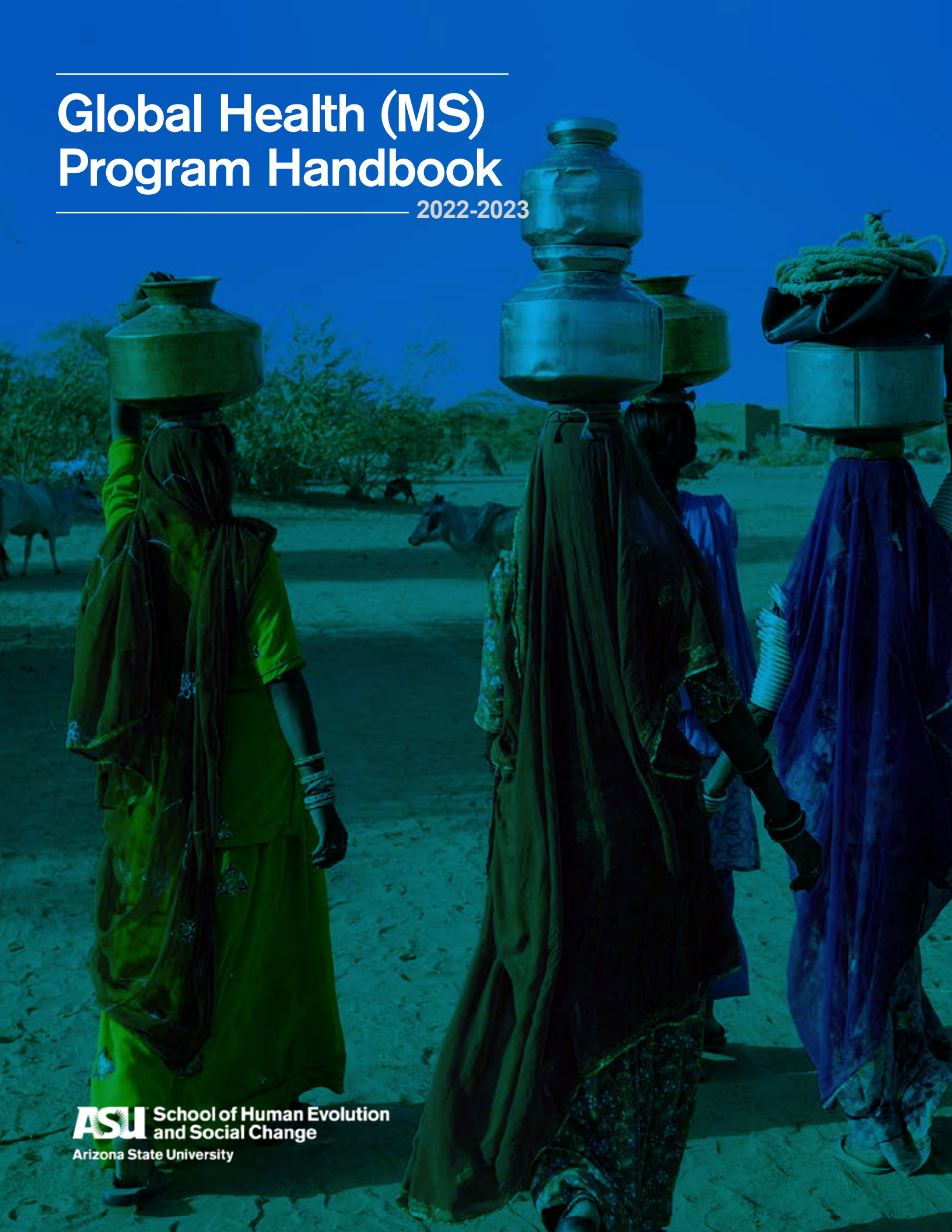


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# Global Health (MS) Program Handbook

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2022-2023



**School of Human Evolution and Social Change**

**MS in Global Health Handbook**

**Arizona State University**

Last Revision: August 2022

**Prepared by:**

SHESC Committee of faculty, staff, and students

## Table of Contents

|   |    |
|---|----|
| <b>INTRODUCTION</b>   | 4  |
| <b>ADMISSIONS REQUIREMENTS: M.S. in GLOBAL HEALTH</b>                       | 4  |
| Application Information   | 5  |
| Fall Semesters Enrollment   | 6  |
| Four weeks before start of the Fall Semester A session                      | 6  |
| Spring Semester Enrollment  | 6  |
| Contact Information   | 6  |
| <b>STUDENT ADVISING</b>   | 6  |
| Mandatory Orientation   | 6  |
| M.S. Global Health Supervisory Committee                                    | 7  |
| <b>REGISTRATION AND ENROLLMENT</b>  | 8  |
| Continuous Enrollment   | 8  |
| Leave of Absence  | 8  |
| Grades and Grievances   | 9  |
| Drop/Add and Withdrawal Deadlines   | 9  |
| Medical/Compassionate Withdrawal  | 10 |
| Voluntary Withdrawal  | 10 |
| <b>PROGRAM REQUIREMENTS</b>   | 10 |
| Pre-admission/Transfer Credits  | 10 |
| Filing the Interactive Program of Study (iPOS)                              | 11 |
| <b>ACADEMIC AND RESEARCH PERFORMANCE EVALUATIONS</b>                        | 11 |
| End of Semester GPA Review  | 11 |
| What Constitutes Satisfactory Performance (“S”):                            | 12 |
| What Constitutes Concern about Performance (“C”):                           | 12 |
| What Constitutes Unsatisfactory Performance (“U”), any of the following:    | 13 |
| Conditions under which Dismissal is recommended without granting probation: | 13 |
| <b>CULMINATING EVENTS</b>   | 13 |
| MS in Global Health: Procedures & Paperwork                                 | 13 |
| Paperwork for Special Circumstances   | 14 |
| Resources for the interactive Plan of Study (iPOS)                          | 15 |
| <b>STUDENT CODE OF CONDUCT AND ACADEMIC INTEGRITY</b>                       | 17 |
| Academic Integrity  | 17 |
| Student Code of Conduct   | 18 |

|   |    |
|---|----|
| Title IX  | 18 |
| Our Commitment to Diversity, Equity and Inclusion   | 18 |
| <b>FINANCIAL ASSISTANCE POLICIES AND PROCEDURES</b>   | 19 |
| Financial Aid Policy and Procedures   | 19 |
| Assistantships and Apprenticeships  | 19 |
| Absence and Leave Policies for TAs/RAs  | 20 |
| <b>DEPARTMENT AND UNIVERSITY RESOURCES</b>  | 21 |
| Graduate and Professional Student Association (GPSA) is the graduate student government for Arizona State University. They provide services and resources that facilitate and empower student success in all aspects of academic life, and advocate for students not only on university level but also in all levels of government. | 21 |
| Academic and Professional Resources   | 22 |
| Advising  | 22 |
| Collections   | 23 |
| Field Schools   | 23 |
| Graduate Computing Lab  | 23 |
| Subject Librarian   | 23 |
| Student Support Services  | 24 |
| International Students  | 24 |
| Student Accessibility and Inclusive Learning Services   | 24 |
| Career and Professional Development Services  | 24 |
| Business Services   | 25 |
| Student Accounts  | 25 |
| ID Card/Sun Card  | 26 |
| <b>DEGREE REQUIREMENTS FOR M.S. IN GLOBAL HEALTH</b>  | 26 |
| MS in Global Health Internship Scope of Work  | 30 |
| Internship Overview   | 30 |
| Internship Logistics  | 31 |
| Scope of Work   | 32 |

## INTRODUCTION

This handbook outlines the graduate requirements and procedures set forth by the faculty of the School of Human Evolution and Social Change (SHESC) at Arizona State University. Our graduate degree programs are directed toward the attainment of excellence in Anthropology, Global Health, Environmental Social Science, and Applied Mathematics for the Life and Social Sciences as demonstrated by accomplishments in research, coursework, and examinations.

