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Master of Science in Health Sciences

Program Handbook

**Cleveland State Master of Science in Health Science Mission, Vision and Goals**

Mission

In order to keep pace with today's rapidly changing health care, social and community services environments, the Department of Health Sciences and Human Performance at Cleveland State University is committed to educating aspiring and practicing health care professionals to assume increased responsibility within their discipline for: academic and clinical teaching, clinical research, life-long learning and career development, clinical supervision and administration, and/or program planning, development and evaluation. The mission of the Master of Science in Health Sciences (MSHS) program is to prepare practicing health care professionals for: (i) emerging leadership roles in the rapidly changing health care, social and community service environments; and, (ii) advancement in clinical, educational, research and administrative arenas.

*The goal of the Master of Science in Health Sciences program at Cleveland State University is to prepare and educate its graduates to emerge as leaders in delivering client-centered care as members of an interdisciplinary team, emphasizing evidence-based practice, quality improvement approaches, and informatics.*

Program Vision

The CSU MSHS Program vision is to strive to become the Northeast Ohio center for leadership and innovation in health professional education, research and practice.

Program Philosophy

The Master of Science in Health Sciences is a post-professional health care degree. The curriculum emphasizes independent thinking, self-directed learning and the use of evidence to support practice. Recognizing that common program objectives can be achieved in a variety of ways and in variable time frames, the curriculum is designed to allow students the flexibility to plan a course of study that best suits their professional and educational needs, through full-time, part-time or on-line studies.

Program Objectives

Upon completion of the program, graduates will:

1. Demonstrate self-directed learning skills in order to continue independent and life-long learning.
2. Demonstrate the ability to assume diverse roles in today's rapidly changing health care, social and community service environments.
3. Identify and analyze cultural influences on practice and emerging health care practice issues.
4. Utilize outcome measures and evidence-based research to evaluate the effectiveness of health, social or community systems.
5. Utilize information technology to improve health, social or community systems.

**Academic Support**

Office Hours

Cleveland State faculty maintain scheduled office hours to confer with students regarding class work and related course matters. Office hours are announced by instructors in class and posted in Blackboard. Given the online nature of some of the MSHS coursework, students are encouraged to contact their instructors via phone or email to schedule an appointment time.

### Individualized Advising

The Program Director provides advising to assist students in identifying career objectives in order to develop an individualized degree completion plan. Advising is offered via face-to-face meetings or by phone to accommodate the needs of working professionals. Advising appointments can be arranged by emailing the department at [healthsci@csuohio.edu.](mailto:healthsci@csuohio.edu)

### MSHS Faculty

MSHS courses are taught by faculty with a diverse range of health-related training and expertise including: occupational and physical therapy, medical anthropology, medicine, nursing, psychology, epidemiology, gerontology, public health, business, environmental health, anatomy, neuroscience, women's health, technology in healthcare, legal issues in healthcare, and mental health.

Learning Commons

Students have access to materials and resources at the Cleveland State University Michael Schwartz Library. Items can be accessed on campus in the Rhodes Tower building or via the library website ([www.library.csuohio.edu](http://www.library.csuohio.edu)). There are many study areas within the library as well as in the Center for Innovations in Medical Professions (IM) Building. The common areas and study lounges are accessible for students to study and prepare for class during building open hours.

Computer Resources

The university maintains a wireless network throughout the campus, including the Health Sciences, Physical Education, Julka Hall and Center for Innovations in Medical Professions buildings. Computers are available for student use in the Julka Hall Building, in Information Services & Technology (IS&T) Laboratories, in the CSU library and through the university computer loan service located in University Center. There is no printing access within the Health Sciences or CIMP building. Printing can be accomplished in the campus IS&T computer laboratories throughout campus. Students are advised to have their own personal laptops computers.

Graduate Student Resource Center

The Graduate Student Resource Center is the Cleveland State University academic support resource center for all graduate students. The Graduate Student Resource Center (GSRC) sponsors workshops, events, and activities which support the professional and career development of CSU graduate students.  Center staff will assist you in identifying campus partners and resources; participating in programming and workshops; utilizing online resources; and staying current with news and information with our monthly newsletter, Graduate Student News, the official newsletter of the College of Graduate Studies. The GSRC is located in the Parker Hannifin building in Suite 300. They can also be reached by phone 216-687-3536 or email [engagedgrad@csuohio.edu](mailto:engagedgrad@csuohio.edu).

Writing Center

The Writing Center (University Library, RT 124) provides assistance to all members of the University community. Through consultation, tutoring, and workshops, Writing Center staff can answer any questions about writing including generating ideas, drafting and revising papers, improving writing style and handling technical details of grammar, documentation and formatting.

Career Development Center

Students and graduates can be assisted, free of charge, with career development, job seeking skills, placement, professional head shots and tuition reimbursement loans. The Center, located in Rhodes West 280 provides a detailed listing of the numerous services offered and how to take advantage of these services.

Counseling at Cleveland State

Counseling services are also available at Cleveland State University. Personal, career, and group counseling are available free of charge to CSU students. The faculty urges students in the Program to take advantage of this resource to assist in dealing with stresses or managing academic concerns. Confidentiality of all matters is maintained. In addition, the Counseling Center offers group sessions on assertiveness, stress management, and test anxiety. For further information or an appointment contact the Counseling Center in Union Building #220, phone (216) 687-2277.

