer would be done as of the May term - no on-line application for admission)

2 What term(s) can students be admitted to?

September only

3 Does this impact enrollment?

No change

4 How should Marketing and Student Recruitment handle initial inquiries about this proposal before official approval?

Refer to the School of Public Health

5 Can classes towards this program be taken at the same time as another program?

Yes, a student could be taking classes towards the One Health Certificate as well

6 What is the application deadline?

No direct admissions

7 What are the admission qualifications? (IE. High school transcript required, grade 12 standing, minimum average, any required courses, etc.)

8 What is the selection criteria? (IE. If only average then 100% weighting; if other factors such as interview, essay, etc. what is the weighting of each of these in the admission decision.)

9 What are the admission categories and admit types? (IE. High school students and transfer students or one group? Special admission? Aboriginal equity program?)

10 What is the application process? (IE. Online application and supplemental information (required checklist items) through the Admissions Office or sent to the College/Department?)

11 Who makes the admission decision? (IE. Admissions Office or College/Department/Other?)

12 Letter of acceptance - are there any special requirements for communication to newly admitted students?

13 Will the standard application fee apply?

14 Will all applicants be charged the fee or will current, active students be exempt?

Section 8: Tuition and Student Fees Information

1 How will tuition be assessed?

Per Course	<input type="checkbox"/>
Per Credit Unit	<input type="checkbox"/>
Program Based	<input checked="" type="checkbox"/>
Standard Term	<input type="checkbox"/>
Other *	<input checked="" type="checkbox"/>

Current Set-Up ☐

* See attached documents

2 If fees are per credit, do they conform to existing categories for per credit tuition? If YES, what category?

3 If program-based, will students outside the program be allowed to take the classes?

4 If YES, what should the per credit fee be?

5 Do standard student fee assessment criteria apply (full-time, part-time, on-campus versus off-campus)?

6 Do standard cancellation fee rules apply?

7 Are there any additional fees (e.g. materials, excursion)?

8 Has IPA Been Consulted?

NOTE - Other* is non-standard by term tuition

Section 9: Government Loan Information

NOTE: Federal / provincial government loan programs require students to be full-time in order to be eligible for funding. The University of Saskatchewan defines full-time as enrollment in a minimum of 9 credit units (operational) in the fall and/or winter term(s) depending on the length of the loan.

1 If this is a change to an existing program, will the program change have any impact on student loan eligibility?

2 If this is a new program, do you intend that students be eligible for student loans?

Section 10: Convocation Information (only for new degrees)

1 Are there any 'ceremonial consequences' of this proposal (ie. New degree hood, special convocation, etc.)?

2 If YES, has the Office of the University Secretary been notified?

3 When is the first class expected to graduate?

4 What is the maximum number of students you anticipate/project will graduate per year (please consider the next 5-10 years)?

Section 11: Schedule of Implementation Information

1 What is the start term?

2 Are students required to do anything prior to the above date?

Yes ☐ No ☒

If YES, what and by what date?

Section 12: Registration Information

1 Will students register themselves?

Yes ☒ No ☐

If YES, what priority group should they be in?

Section 13: Academic History Information

1 Will instructors submit grades through self-serve?

Yes ☒ No ☐

2 Who will approve grades (Department Head, Assistant Dean, etc.)?

Section 14: T2202 Information (tax form)

1 Should classes count towards T2202s?

Yes ☒ No ☐

Section 15: Awards Information

— —

1 Will terms of reference for existing awards need to be amended?

Yes ☐ No ☒

2 If this is a new undergraduate program, will students in this program be eligible for College-specific awards?

Section 16: Program Termination

1 Is this a program termination?

Yes ☐ No ☒

If yes, what is the name of the program?

2 What is the effective date of this termination?

3 Will there be any courses closed as a result of this termination?

Yes ☐ No ☐

If yes, what courses?

4 Are there currently any students enrolled in the program?

Yes ☐ No ☐

If yes, will they be able to complete the program?

5 If not, what alternate arrangements are being made for these students?

6 When do you expect the last student to complete this program?

Section 17: SESD - Information Dissemination (internal for SESD use only)

1 Has SESD, Marketing and Student Recruitment, been informed about this new / revised program?

Yes ☐ No ☐

2 Has SESD, Admissions, been informed about this new / revised program?

Yes ☐ No ☐

3 Has CGSR been informed about this new / revised program?

Yes ☐ No ☐

4 Has SESD, Transfer Credit, been informed about any new / revised courses?

Yes ☐ No ☐

5 Has ICT-Data Services been informed about this new or revised degree / program / major / minor / concentration?

Yes ☐ No ☐

6 Has the Library been informed about this new / revised program?

Yes ☐ No ☐

7 Has ISA been informed of the CIP code for new degree / program / major?

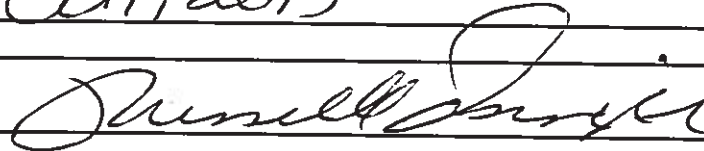
Yes ☐ No ☐

SIGNED

Date:

Oct 1, 2015

Registrar (Russell Isinger):



College / Department Representative:

Juan Ciove October 02, 2015