This handbook is a living document and SHESC will refer to the most current version for the enforcement of policy. Any student can petition for a specific exception to the current handbook if there are any discrepancies.

The current version of this document can be found on the [SHESC webpage](https://shesc.asu.edu/student-life/graduate-handbooks), at: <https://shesc.asu.edu/student-life/graduate-handbooks>. All previous Handbooks can be found at this link as well.

In addition to the requirements set by SHESC in this document, students must follow the [policies and procedures](#) established by the Graduate College.

### ADMISSIONS REQUIREMENTS: M.S. in GLOBAL HEALTH

- Have earned a bachelor's degree or higher from a regionally accredited institution in the U.S. or the equivalent of a U.S. bachelor's degree from an international institution that is officially recognized by that country.
  - Although applicants are not required to have a specific type of bachelor's degree, most admitted students have a degree related to their graduate program of interest.
- Have maintained a "B" (3.00 on a 4.00 scale, 4.00="A") grade point average (GPA) in the last 60 semester hours or 90 quarter hours of undergraduate course work, or a minimum cumulative GPA of 3.00 in an applicable master's degree program. *If students do not meet the minimum GPA requirements, their application may still be considered under the holistic admissions process based on a combination of their CV, work experience, and written statement.*
- The application standards for international students are the same as for domestic students, with the exception of submitting proof of [English proficiency](#) (for students whose native language is not English). After admission, international students are also required to obtain a U.S. visa, which includes submitting a graduate financial guarantee.
- All **international** transcripts must be submitted in the original language accompanied by an official English translation from an approved translating agency. Translations must be literal, complete versions of the

originals and must be translated by a university, government official or official translation service. The English translation must be the original document with the official stamp of the institution or the translation service. Students should review all transcript requirements on the [Admissions website](#). You may not complete your own translation. **Photocopies and notarized transcripts are not acceptable.**

### **Application Information**

All application materials are submitted online through the Graduate Admissions [electronic application](#). The application consists of materials required by [Graduate Admissions](#) and those required by SHESC. The application will provide instructions regarding the required materials, which include:

- Graduate admission application Basic application fee (Domestic \$70 and International \$115)
- Personal statement/letter of interest
- Official transcripts from all former institutions
- Current curriculum vitae or resume
- Two letters of recommendation
- Official TOEFL scores, if applicable

Detailed instructions and mailing addresses for international transcripts can be found here: [Transcripts for Admission to ASU](#)

### **Letters of recommendation**

At least one letter must be from an academic source; the second letter can be from an employer/supervisor, religious official, community leader etc.

### **Personal statement**

For the personal statement, please write a statement of intent (1000 words or less) that addresses two questions:

1. How will the MS in Global Health program at ASU help you to meet your goals? For example, how will it help you to address a particular problem, or support your career progression?
2. How will your background, including but not limited to prior training and experiences, support your success in this program?

If your academic record includes GPA below 3.0 in a graduate degree or last 60 credits of an undergraduate degree, you may describe the contributing circumstances in your personal statement.

### **Application Deadlines**

Admissions for the MS in Global Health are for the **Fall and Spring A Sessions**. Graduate admission to the MS in Global Health in SHESC consists of the following

application dates for full consideration; applications received after these dates will be considered at a lower priority.

### **Fall Semesters Enrollment**

Four weeks before start of the Fall Semester A session

### **Spring Semester Enrollment**

Four weeks before start of the Spring Semester A session

### **Contact Information**

#### **School of Human Evolution and Social Change**

900 S. Cady Mall, Tempe, AZ 85281

**Mailing:** P.O. Box 872402, Tempe, AZ 85287-2402

**Phone:** 480-965-6215 | **Fax:** 480-965-7671

**General Information Email:** [shesc@asu.edu](mailto:shesc@asu.edu)

#### **Graduate Studies and Graduate School Applications**

Please email [shesc.grad@asu.edu](mailto:shesc.grad@asu.edu) to request information or for questions on the admission process. An advisor will get back to you within two business days.

#### **Advising Support**

For academic advising, please contact the following staff members and expect a response within two working days.

- **Rebecca Cady**, Graduate Academic Success Coordinator, at [shesc.grad@asu.edu](mailto:shesc.grad@asu.edu) or 480-965-6215
- **Carita Harrell**, Assistant Director of Academic Services, at [Carita.Harrell@asu.edu](mailto:Carita.Harrell@asu.edu) or 480-727-6137
- **Stefanie Bobar**, Academic Success Advising Coordinator Sr, at [shesc.undergrad@asu.edu](mailto:shesc.undergrad@asu.edu) or 480-965-6215
- **Maile Canlas**, Academic Success Specialist, at [shesc.undergrad@asu.edu](mailto:shesc.undergrad@asu.edu) or 480-965-6215
- **Wondra Lee**, Academic Success Advisor Sr, at [shesc.undergrad@asu.edu](mailto:shesc.undergrad@asu.edu) or 480-965-6215
- **Elissa Shapiro**, Academic Success Specialist, at [shesc.undergrad@asu.edu](mailto:shesc.undergrad@asu.edu) or 480-965-6215

## **STUDENT ADVISING**

### **Mandatory Orientation**

Mandatory orientation typically occurs the week before or the week of each Fall and Spring Semesters. Each incoming graduate student will receive general information about the graduate program from the Director of Graduate Studies and Program Lead. Students should meet individually with their graduate advisors for personalized guidance about the graduate program, advice in first year class selections, and discussion of other related matters.

### **M.S. Global Health Supervisory Committee**

Each graduate student will proactively work with the Program Lead to seek a faculty supervisor in your first semester to help you develop an appropriate Interactive Plan of Study (iPOS). The supervisor must be a member of the graduate faculty for your program, which you can verify in the [online listings or with the SHESC Student Advising Team](#). These faculty may have job titles that include but are not limited to Assistant/Associate/Full Professor; Assistant/Associate/Full Research Scientist; Assistant/Associate/Full Clinical Professor of the School of Human Evolution and Social Change. Co- advisors and co-chairs are allowed. The Program Lead typically serves as the faculty supervisor for the student's supervisory committee.

This minimum two-person (non-thesis) committee shall consist of:

- The supervisor as chair, or two advisors as co-chairs
- The second committee member may be one of the following:
  - A member of the [Graduate Faculty, who may be within or external to SHESC](#). The classification of Graduate Faculty is defined and managed by the ASU Graduate College. All SHESC faculty members are on the Graduate Faculty, along with various researchers and lecturers. Most Graduate Faculty can be committee chairs or co- chairs.
  - An individual external to ASU who has appropriate experience in Global Health. This may be someone at the organization hosting the students' internship or aligned with the student's professional development goals.
  - *If there are two co-chairs, no additional committee members are required*
- Additional participants (e.g. Academic Professionals or external faculty members not on the SHESC Graduate Faculty) may serve as one of the committee members, pending approval by the Supervisory Committee, the Associate Director of Graduate Studies, and the Graduate College.
  - Students who wish to add an affiliate as a committee member to their committee should submit the following to the Graduate Student Advisor:
    - Signed [Committee Appointment Form](#) by the entire committee.
    - The rationale- brief 1-2 sentence justification for the skills the individual will bring to the committee written by the student.
    - The requested member's curriculum vitae.
    - If the individual is associated with ASU provide their ID number, if outside ASU then the individuals birthdate will need to be provided.
      - If a student needs to change their chair or committee members, the process is to complete the [committee](#)



[change form.](#)

## REGISTRATION AND ENROLLMENT

All students are required to have proof of measles immunizations on file with [Health Services](#) prior to registration. Graduate students register through MyASU according to their enrollment appointment. Details regarding registration and tuition are provided in the [Registration and Tuition Payment Guide](#).

