

# **MPH SUPPORT GUIDE**

**2022**

**MPH in Public Health Program**  
*(oncampus program)*

**Department of Public Health**  
**Baylor University**

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## OVERVIEW OF DEPARTMENT SUPPORT

Students in our on-campus MPH Program at Baylor University are eligible for an impressive array of potential employment and scholarship opportunities that are linked in some way to the public health profession and our Baylor Department of Public Health. Descriptions of these department-specific opportunities and how to apply for them are provided in this document.

Click on the following links for additional information about (1) other potential support options for Baylor graduate students: <https://www.baylor.edu/graduate/index.php?id=958443> and (2) general costs of attendance as a Baylor graduate student: <https://www.baylor.edu/sfs/index.php?id=936920>. Also note that all Baylor graduate students are **required** to either provide proof of health insurance or purchase health insurance offered through Baylor: <https://www.baylor.edu/graduate/index.php?id=959184>

### Three Types of Support

The Department of Public Health facilitates three types of graduate student support for qualified and selected students in the on-campus MPH program: academic scholarships, graduate student employee (GSE) positions directly linked to the department, and *MPH apprenticeships* funded by off-campus partners. Each is described below.

#### Academic Scholarships

Full or partial tuition scholarships MAY be available in the on-campus MPH program for applicants with strong academic qualifications. Though scholarships are often offered to qualified applicants who are also offered a GSES or apprenticeship position, scholarships are not considered an automatic part of a position offer and may be offered to those with no position. Scholarship eligibility and awarding decisions are based on the same type of criteria (e.g., GRE scores, GPA) used for acceptance into the MPH program. The number of scholarships available in any given year are dependent on available program resources for that year.

#### Graduate Student Employee (GSE) Positions

The majority of support positions offered in our department to MPH students are graduate student employee (GSE) positions.

MPH assistantships are facilitated through the Department of Public Health. Students in full-time assistantships work 20 hours per week and are awarded a stipend/related benefits (see *Assistantship-Related Benefits*). These assistantships are generally awarded for a period of 1-2 years, with second-year renewal dependent on a favorable review of service in the first year. More details about assistantship types are provided in the appendix. Also see *To Apply* (next page).

#### MPH Apprenticeships with Community Partners

Our Department of Public Health has established a few formal agreements with public health organizations in our local community through which students in our on-campus MPH program may be directly employed by that organization. The community-based partnering organization is totally responsible for all aspects of these paid positions (e.g., applicant interviews/selection, supervision, direct pay). However, a formal memorandum of agreement between the organization and our Baylor Department of Public Health has been established so that leaders of both organizations understand their roles in ensuring that the hired MPH student is:

- Mentored by an organizational supervisor with public health training/experience.
- Afforded training and experience in public health practice.
- Works and is directly paid for approximately 20 hours per week for the duration of the 2-year academic program.

These positions are viewed by our department as *MPH apprenticeships*, which we define as *part-time employment positions in a partnering organization through which a Baylor MPH student (1) works 20 hours per week for the duration of the student's 18-month degree program, (2) receives on-the-job training and mentorship in public health practice from the partnering organization through that work, and (3) is directly paid for those hours by the partnering organization*. These positions are generally awarded for 1-2 academic years, with second-year renewal dependent on a favorable review of service in the first year.

Detailed information about available apprenticeship positions is provided to applicants who are selected to interview with a partnering organization. See *To Apply* (next page).

## SUPPORT ELIGIBILITY

To be eligible for a scholarship, GSE position, or MPH apprenticeship, an applicant must:

1. **Have applied and be eligible for acceptance into the *on-campus* Baylor MPH program.**
  - a. The application deadline for assistantships matches the application deadline for program admission.
  - b. Only those who have applied and are eligible for acceptance into the MPH program, *and who apply for support through the department application process*, are considered for any type of department support (see *To Apply*).
2. **Be a full-time student in the MPH program.**
  - a. Full-time students move through the 2-year degree program in cohorts.
  - b. Program entry begins each fall semester unless terms of employment in position require a summer start.

## TO APPLY

Application for admission into our MPH program and application for one of our department support opportunities (academic scholarship and/or all employment opportunities) are two separate processes that should be completed concurrently.

- **For MPH Program Admission:** To apply for admission into our on-campus MPH program, apply through the SOPHAS website at <https://sophas.org/> (Search for the Baylor University Public Health Program on the SOPHAS webpage.)
- **For Department Support:** To apply for any type of department-facilitated MPH student support (academic scholarship, graduate student employment, and/or MPH apprenticeship), you must:
  1. Read all aspects of the MPH Support Guide you are currently reading so that you are fully familiar with position-specific terms and concepts used in the application form.
  2. Download the *MPH Support Application Form* (filename: *BU-MPH\_SupportApp\_*) from our department website at: <https://www.baylor.edu/publichealth/>
    - a. On the website, choose “graduate,” and then, MPH On-Campus Program in the drop-down menus.
    - b. The form and an electronic copy of this guide should be on the far right under Quick Links.
  3. Add your name to the end of filename for the application form and save it to your computer. (For example, an applicant named Linda Smosky would name the file: *BU-MPH\_SupportApp\_SmoskyLinda*)
  4. Email in a single email message your completed (and appropriately named) application to the following three people.
    - a. Dr. Eva Doyle, Graduate Program Director, [Eva\\_Doyle@baylor.edu](mailto:Eva_Doyle@baylor.edu)
    - b. Ms. Kim Caronia, Department Office Manager, [Kim\\_Caronia@baylor.edu](mailto:Kim_Caronia@baylor.edu)
    - c. Dr. Beth Lanning, MPH Admissions Coordinator, [Beth\\_Lanning@baylor.edu](mailto:Beth_Lanning@baylor.edu)

## APPENDIX

### GSE POSITION DETAILS

All MPH students in on-campus positions sponsored by the Baylor Department of Public Health are referred to as *Graduate Student Employees* (GSEs) by the Baylor Graduate School and our department. *Within* the department, we have created three position titles that align with the work focus in the GSE position and the related payment policies of the Graduate School.

- *Graduate Instructor* – Teaches as a member of our PUBH 1145 teaching team.
- *Graduate Researcher* – Assists a research professor with research.
- *Graduate Practitioner* – Assists in an academic program in the department *or* a non-academic *public health-related* program on campus (e.g., wellness department, recreation department).

Table 1 (next page) includes an overview of the GSE types and payment/work hour monitoring occurs. More details about each GSE position follow the table. ***You are strongly encouraged to review these details before completing the MPH Support Application Form!***

#### Work Hours

GSEs in full-time positions work 20 hours per week and receive a stipend. Most GSEs are also offered an academic scholarship. GSE positions are generally awarded for the duration of the MPH program (2 academic years) with second-year renewal dependent on a favorable performance review in the first year.

#### Position Entry

Full-time students in the on-campus MPH program generally begin their academic work in the fall semester and move through the program in cohorts. However, *some* GSE (and MPH apprenticeship) positions are designed for a “summer start.” *Applicants who are invited to engage in interviews for one or more position are strongly encouraged to ask if the position will entail a summer or fall start.*

<b>Table 1. Types of Graduate Student Employee (GSE) Positions in the Department of Public Health</b>					
<b>Department Position Title</b>	<b>Type of Work</b>	<b>Funding source</b>	<b>Payment Method</b>	<b>Do I submit a biweekly timecard into Baylor's Ignite system?</b>	<b>Do I submit a weekly GSE worklog to the department &amp; my supervisor?</b>
<b>Graduate Instructor</b> (GI)	<i>Teaches multiple sections of PUBH 1145 as primary responsibility</i>	department	monthly paycheck	<b>No</b> (Monthly payment is automatic.)	<b>no</b> (GI work monitored is in other ways.)
<b>Graduate Researcher</b> (GR)	<i>Provides research assistance to faculty researcher(s)</i>	May be one of these: <ul style="list-style-type: none"> <li>• department</li> <li>• faculty start-up funds</li> <li>• external grant</li> </ul>	monthly paycheck	<b>No</b> (Monthly payment is automatic.)	<b>Yes!<sup>a</sup></b> Student follows <b>GSE worklog</b> instructions below.
<b>Graduate Practitioner</b> (GP)	<i>Provides programmatic (non-research) assistance to <b>public health-related</b> program on campus</i>	non-academic campus partner (e.g., wellness or recreation department)	biweekly paycheck (hourly pay)	<b>Yes!<sup>b</sup></b> Supervisor directs GP student to follow one of two approaches to submitting hours in Ignite: <ul style="list-style-type: none"> <li>• <b>Pre-Designated Hours<sup>c</sup></b></li> <li>• <b>Actual Hours<sup>c</sup></b></li> </ul>	<b>Yes!<sup>a</sup></b> Student follows <b>GSE worklog</b> instructions below.
		department program	biweekly paycheck (hourly pay)	<b>Yes!<sup>b</sup></b> <ul style="list-style-type: none"> <li>• GP follows <b>Pre-Designated Hours<sup>c</sup></b> instructions below to submit biweekly hours in Ignite.</li> </ul>	<b>Yes!<sup>a</sup></b> Student follows <b>GSE worklog</b> instructions below.