### **Course Load**

Graduate students employed as Research (RA) or Teaching Assistants (TA) must register for a minimum of nine credit hours. Students supported on work-study, other types of financial aid; or those on a U.S. Visa may be required to take a minimum course load of more than nine credit hours. Students should review the [registration and enrollment guidelines](#) in the Graduate College Policies and Procedures handbook for more information.\

### **Continuous Enrollment**

Once admitted to the graduate degree program, students must be registered for a minimum of one credit hour for each fall and spring term, including the term in which they graduate. This includes periods when students are engaged in their internship or in any other way utilizing university resources, facilities or faculty time.

Registration for every Fall and Spring semester is required. **Summer registration is required for MS in Global Health students when they are completing culminating experiences or are graduating during the summer semester.** Check with your advisor if you have questions about continuous enrollment or summer registration.

To maintain continuous enrollment the credit hour(s) must be one of the following:

- Appear on the student's Interactive Plan of Study (iPOS)
- Registered for Internship (ASB 584), Research (ASB 592), Thesis (ASB 599), or Continuing registration (ASB 595).
- Any graduate-level course

### **Leave of Absence**

If a program of study must be interrupted, the student may apply for a Leave of Absence for a maximum of two semesters during their graduate program. The Supervisor, Program Lead, Director of Graduate Studies, and the Graduate College must endorse an application for leave status. This request must be filed and approved the semester before

the anticipated absence. Students must submit a Leave of Absence request via their [Interactive Plan of Student \(iPOS\)](#). The student should briefly state the reason for needing a leave of absence and the duration (not to exceed two semesters per Graduate College guidelines). This petition will be submitted to an advisor and a docuSign form will be submitted to the Supervisory Committee.

A student on leave is not required to pay fees but is also not permitted to place any demands on university faculty or use any university facilities.

Failure to maintain continuous enrollment without prior approval will result in the student being discontinued from the graduate program. A student removed from a graduate program for failure to maintain continuous enrollment may re-apply for admission. The application will be considered along with all the other new applications to the degree program. There is no guarantee of admission and not all prior credits or culminating events may count.

Please see [Grades and Grievances](#) for more information on grades and continued enrollment.

### **Grades and Grievances**

SHESC students should refer to the Academic and Research Performance Evaluations section for information regarding GPA and letter grade expectations.

Students who are seeking to appeal a grade should refer to The College's [Academic \(Grade\) Grievance procedures](#). Grade appeals should be addressed by the student as soon as possible after the grade in question is awarded.

Grades of "W" (withdrawal) or "X" (audit) are not valid for continuous enrollment purposes or minimum registration requirements. "W" grades are received when students officially withdraw from a course after the course-drop deadline or when they do not successfully complete an audited class. "X" grades are received when a student successfully completes audited courses.

Additionally, students completing work for a course in which they received a grade of "I" (incomplete) must maintain continuous enrollment as defined previously. Graduate students have one year to complete work for an [incomplete grade](#); if the work is not complete the "I" grade becomes permanent. The [Student Services Manual](#) provides more information about incomplete grades.

### **Drop/Add and Withdrawal Deadlines**

Registration deadlines determine the last day a student is able to [add, drop or withdraw](#) from classes. Each class has its own set of registration deadlines which are based on the length of the class as well as the session in which the class is held. The drop/add/withdrawal deadlines listed on the [Academic Calendar](#) apply to classes scheduled in the regular A/B/C sessions. If a class does not follow the A/B/C session

timelines, the drop/add/withdrawal deadlines are prorated. To determine the registration deadlines for a class in which a student is registered in is to sign in to MyASU and click on the calendar icon next to the class in the My Classes box. To determine the registration deadlines of a class in which a student has not yet registered, use the online [Class Search](#) to search for the class and hover over the dates on the class in the search results.

### **Medical/Compassionate Withdrawal**

If a student experiences a serious illness, injury or other significant personal situation that is preventing progress in classes or research, and the standard withdrawal options for the student are not appropriate for the situation, the student may request a [medical/compassionate withdrawal](#). All applications for the medical/compassionate withdrawal require thorough and credible documentation and must be approved by the College of Liberal Arts and Sciences Dean's Office. The student must complete all of the required steps in order to be considered for a medical/compassionate withdrawal.

Students are strongly encouraged to reach out to the [Student Advocacy and Assistance](#) if they are experiencing any kind of educational, personal or other campus impediment towards successful completion of their academic goals. Student Advocacy and Assistance links students with appropriate university and community resources, agencies, and individuals, collaborates with faculty and staff in the best interest of the students, and follows through to bring efficient closure to student concerns.

### **Voluntary Withdrawal**

Students may voluntarily withdraw from a specific degree program or from ASU at any time. Students who wish to withdraw should submit a [voluntary complete withdrawal form](#) to Graduate Admission Services. Submission of this form will not withdraw students from course(s) for any semester. Students may choose to complete the course(s) for which they are currently enrolled. If a student needs to withdraw from course(s) currently in progress or course(s) in the upcoming semester, the student should contact the Registrar's Office.

## **PROGRAM REQUIREMENTS**

The [Interactive Program of Study \(iPOS\)](#) is an official academic plan for students that maps the requirements for degree completion. It includes coursework, the student's Thesis/Dissertation Supervisory Committee and any additional milestones.

### **Pre-admission/Transfer Credits**

Graduate-level credits taken at ASU or other accredited institutions prior to admission to a SHESC graduate degree program are considered pre-admission credits (which is the same as transfer credits). With the approval of the student's supervisor, the Program Lead, and the Graduate College, students may include a maximum of 9 relevant graduate-level credit hours with grades of "B" or better that were not used towards a

previous degree toward their Interactive Program of Study (iPOS). Only graduate-level courses with “B” grade or higher that were not used toward a previous degree may be eligible to apply toward the current degree program. See the [Graduate College guidelines](#) website for more details regarding pre-admission credits (refer to the Handbook section: *ASU Pre- Admission Credits* under the *Graduate Degree Requirements*).

### **Filing the Interactive Program of Study (iPOS)**

The student is expected to meet with their Supervisory Committee shortly after the committee’s formation to formulate and approve their iPOS. It is the student’s responsibility to submit and update their iPOS (found in “My Programs” section of MyASU) yearly and to include the iPOS requirements as noted in this handbook depending on their degree. This will be submitted to an advisor and be approved for this initial submission. Please see the iPOS [How-to guides](#) to help with clarification on how to submit these.

***The iPOS is required to be submitted and approved by the end of the first semester in the program.***

**iPOS coursework requirements will be listed in upcoming sections.** The iPOS coursework and/or Supervisory Committee may need to be updated as the student advances toward completion of their studies. Students must notify the Graduate Student Advisor when any changes are made to their iPOS. It is highly recommended that students meet with the Graduate Student Advisor regularly, preferably during each semester, to ensure that their iPOS is in order.

## **ACADEMIC AND RESEARCH PERFORMANCE EVALUATIONS**

### **End of Semester GPA Review**

SHESC requires all students maintain an Overall GPA of 3.2 each semester and the Graduate College requires all students (M.S., M.A., PhD) to maintain a 3.0 GPA each semester to be in good academic standing. Graduate students who do not meet these GPA requirements will go on academic probation.

At the end of each semester, the Graduate Student Advisor will conduct a review of graduate student GPAs. The purpose of this review is to identify students who do not meet the minimum GPA requirements set forth by SHESC and the Graduate College. Students will receive an academic probation letter if their Overall GPA falls below 3.2 or if their iPOS GPA and Cumulative ASU GPA fall below the minimum requirements.

iPOS GPA is calculated on all courses that appear on your approved iPOS. Cumulative ASU GPA represents all courses completed at ASU. and the

Overall Graduate GPA is based on all courses numbered 500 or higher that appear on the transcript after admission to a graduate program or graduate non-degree. This includes shared coursework if in an approved accelerated 4+1 bachelor's/master's program.

Academic probation that extends beyond two semesters will result in a recommendation to The College for termination from the graduate program.

Students with an approved iPOS can verify their GPAs in the “My Programs” section of MyASU.

The image shows a screenshot of the MyASU 'My Programs' section. On the left, there is a navigation menu with 'My Programs' selected. Below it, there are tabs for 'Programs', 'Graduation', and 'Find Programs'. A dropdown menu is open, showing 'FALL 2020', 'IPOS - 1', and 'GPA -'. An orange arrow points to the 'GPA -' option. Below the dropdown, there is a section for 'Alumni Resources'. On the right, there is a callout box with the following text:

Graduate students must carry a minimum of 3.00 in all GPAs

**Cumulative GPA:** [redacted]  
Cumulative ASU GPA represents all courses completed in the graduate career at ASU.

**Overall Graduate GPA:** [redacted]  
The Overall Graduate GPA is based on all courses numbered 500 or higher that appear on the transcript after admission to a graduate program or graduate non-degree. This includes shared coursework if in an approved accelerated bachelor's/master's program.  
Updated as of June 10, 2020

**Plan of Study (iPOS) GPA:** [redacted]  
The Plan of Study GPA is based on all courses that appear on the iPOS (with the exception of Law & transfer coursework)  
Updated as of June 10, 2020

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- Maintain a 3.2 Overall GPA or better each semester. The Overall Graduate GPA is based on all courses numbered 500 or higher that appear on the transcript after admission (degree or non-degree). This includes shared coursework if in an approved accelerated bachelor's/master's program. (Students can find their Overall GPA in the 'Programs' tab under the “My Programs” section of MyASU.)
- Receive a grade of C+ or higher in a SHESC course.
- Satisfy all program requirements in a timely manner (see below).
- Satisfy the [Graduate College criteria for satisfactory progress](#).
- Graduate students must **remain continuously enrolled** in their degree program. Failing to do so without a Graduate College approved request to Maintain Continuous Enrollment is considered to be a lack of academic progress. In such cases students may automatically be dismissed from the program by the Graduate College.

**K \ U h ' 7 c b g h ] h i h Y g ' 7 c b W Y f b ' U V c i h ' D Y f Z c f a U b W Y ' f l í G**

A status of concern (C) is a serious warning by the student's entire approach that the student is displaying behaviors that may lead to Unsatisfactory status (U), if left unaddressed. For example, if a student is consistently falling behind in meeting their degree milestones, if they are accumulating incomplete grades without addressing them, then their Advisory Committee and Program Lead will recommend the student receive a status of C and their chair will outline in detail what the student must do to return to a satisfactory status.

### **What Constitutes Unsatisfactory Performance?**

- An Overall GPA of less than 3.2
- Three semesters or more behind schedule)
- Failure to pass a degree requirement but the concerns are judged by the student's mentoring committee to be remediable
- A grade lower than C+ in a SHESC course.

### **Conditions under which Dismissal is recommended without granting probation:**

- Deception or falsification of statements in the admissions application process.
- Unauthorized periods of absence from the graduate program.
- Non-remediable failure of degree requirements
- Seriously compromising relations of the School with the public. This includes but is not limited to presentation of one's own inflammatory positions as also representing those of SHESC or any of its members; acting in culturally inappropriate ways while on SHESC/ASU related business [e.g., drunk and disorderly behavior in public during internships, harassment of members of the local community, etc.].
- Breaches of ethical judgment and professional responsibility, including substantiated allegations of a Title IX violation (e.g., use of samples or information without consent or permit).
- Breaches of academic or scientific honesty (e.g., plagiarism, falsification of research data).
- Serious misuse of SHESC or ASU facilities and/or funds.

## **CULMINATING EVENTS**

All graduate students at ASU are subject to the [Graduate College policies](#).

### **MS in Global Health: Procedures & Paperwork**

Process for completion:

- Complete the iPOS by the end of the first semester in the program.
- Apply to graduate (via MyASU) by the posted deadline for the semester in which you intend to graduate.
- The deadline to apply to graduate is posted online with other [graduation deadlines](#), but occurs in early October in fall and early February in spring.
- There is a \$50 application fee, but if you do not graduate in the semester you pay the fee it will roll forward; you only have to pay the fee once per degree.
- Complete the relevant culminating experience and return the Culminating Experience form to the graduate advisor once complete.

Upon completion of the MS in Global Health, such students have completed their graduate work at SHESC. If interested, these students may apply to a PhD program in SHESC according to the separate and standardized process and deadlines; if accepted, they would enter in Phase II of the PhD program. Completion of the MS in Global Health does not guarantee admission to future SHESC programs.

### **Paperwork for Special Circumstances**

**Request to maintain continuous enrollment (Leave of absence):** Please see [Leave of Absence](#). By requesting to maintain continuous enrollment without course registration, a student affirms that they will not be making use of any University resources for the time period indicated. These resources include University Libraries, laboratories, recreation facilities or faculty time. A leave of absence does not stop a student's "time-to-degree clock." For a doctoral degree, students have 10 years total or 5 years after their written comprehensive exam, whichever is less. For a master's degree, students have 6 years total. Generally approved reasons for a leave of absence include illness of the student or a close family member.

**Request for an extension:** Students who need more time than the Graduate College allows for completing an M.S. in Global Health can request an extension. To do so they must submit a petition through their iPOS. The petition will have to be approved by the student's committee chair and the Graduate Student Academic Advisor. The Advisor will get the approval of the academic unit head and submit the petition to the Graduate College. The petition should include:

- The reason the student has been unable to complete the degree by the deadline.
- A timeline of the work remaining until degree completion, including specific dates.
- A statement acknowledging that the student understands only one extension of time to degree may be granted. If they do not complete the remaining work and graduate according to the timeline, no further extensions will be granted, and they will be terminated from the degree program.

Generally speaking, a student must be advanced to candidacy for an extension petition to be considered. The maximum extension granted is typically one year.

**Enrollment and Degree Verification for Outside Agencies and Third Parties:** Arizona State University has contracted with the [National Student Clearinghouse](#) to process all enrollment and degree verification requests for employers, employment agencies, background search firms, and various other businesses that offer products or services based on the individual's status as an enrolled student.

Students who need assistance should [contact](#) the National Student Clearinghouse directly at 703-742-4200. If the National Student Clearinghouse can confirm the degree

or enrollment, the response is immediate, and requestors will be able to print or obtain a PDF version of the verification. Enrollment verifications for each term will be available starting the first week of classes for that term. A fee will be charged for this service. To request an [Enrollment Verification](#):

- Go to MyASU and navigate to My Classes box
- Select Grades & Transcripts
- Select Transcripts & Test Scores
- Select Enrollment Verification

If a student needs special information on their enrollment verification, or if they need a specialty verification form completed, such as the Canadian or Alaskan form, they should submit an [Enrollment Verification Request Form](#) (see instructions on form) OR to any [registration location](#) (photo ID required for in-person visits.)