<sup>a</sup> **GSE Worklog:** All Graduate Researchers and Graduate Practitioners must log their actual hours worked each week into a department-provided internal worklog **even if they also submit hours in the Ignite system!!** **This** worklog is an excel file that we refer to as a GSE (Graduate Student Employee) worklog. This worklog is used by the graduate program director and the student's supervisor to monitor the number of hours the GSE works each week (which must be, on average, 20 hours/week) and in communications/discussions with students and supervisors about work performance and expectations. This worklog **MUST** be emailed to the department and student's supervisor every weekend. Ask the department for the most current version of the GSE worklog template.

<sup>b</sup> How to submit a timecard in Ignite: <https://www.baylor.edu/ignite/index.php?id=967168>.

#### **<sup>c</sup> OPTIONS FOR TIMECARD ENTRY IN IGNITE**

##### **1-Pre-Designated Hours Submitted on Timecard in Ignite**

1. Student submits in Ignite a *biweekly timecard* that represents the **pre-designated** hours for the position (e.g., full-time=20 hours).
2. No approval action is needed in Ignite by supervisor (automatic approval if submitted hours fit pre-designated hours).
3. (**Actual** hours are submitted/monitored via the **GSE worklog** that is also required.)

##### **2-Actual Hours Submitted on Timecard in Ignite**

1. Student submits in Ignite a *biweekly timecard* that represents the **ACTUAL** number of hours worked (may fluctuate from week to week).
2. Supervisor approves hours in Ignite.
3. (**Actual** hours are **ALSO** submitted/monitored via the **GSE worklog** that is also required. The department doesn't have access to information needed via the Ignite system and must receive this worklog!)

## Graduate Instructors

*PUBH 1145 Health and Human Behavior* is a required personal wellness course in many Baylor undergraduate degree programs. This 1-credit-hour course meets for 50 minutes twice per week. Some sections are currently taught online and others are taught in person.

Eight graduate instructors (GIs) from the *MPH in Community Health* concentration teach PUBH 1145 under the direction of the PUBH 1145 Coordinator. Four of the GI positions are filled each year so that we always have two cohorts of four students (four 1<sup>st</sup>-year and four 2<sup>nd</sup>-year GIs).

*PUBH 1145 GIs must:*

- Complete extensive pre-semester GI training and preparation meetings prior to each semester.
- Attend weekly instructor meetings throughout the semester to receive training and guidance regarding teaching content, instructional activities, exams, and grading protocols.
- Teach four sections of the course per semester (fall and spring). (Some GIs teach fewer sections per semester and work 5-10 hours for an assigned professor as a research assistant.)
- Maintain 5 office hours per week to facilitate student access.
- Follow all requirements of Baylor employees and instructors including those that relate to professional interaction with others, dress, demeanor, promptness, and consistency.

*GI Stipend, Tuition, Insurance*

- **Stipend:** GIs teach in and are paid a monthly for the fall and spring semesters *only*. Though they don't teach and aren't paid a stipend in the summer, they still receive the designated percentage of tuition remission for summer (see Tuition). **Only two of the four 2<sup>nd</sup>-year GIs teach during their final spring semester (year 2) and receive a stipend that semester.**
- **Tuition Support:** Tuition support is not linked to GI positions. However, because our GIs are usually strong MPH program applicants, the traditional norm has been for GIs to also be offered a separate academic assistantship.
- **Insurance:** GIs are **NOT** eligible for an insurance subsidy from the Graduate School and must pay for their own insurance (or provide proof of insurance).

## Graduate Researchers

A full-time Graduate Researcher (GR) works 20 hours per week assisting individual research faculty members (or research teams) with their research efforts. Example GR tasks include article searches/literature reviews; data collection, management, and analysis; proposal development; manuscript and/or grant report development; and the development and delivery of conference poster and oral presentations. In some instances, GRs are included as co-presenters/co-authors depending on the level of involvement in a particular research project.

### Department-Based GRs

The Department of Public Health supports a number of GRs who are assigned to individual faculty research members (or faculty pairs). (GR positions supported by the Baylor-provided "startup funds" of an individual faculty funds are also included in this category for application purposes.) Most department-based GR positions are 10-month positions (fall & spring semesters) or 12-month positions (*may* begin in summer) with the possibility (but not a guarantee) of renewal.

Though GRs are paid monthly (see "Stipend") and do not have to submit an official timecard in Baylor's electronic payroll system, GRs are still required to complete an internal weekly worklog to the supervising researcher and to the department (for hours monitoring).

- **Stipend:** All GRs are paid a monthly.
- **Tuition Support:** Tuition support is not linked to GR positions. However, because our GRs are usually strong MPH program applicants, the traditional norm has been for GRs to also be offered a separate academic assistantship.
- **Insurance:** Full-time department-based GRs are **NOT** eligible for an insurance subsidy from the Graduate School.