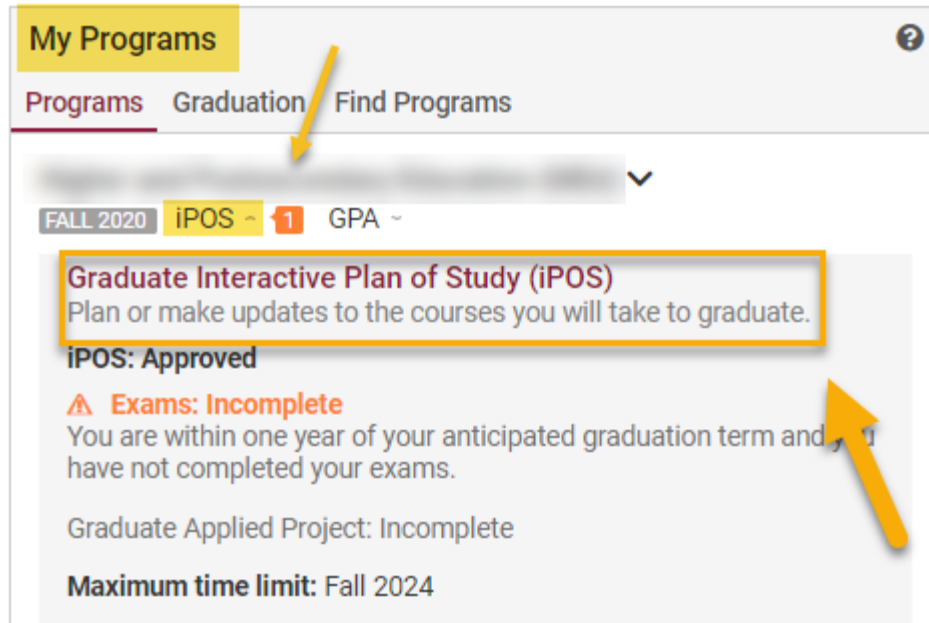
**Verification of Full-Time/Half-Time Status:** If a student will be registered for fewer than 6 credit hours in a given semester, and has student loans they would like to keep "in school" status, they must fill-out [this form](#) and submit it to the Graduate Student Advisor so that they may get the appropriate signatures and submit to the Registrar. This form does not permit new borrowing.

### **Resources for the interactive Plan of Study (iPOS)**

The iPOS is a list of all coursework and credits taken that will be counted toward the degree. It must be filed by the end of the student's first semester in the program. If it is not filed by that point, the student's registration will be cut-off until their iPOS is complete. For a walk-through of the iPOS process that includes screenshots, see the [iPOS Training Manual](#).

**Access the iPOS:** Students can access their iPOS via *myASU* → *Programs* → *iPOS*





- Select the appropriate degree. For the PhD, the next screen should state that the requirements are: 84 credit-hours, a Written Comprehensive Exam, and a Dissertation.
- *Reminder: Pop-ups must be allowed on your internet browser when filing your iPOS!*

### Select transfer courses.

- Students can choose to include up to 9 hours of transfer work from another Master's level program at ASU or another institution, with written permission from their Advisory Committee Chair and Program Lead.

### Select a faculty supervisor.

- Students have the option to list their entire committee or just their supervisor/chair. SHESC prefers that they list their committee in its entirety. If a student has co-chairs, the system will not allow them to submit unless they list their committee in its entirety.
- The Program Lead will typically serve as the students chair in the program
- If one of their committee members is from outside SHESC or ASU and comes up as "not found" during the search, students will need to get permission to add the faculty as an affiliate. Students must work with the Graduate Academic Support Coordinator to have them approved by the Graduate College. Students who wish to add an affiliate as a committee member to their committee should submit the following to the Graduate Student Advisor:
  - i. Signed [Committee Appointment Form](#) by the entire committee.
  - ii. The rationale- brief 1-2 sentence justification for the skills the

- individual will bring to the committee written by the student.
- iii. The requested member's curriculum vitae.
  - iv. If the individual is associated with ASU, provide their ID number, if outside
  - v. External members cannot be the sole chair, but can be a co-chair

**Submit the iPOS.** Once submitted, it should say "pending in the academic unit."

**Update the iPOS as necessary.**

- Projections do not always match reality. If a student does not register for courses they projected during the semester or if the prefix/number/title or number of credits do not match, a "course not found" error will be generated.
- Students are strongly advised to regularly check their iPOS to ensure their committee and all coursework are correct.
- If there are errors or outdated information, students can edit the iPOS and resubmit so that is "pending in the academic unit."

## **STUDENT CODE OF CONDUCT AND ACADEMIC INTEGRITY**

### **Academic Integrity**

At Arizona State University academic honesty is expected of all students in all examinations, papers, academic transactions and records. The possible sanctions include, but are not limited to: appropriate grade penalties, loss of registration privileges, disqualification and dismissal. ASU strictly adheres to the academic integrity policy. This policy sets forth the ASU Student Academic Integrity Policy and appeal procedures. You can view the Student Policy at <https://provost.asu.edu/academic-integrity/policy>.

Academic dishonesty will not be tolerated, and if uncovered, appropriate actions will be taken. Students are expected to familiarize themselves with what constitutes violations to the [academic integrity policy](#). Briefly, violations include but are not limited to: cheating on exams and assignments, plagiarizing, fabricating data or information, submitting the same work in different classes, etc. Students are encouraged to pay special attention to the definition of plagiarism to avoid unintentional mistakes and to discuss the topic further with their advisors and instructors if they are unclear on whether a particular action constitutes plagiarism.

Students are also strongly encouraged to reach out to The College's [Academic Integrity Officer](#) and to familiarize themselves with all potential resources the university provides to educate themselves about academic integrity.

Allegations of academic dishonesty will be reported to Amanda Smith, The College's [Academic Integrity Officer](#).

## **Understanding Academic Integrity**

[Academic Integrity](#)

## **Policy surrounding Academic Integrity**

[Student Policy](#)

## **Protecting the ASU Community**

[Why is Academic Integrity Important?](#)

## **Resources for students to help avoid academic integrity violations**

[Student Resources](#)

## **Resources for faculty, staff and teaching assistants to help avoid academic integrity violations**

[Faculty resources](#)

## **Student Code of Conduct**

Integrity is a character-driven commitment to honesty, doing what is right, and guiding others to do what is right. Arizona State University students and faculty are expected to act with integrity in their educational pursuits. The following link can assist in understanding academic integrity, student code of conduct, the policies surrounding these topics, and the impact and resources available to you.

[Student Code of Conduct | Arizona State University \(asu.edu\)](#)

## **Title IX**

ASU prohibits all forms of discrimination, harassment and retaliation. To view ASU's policy please see <https://www.asu.edu/aad/manuals/acd/acd401.html>.

Title IX protects individuals from discrimination based on sex in any educational program or activity operated by recipients of federal financial assistance. As required by Title IX, ASU does not discriminate on the basis of sex in the education programs or activities that we operate, including in admission and employment. Inquiries concerning the application of Title IX may be referred to the Title IX Coordinator or to the U.S. Department of Education, Assistant Secretary, or both. Contact [titleixcoordinator@asu.edu](mailto:titleixcoordinator@asu.edu) or 480-965-0696 for more information. Office located at 1120 S. Cady Mall, INTDSB 284. For information on making a report please go to [www.asu.edu/reportit/](http://www.asu.edu/reportit/).

## **Our Commitment to Diversity, Equity and Inclusion**

Arizona State University is deeply committed to positioning itself as one of the great new universities by seeking to build excellence, enhance access and have an impact on our community, state, nation and the world. [@Y U f b ` U V c i h ` 5 G I Đ q ` X \] j Y f g \] h](#)

The School of Human Evolution and Social Change affirms the urgent need for action to advance diversity, equity and inclusion as part of our academic mission and vision. We acknowledge the long history of exclusion, discrimination and erasure within the U.S.

system of higher education, as well as the historical collusion of our own scholarly disciplines in perpetuating these inequalities and injustices. We further acknowledge the 22 tribal nations in Arizona, and that our campus is built on the indigenous homelands of the Akimel O'odham, Piipaash and other groups. We acknowledge these peoples, their ancestors, their descendants and the land itself. Accordingly, our school strives to embrace diversity, and enact justice and equity not only in teaching and research, but also in administrative decisions, leadership positions and hiring practices.

As a transdisciplinary unit designed to explore the human story more fully, our school is deeply committed to cultivating, with intention, an educational and working environment that is welcoming to historically marginalized students, faculty and staff with various intersecting dimensions of identity—including but not limited to, BIPOC; differently abled; first generation; international; LGBTQIA+; nontraditional; racially, ethnically, religiously, and linguistically diverse; undocumented/DACAmented; veteran; women; and working class. By extension, we are committed to engaging with, listening to, and honoring the cultural practices, intellectual traditions and unique knowledge of the diverse local and global communities with and among whom we work; and to creating opportunities and spaces for people to exchange perspectives within and beyond the classroom.

As such, our students, staff, and faculty strive to create a collaborative, collegial, and productive working environment that respects the dignity inherent in each of us.

## **FINANCIAL ASSISTANCE POLICIES AND PROCEDURES**

### **Financial Aid Policy and Procedures**

ASU has many forms of financial aid available, including scholarships, grants, federal work-study and loans. Students should check out these [options](#) to get started and get an idea of some of the financial awards for which they could be eligible.

In addition to financial aid packages with federal grants and loans, students can apply for scholarships specific to the university and The College to help pay for college costs. The School of Human Evolution and Social Change also offers a [collection of awards and fellowships for graduate students](#).

The Financial Aid office is available 24 hours/day, 7 days/week. Students can call toll free at: 855-278-5080.

For additional questions regarding financial aid, student should check out the answers to these frequently asked questions: [Financial Aid FAQs | ASU Students | ASU](#)

### **Assistantships and Apprenticeships**

The Teaching and Research Assistant role is an important one to the ASU community. A TA/RA appointment provides graduate students with professional development opportunities that are unique to academia while also supporting the university's teaching, research and service missions. See the [Graduate College TA/RA Handbook](#) for more information. In some cases, a M.S. student may serve in these roles.

MS in Global Health Students are not reviewed upon admissions for an assistantship or apprenticeship. Students are able to apply for these positions should a spot come available.

There are two kinds of assistantships at ASU; teaching assistantships (TAs) and research assistantships (RAs).

**Teaching assistantships (TAs).** The teaching assistant is an enrolled student appointed part-time by the university whose primary responsibility is in an instructional capacity. Teaching assistants may lecture, lead discussion groups, serve as an assistant to laboratory classes, tutor students, proctor examinations, grade tests and papers, and provide general assistance in the instructional process under the direct supervision of a faculty member.

**Research assistantships (RAs).** The research assistant is an enrolled student appointed part-time by the university whose primary responsibilities are research related. Graduate research assistants may assist faculty members in research and creative activities, perform administrative or editorial duties directly connected to research and creative activities, develop and evaluate instructional materials and/or curricula, or assume responsibilities for a designated research area under the direct supervision of a faculty member.

### **Absence and Leave Policies for TAs/RAs**

A TA/RA should notify their supervisor in advance of an absence and, when possible, assist in obtaining a replacement or rearrangement of the duties. Excessive absences, regardless of the reason, are cause for termination before the end of the appointment period. TAs/RAs should consult with the supervising faculty member about specific policies regarding absence from service.

A supervising faculty member or academic unit can terminate a TA/RA who has abandoned their position. A TA/RA who has not reported for their assignment for three or more consecutive business days (or 3/5 of a regular week's workload) has abandoned their position. The supervising faculty member should send a letter via mail (return receipt requested) or email (read receipt requested) outlining the details in the original appointment letter, including the start date of the appointment and the length of time the TA/RA has failed reporting for duty. The letter should at a minimum – outline the TA/RA responsibilities and the length of time in which they were not in communication with the faculty advisor, as well as any other difficulties or conflicts the faculty member

experienced. The TA/RA then has two days (or 2/5 of a normal workweek) to reply and address the concern. After the two days, the appointing unit should send a confirming letter or email terminating the TA/RA appointment due to the abandonment.

Appointing units have the right to rescind or modify TA/RA offers prior to the beginning of the appointment term, given reasonable cause. Reasons for the rescinding or modification of offers may include, but are not limited to the following: change in academic unit's financial situation; student misconduct; change in student's academic discipline or enrollment status; failure of student to accept offer by deadline indicated in offer letter and failure of student to complete required orientations or trainings as indicated in offer letter. Appointing units must issue a formal letter outlining causes for rescinding or modifying an offer.

## DEPARTMENT AND UNIVERSITY RESOURCES

ASU and the School of Human Evolution and Social Change has a variety of resources to help students succeed in their program. A fulfilling academic career includes a sense of community and opportunities to help shape the School's future, as well as that of individual students. That is why SHESC sponsors an award-winning graduate student club and offers facilities and prospects promoting student collegiality and advancement.

***Association of All Graduate Students (AAGS):*** This student-led association provides a number of activities on the student's behalf and serves both as a forum where all students can voice their concerns, as well as a direct link with the School's faculty and administration and with other ASU graduate student associations.

***Graduate and Professional Student Association (GPSA)*** is the graduate student government for Arizona State University. They provide services and resources that facilitate and empower student success in all aspects of academic life, and advocate for students not only on university level but also in all levels of government.

***Graduates in Integrative Society + Environment Research (GISER):*** GISER is an ASU-wide graduate student organization that provides opportunities for graduate students to engage in short-term, student-driven interdisciplinary research related to society and environment. This is accomplished through monthly plenary meetings for students and faculty, which often include panel discussions on interdisciplinary topics such as objectivity in science. Often these are product-oriented projects, typically receiving funding and academic credit for participation.

***Graduate Lounge:*** Located in the School of Human Evolution and Social Change Building in Room 111, this room provides a space where graduate students can socialize or study while on campus. The lounge has tables and chairs for studying, couches for relaxing and refrigerators for food. In addition, informal collaborative meetings are conducted here.

**All Graduate Student and Leadership Meetings:** Throughout the semester, SHESC holds All Graduate Student and Leadership Meetings, which serve a dual purpose. They provide an open forum for graduate students to ask questions or raise concerns directly to the school's directorate, while also providing the opportunity for the directorate to update graduate students on important trends, policies and issues affecting their academic career, research and teaching. AAGS approach representatives are another resource for students. They can address concerns and help bring them directly to the appropriate individuals.

**MS Monthly Round Tables:** Each month students are invited to a round table discussion with the Program Director and the Graduate Advisor. This is a great opportunity to learn more about the program and ask any additional questions.

### **Academic and Professional Resources**

There are many academic services available to graduate students in the School of Human Evolution and Social Change. Below is a list of resources that can help guide students through their academic journey either by providing guidance or by providing opportunities.

#### ***Program Lead***

Students are expected to schedule meetings with the Program Lead once per semester to check in on progress towards program and career objectives.

- First semester: Discuss interests, desired skills, and career goals; map out coursework to achieve goals over the course of the program
- Next semester(s): Start planning for internship, coursework
- Penultimate semester: Solidify internship plan, coursework
- Final semester: Prepare for post-graduate work

#### ***Advising***

*Faculty supervisor/chair:* MS in Global Health students must consult with Program Lead about seeking a faculty supervisor in their first semester to help them develop an appropriate interactive Plan of Study (see below). The advisor must be a member of the [graduate faculty](#) in the student's degree program.

*Staff advisor:* SHESC's Graduate Student Advisor can guide students through the application process, orientation, funding, course registration, degree progress, various ASU administrative situations and graduation.

**Interactive Plan of Study (iPOS):** Students are required to file an interactive Plan of Study before the end of the first semester in the program. The iPOS will include specific degree requirements, such as courses and a culminating experience. SHESC's Graduate Student Advisor should be the initial contact for all students regarding these requirements. Once the iPOS has been approved at all levels, students can log into MyASU to complete or alter information about their committee or courses, file a petition, and track degree milestones (such as comprehensive examinations, dissertation proposals and graduation

deadlines). Links to information appropriate to your stage in the program will also be available via MyASU.