## GRs on External Grants

Individual members of our research faculty sometimes secure funding to support a GR through external research grants. The start date, duration, type of research work, stipend amount, and degree of insurance support (if any) can widely vary for these types of positions. These positions can be full-time (20 hours per week) or part-time.

Our research faculty members don't always know IF a grant proposal will be funded and, if funded, WHEN the funds will be available. For that reason, assistantship applicants are sometimes selected to interview for a GR position that has not yet been fully approved. It is also possible that students who are already in our program may be approached about a GR position that was approved/established after the student entered the program. It is important for applicants to ask questions about a research grant when being interviewed for a specific GR position funded by external funds. Many of our MPH students have worked as GRs on funded research grants and have strongly benefitted from the experience.

- **Stipend:** All GRs are paid a monthly.
- **Tuition Support:** Tuition support is not linked to GR positions. However, because our GRs are usually strong MPH program applicants, the traditional norm has been for full-time GRs to also be offered a separate academic assistantship.
- **Insurance:** GRs whose position falls under the payroll category of Graduate Student Employees are **NOT** eligible for an insurance subsidy from the Graduate School. If there is no insurance provided from an external grant, they must pay for their own insurance (or provide proof of insurance).

## Graduate Practitioners (GPs)

Graduate Practitioners (GPs) work within the department or for a partnering non-academic program on Baylor campus. GP positions can be full-time (20 hours per week) or part-time. Full-time positions are usually 10-month positions (fall & spring semesters) or 12-month positions (*may* begin in summer) with the possibility (but not a guarantee) of renewal in year 2.

## Department-Supported GPs

The Department of Public Health sometimes hires an MPH student in the on-campus program to work as a GP within the department. This department GP often works with one or more department administrators/program directors to assist with various aspects of administrative work. Specific tasks widely vary. Some examples include helping with department events, student council, alumni outreach, surveys, handbooks/guides, marketing and other communications, information management, webpages and social media, program evaluation, accreditation reports, and inventories.

- **Stipend:** All GPs are paid hourly and must submit a biweekly timecard into the Baylor ignite system. (They must also submit an internal worklog to the department each week. See Table 1 for details.)
- **Tuition Support:** Tuition support is not linked to GP positions. However, because our GPs are usually strong MPH program applicants, the traditional norm has been for GPs to also be offered a separate academic assistantship.
- **Insurance:** GPs are **NOT** eligible for an insurance subsidy from the Graduate School and must pay for their own insurance.

## GP Positions with Campus Partners

We work with multiple non-academic campus partners who hire our MPH students to work as GPs in their campus programs. These positions may begin in the summer rather than the fall, depending on the needs and available funds of the partners. Thus, these positions:

- **Stipend:** All GPs are paid hourly and must submit a biweekly timecard into the Baylor ignite system. (They must also submit an internal worklog to the department each week. See Table 1 for details.)
- **Tuition Support:** Tuition support is not linked to GP positions. However, because our GPs are usually strong MPH program applicants, the traditional norm has been for GPs to also be offered a separate academic assistantship.
- **Insurance:** GPs are **NOT** eligible for an insurance subsidy from the Graduate School and must pay for their own insurance.



**Two examples of campus partners are provided below. MPH students interested in one of these positions should ONLY contact these partners at the direction of the Department of Public Health as part of the department's annual applicant review process.**

*Baylor Department of Campus Recreation*

Leaders of the Baylor Department of Campus Recreation offer graduate assistantships in a variety of areas: *Facilities, Sport Clubs, Marketing, Outdoor Adventure and Intramural Sports*. Their graduate assistants are paid for up to 20 hours per week. Academic scholarships may also be offered. (*MPH students applying for these positions must be accepted as full-time students into the MPH program by the department.*) To apply for a GSE (GP) position in campus recreation, applicants are usually asked to submit the following directly to the director (*once prompted by the Department of Public Health to do so*).

- Cover Letter outlining why candidate is a good fit for Recreation
- Resume showing experience in recreation (or specific field)
- One-two page essay outlining career goals and how work experience in recreation would contribute to career goals
- One-two page essay describing how their personal faith looks in everyday decisions

For more information, visit the campus rec webpage at: <https://www.baylor.edu/campusrec/>

*Baylor Wellness Department*

MPH students applying for GSE (GP) positions in the Baylor Wellness Department must be in the **MPH in Community Health** concentration. This department hires GPs to work in various "health promotion related" positions. For example, the *FitWell Graduate Practitioner* helps coordinate various aspects of Baylor Wellness programming, including the group exercise program, personal training, outreach education, and events. For more information, visit the wellness webpage at the following link <https://www.baylor.edu/wellness/>