**Graduate and Undergraduate Committee (GUC):** Faculty members who serve as the head of each approach and degree program serve on the school's graduate and undergraduate committee, along with the Directors of Graduate and Undergraduate Studies. If you have questions about any aspect of the program, you are welcome to bring those concerns to the appropriate member of the Graduate and Undergraduate Committee.

### ***Collections***

Our school and its Center for Archaeology and Society manage extensive archaeological, ethnographic and evolutionary anthropology [collections](#), primarily from Arizona but also representing Mesoamerica, Africa and Asia. Of the more than 250,000 individual and bulk specimens available for research, teaching and exhibitions, about 200,000 are digitized. Type and comparative collections are also available in a variety of materials: ceramics, fauna, pollen, seeds, non-human primates, fossil hominid, and dental casts. Individual faculty members also maintain artifacts, human remains and/or related digital materials relevant to their teaching and research. See individual faculty members for more information.

### ***Field Schools***

Several faculty members across Anthropology conduct field schools around the world providing hands-on experience and unique learning opportunities. Specific program dates and registration deadlines are posted on SHESC's [Field Schools pages](#).

### ***Graduate Computing Lab***

SHESC graduate students will have 24/7 access via key code to Room 146 of the School of Human Evolution and Social Change Building, a state-of-the-art computing lab equipped specifically for our graduate student needs. Students can bring their own laptop or use the School's computers, peripherals and wireless access. Additional software is also available from MyASU's "my apps." Use the My Help/Help Desk area on MyASU to submit a request for technical assistance.

### ***Subject Librarian***

The Social Sciences Librarian, [Mimmo Bonanni](#), serves as the main library contact for SHESC, handling Anthropology, Global Health, Museum Studies, and Equity, Justice, and Sustainability. He is available to help students with their research needs by assisting in locating specialized resources, using citation software to manage citations and create custom bibliographies, and by providing consultations for theses and dissertations, as well as research/teaching assistant duties. We strongly encourage students to reach-out to the Social Sciences Librarian and get acquainted with all the resources tailored to specific fields.



## **Student Support Services**

### ***International Students***

International students who have been admitted to ASU must go to the International Scholars and Students Office ([ISSC](#)) located inside the 1<sup>st</sup> floor of the Student Services Building in Room #170, with their passport and immigration documents as soon as they arrive on campus. During the first week or so, international students must carry a few photocopies of their passport's photo page, since various offices will need a copy of it. International students must be enrolled full-time throughout their academic year (9 credit hours). Their passport and I-20 or DS-2019 must be kept valid at all times. Upon returning to the U.S. for continued study or employment international students must obtain a [travel signature](#). International students will also need to ask the ISSC about how to obtain a social security card. Their website is a great source for information ([Global@ASU](#)). International students must also attend the **mandatory** [international student orientation](#).

### ***Student Accessibility and Inclusive Learning Services***

The [Student Accessibility and Inclusive Learning Services](#) (SAILS) provides services to qualified students on all ASU campuses: Downtown, Polytechnic, Tempe, and West. All new students who need to register with the DRC must log into [SAILS Connect](#) to get started. If a student is already registered, they must sign-in to [SAILS Connect](#) to start requesting their accommodations. If they have any questions or experience any difficulties with this process, they should contact the Graduate Student Advisor for assistance. SHESC seeks to establish equal access for all students and looks forward to working with them.

### ***Career and Professional Development Services***

[Career and Professional Development Services](#) is proud to offer assistance for veterans on resumé writing, interviewing preparation, job search strategies and employment services. In partnership with the Pat Tillman Veterans Center, CPDS supports veterans in their professional development and career exploration and offers the following services:

- Career Advising
- Career Events
- Major and Career Exploration
- Resumé and Cover Letter Reviews
- Interviewing Techniques and Practice
- Career Assessments
- Career Workshops and Webinars
- Hands-on Learning Opportunities
- Job and Internship Search Strategies
- Employer Information Sessions
- On-campus Interviews

- Job and Internship Postings
- Test Preparation for Grad School Applications
- Personal Statement Assistance
- Connection to Service Opportunities
- Networking Tips
- Virtual Services and Resources
- Professional Mentoring

**Handshake** is ASU's online career and internship portal. In addition to the resources below, this office is available to assist you virtually and in-person with a variety of career-related topics, including job and internship search strategies, resumé writing, interviewing and career exploration. To meet with a Career Advisor, students can log into [Handshake](#) to schedule an in-person or virtual appointment.[RS1]

### ***ASU Career Counseling***

Drop-in Career and Internship Advising is available for all students and alumni. Practice interviewing and receive advice on maintaining a competitive resumé. <https://career.asu.edu/>

### ***Global Education Office***

Explore a variety of programs coordinated through ASU that take place globally. <https://goglobal.asu.edu/>

### ***Student Wellness***

[10 Best Practices in Graduate Student Wellbeing](#) is a short guide for ways to help graduate students better care for themselves under the increasing demands of graduate school.

[Graduate Wellness Resources](#) is a guide to Financial, Social, Emotional, and Physical Health and Wellness Resources for ASU Graduate Students.

For more information please visit [Wellness@ASU | Live Well @ ASU](#)

## **Business Services**

### ***Student Accounts***

Upon admission, students receive an ASURITE UserID, an activation code and instructions to go [activate their account](#). This site allows students to activate their ASURITE User ID from an off-campus computer and create their own password. After asking the student to review the policy and security information, the system verifies the student's identity by requesting their date of birth. Students must then select their password. It is highly recommended to use letters in upper and lower case, numbers and symbols in the password, for security reasons.

The system will then ask if the student has an email account. If a student wants to continue using their existing email system, they should select "Yes, I have an email account" and then enter the address of their personal email. This will ensure that they get all correspondence ASU sends them. All official university business and announcements take place on official university email addresses. It is the student's responsibility to arrange so that messages sent to their official ASU email account reach them.

If a student wants to use the ASU email as their primary email, they have two options. First, ASU has partnered with Google to provide ASU email via a gmail interface. More information can be found at [Sign-In](#). Some students love this interface, whereas others prefer to use another client program. In this case, ASU Gmail can be configured for IMAP. You can also set up ASU email on your smartphone and use email forwarding. More info at [ASU Help](#).

### ***ID Card/Sun Card***

The ASU student ID card, often referred to as the Sun Card or Pitchfork ID Card, will be issued after a student registers for classes. This card is a student's student identification card, library card, copy card, and sometimes their building and elevator key. Students can also use it as a credit card for things like vending machines, charging items to their student account, and paying for phone calls, if they sign-up for this service. The Sun Card gets students into the Student Recreation Complex (i.e., the gym) and when validated, gets them into some ASU athletic and cultural events for free or at a reduced rate. Validation for the current semester can be obtained at the Gammage Center or University Athletic Center ticket offices.

The ASU Sun Card can be obtained at the beginning of the semester after a student registers for classes. The Sun Card office is in the Lower Level of the Memorial Union (south end) inside Union Station, MU 59 (during the first couple weeks of classes, the Sun Card office offers their services on the 2<sup>nd</sup> floor of the MU). Students will be asked to fill out a card with their name, ASU ID number, and classification (Student, Faculty/Staff, or Other). Students pay \$25 for their card with cash, check, Visa, or MasterCard, or they can have the charge posted to their University Student Account. Valid proof of identity is required so the student's identity can be verified before their Sun Card is created. Afterward, their picture is taken and the card is produced on the spot. The process takes about three to five minutes. You may also upload a photo at the [website](#) and have a card mailed to you.

## **DEGREE REQUIREMENTS FOR M.S. IN GLOBAL HEALTH**

30 credit hours and a portfolio

### **Required Core Courses (6 credit hours)**

ASM 503 Evolutionary Medicine and Global Health (3)

ASB 504 Global Health Policy (3)

**Restricted Electives (9)**

ASB 500 Qualitative Research Methods (3)

ASB 510 Health: Social and Biocultural Theories (3)

ASB 526 Survey Topics in Global Nutrition (3)

ASB 548 Maternal and Child Health (3)

ASB 598 Reproductive Ecology (3)

ASB 455 Practicum for Social Sciences (3)

ASB 462 Medical Anthropology: Culture and Health (3)

*Substitutions can only be made with other SHESC courses*

**Electives (12)**

NLM 530 Program Evaluation and Information Management (3)

JHR 598 Topic: Migration, Asylum, Refugees (3)

JHR 503 Topic: Gender Violence/Sex-Trafficking (3)

SOS 530 International Development and Sustainability (3)

SOS 536 Food System Sustainability (3)

*Other relevant electives as approved by Advisor*

**Other Requirements (3)**

ASB 584 Internship (3)

**Culminating Experience (0 credit hours)**

Portfolio reflecting on internship (0)

*Connect with the Graduate Student Advisor and Program Lead for lists of approved electives before registering.*

## **M.S. in Global Health Accelerated Degree Program**

The M.S. in global health program requires a total of 30 credit hours. Students who are currently pursuing the online or in person B.A. in global health, B.S. in Anthropology, or B.A. in Anthropology may be eligible to apply to the accelerated B.A./M.S. in a global health program in which both degrees can be completed within 5 years. The curriculum for the M.S. and the accelerated B.A./M.S. in global health are the same. It is entirely possible for students to complete the master's requirements in one calendar year after completing their undergraduate degree, but they have the option of completing it in 2 years.

To apply for the 4+1 MS in Global Health, students must first complete the [Pre-Application Form](#). If approved from the pre-applications students will then have to complete the online Graduate Application. Pre-application approval does not guarantee admission to the program. If the pre-application is approved, students will still need to complete the online graduate application. If approved to apply, students will receive additional instructions on this process.

### **Pre-application deadlines**

- Fall start: June 1
- Spring start: November 1

### **Program Eligibility**

To be eligible for admission to the accelerated program, a student must:

- Declared as a BA Global Health or BS/BA Anthropology major with ASU Online at the time of application
- Accumulated 75 hours toward the BA/BS at the time of application and be on track to have completed 90 hours by the start of the 4+1 program
- Obtained a 3.0 GPA in all global health major coursework and an overall 3.0 GPA

### **Application Materials**

To submit the Pre- Application, you will need the following Pre-Application Materials. All materials will be uploaded to this [google form](#) for official submission.

- Pre-Application (information on this form)
- Personal Statement
- CV/Resume
- ASU Unofficial Transcript
- Advisor Recommendation (either be a signature on this document or an email stating they discussed the program with you)
- Faculty Recommendation (either be a signature on this document or an email stating they recommend you for the program)

## MS in Global Health Internship

Students enrolled in the MS in Global Health in the School of Human Evolution and Social Change (SHESC) are required to complete a global health internship. The ASB 584 Internship is an experiential learning course where students advance their understanding of current global health issues and build and refine their skills in service of their own professional development in an applied global health context, including honing critical reflection skills. Thus, the internship is expected to take place towards the end of the program (preferably in the last semester) when the student has completed at least 21 credit hours towards the 30 credits in the MS in Global Health degree. Internships can be completed in-person or remotely and do not have a geographic requirement.

The process of setting up internships varies from case to case. Students are responsible for narrowing their interests and identifying potential types of placements that would be appropriate to their content and skills interests and furthers their career goals. In some cases, the Program Lead, Internship Instructor, and other SHESC faculty and staff may be aware of and can share opportunities that are a potential fit with the student's specified interests. Whatever the circumstances, make sure you discuss your potential internship with the Program Lead/Internship Instructor first, so that the timing, length, and appropriateness of the work is discussed before you reach an agreement with a Site Supervisor. It is a good idea to have an internship goal in mind before you make any contact with a potential Site Supervisor.

Students must enlist the cooperation of their SHESC Academic Supervisor, Internship Instructor, and Site Supervisor to craft a Scope of Work that outlines an internship that fulfills the criteria for the MS in Global Health. Students will upload this plan along with their Site Supervisor's written agreement for review by the Internship Instructor. Students are also responsible for ensuring that a Student Placement Agreement is in place between ASU and the internship site.

Concurrent with the internship, students will enroll for three credit hours in *ASB 584 Internship* for the semester in which the internship will take place. Three credit hours, which is equivalent to 135 contact hours in the applied internship. At the conclusion of the semester, a grade will be assigned based on:

- Participation: Weekly reading, weekly self-assessment, and periodic check-ins with Internship Instructor
- Final reflection paper
- Internship product
- Evaluation of internship product and internship performance by Site Supervisor

## **MS in Global Health Internship Scope of Work**

### ***Internship Overview***

Students in the MS in Global Health at Arizona State University are required to complete an internship of 135 hours for their culminating experience. The student is expected to generate a product during their internship that as well as weekly self-assessments and a reflective paper in the accompanying Internship course.

In an ideal internship, the intern will:

1. Work closely with a member of the organization who serves as the student's Site Supervisor;
2. Have the opportunity to contribute to activities and projects that have significance to the institution;
3. Be able, as part of their duties, to concentrate on a project for which he or she is principally responsible; and
4. Be able to gain an understanding of the larger institution. This is usually accomplished by enabling the intern to attend meetings or other activities which are related to planning or institutional coordination.

In addition to providing supervision during the internship, the Site Supervisor will:

1. Submit a mid-term evaluation of intern's performance half-way through the internship period by responding to a survey link (and preferably reviewing constructive feedback with the intern)/
2. Submit a final evaluation of intern's performance at the end of the internship period by responding to a survey link (and preferably reviewing constructive feedback with the intern).
3. Submit an evaluation of the student's product for their internship using a provided rubric by responding to a survey link.

With the above in mind, the student intern and Site Supervisor will collaboratively complete the student's Scope of Work for the internship.

Once the internship is finalized with the site, students will complete the [Internship Contract](#) to obtain official approval to enroll in the course.

**Internship Logistics**

**Student Name:** \_\_\_\_\_

**Organization**

**Organization Address**

**Internship Dates**  
(MM/DD/YY-MM/DD/YY)

**Internship Location (Where intern will report)**

Organizational Address

Remote

Other: \_\_\_\_\_

**Work Schedule (135 Contact Hours)**

Intern will work: \_\_\_ hours/week for \_\_\_\_\_ weeks

Intern will primarily have  
(choose one):

flexible work schedule

regular work hours, specifically (please detail  
schedule):

**Site Supervisor Name**

**Site Supervisor Title**

**Phone Number** XXX-XXX-XXXX

**Email**

**Other Important Information** (e.g., temporary internship supervisor due to planned leave, alternative or administrative emails, etc.)



**Scope of Work**

- 1. Describe the project or project component for which the student will have principal responsibility:
  
  
  
  
  
  
  
  
  
  
- 2. Describe the duties and activities in which student will complete or participate (attach additional sheets as appropriate):
  
  
  
  
  
  
  
  
  
  
- 3. Describe the anticipated product of the internship:
  
  
  
  
  
  
  
  
  
  
- 4. Describe additional opportunities for learning about institution and field as a whole:

\_\_\_\_\_  
Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Site Supervisor\*

\_\_\_\_\_  
Date

*\*In lieu of signing this document, the site supervisor can respond by email to the student's sharing this final document with "I agree with the proposed Scope of Work".*