Student Health Services at Cleveland State

This is located in the second floor of the Center for Innovation in Medical Professions building. Health Services provides preventive health counseling on an individual or group basis. Nurse practitioners are on duty during the day and a physician maintains regular office hours. A student health insurance plan is available to students. No charge is made for seeing any of the health professionals or for screening tests. There is a minimum charge for medication and lab fees.

**Services for Students with Disabilities**

It is the responsibility of any student requiring an accommodation to inform the instructor of his/her disability during the first week of the semester. A letter from the Handicap Services: Disability Services Office must accompany this request. The student, instructor, and/or Handicap Services: Disability Services representative will then determine the appropriate intervention. No accommodation can be expected if this procedure is not followed. To access the disability services on campus, please view their website ([www.csuohio.edu/disability](http://www.csuohio.edu/disability)), call 216-687- 2015 or email [ods@csuohio.edu](mailto:ods@csuohio.edu).

**Social Networking Policy**

Many individuals participate in social media for a variety of reasons: to connect with professional networks, to find out quickly what’s happening in other places, to enhance productivity and team-building, etc. Exchanging and sharing information can improve our personal and professional lives. However, social networking exposes one to an unsolicited audience and set of experiences, and requires continual attention to successfully manage our personal and professional lives online.

* Students should think before they post. There’s no such thing as a “private” social media site. Search engines can turn up old posts years later. Students should not post something today that may haunt them later.
* Students should use social media for its intended purposes, not to discuss course content or participate in academic misconduct. Information shared in social media outlets may result in professional or academic misconduct review.
* Maintain confidentiality. Students should not post or discuss sensitive, confidential, proprietary, protected health information about students, employees, patients, or other members of the CSU community. Students should use good ethical judgment; follow federal guidelines and polices per CSU.
* Be respectful. If readers see an affiliation with CSU, they may read your words as representing the university, even if students provide a disclaimer. As a general rule, students should be respectful and not post anything they would be uncomfortable saying in a public setting- or in front of their colleagues, classmates, etc.
* Students should protect their identity, should not provide personal information about themselves or others including telephone numbers, mailing addresses, and email addresses.
* Any violation of HIPAA may result in appropriate disciplinary action including, but not limited to, dismissal from the program and criminal and/or civil charges and fines.

**Student Financial Information and Financial Aid**

# Registration, Fees & Services at Cleveland State

Students can register by using either web registration <https://campusnet.csuohio.edu/index.jsp>. Once a student’s registration has been submitted and received by the Registrar’s Office, a tuition invoice will be mailed, which will include payment instructions and options.

Financial Aid at Cleveland State

The University’s Office of Financial Aid (Union Building #301, 216-687-3764 or Campus All in One 216-687-5411) provides students with information regarding financial assistance for academic expenses.

# Textbooks at Cleveland State

Required textbooks will be announced prior to the beginning of each term. The texts will be available on campus at the bookstore, though students may prefer to purchase textbooks from other sources. It is required that all books be purchased at the beginning of each term even though some of the material may not be used until the latter part of the term. The same textbook may be used in more than one course within the curriculum.

# Computers, Electronic Resources and Technology Requirements at Cleveland State

Students must provide their own laptop computers for use in class and throughout the professional program if the instructor permits. Students will need capability to use Microsoft software including Word, Excel, Access, and Power Point at minimum. In addition, students should be prepared to use e-mail, Blackboard technology and access electronic materials routinely. Students enrolled in online courses are expected to have regular and reliable access to the internet and devices that will allow them to fully access/utilize materials on Blackboard. The CSU Bookstore offers software discounts; students can check with bookstore staff for current products and pricing. The entire university campus uses wireless access for Internet or email. In addition, students are encouraged to obtain electronic ‘flash memory sticks’ or cloud storage to record/ retain all program information and assignments.

**Campus and Student Services**

Safety and Security at Cleveland State

Students should always be concerned for their personal safety and security. This is especially necessary in an urban setting where all citizens have access to public facilities. Never study or sit alone in an unsecured area. Students should keep personal effects with them or in their lockers. Bikes may be locked to the bike rack just outside of Stilwell Hall. If the student should see unfamiliar or suspicious individuals in the Health Sciences areas, the student should not confront them personally, but should contact faculty, staff, or the campus police immediately. The telephone extension for campus police is 2020. Students should be observant so an accurate description can be given, should that become necessary.

Telephones

Important University telephone information:

* Police, escort service – Extension 2020
* Emergency, medical/fire – Extension 2111
* The Health Science and Human Performance Department Office phone – Extension 4870. The HSHP office telephones are not for student use. Do not ask faculty or staff for permission to use any office telephones.
* Center for Innovation, Health Sciences Office – Extension 4863 or 4880.

Throughout the campus, security telephones are situated on the Emergency posts with a blue light. When these phones are picked up, the police will respond even if nothing is said on the phone. Some of the phones require that you push a large red button to connect with the campus police. A security phone is located in the Health Sciences Building main floor just inside the main entrance as well as outside both entrances to Julka Hall. Use these emergency phones anytime you have an emergency or feel insecure. If you are in the building during “off hours” a cellular phone is recommended.

Escort Service

An evening escort service is provided by the Cleveland State University Police Department. These Cleveland State University students, known as Community Service Officers, are specially selected and trained to escort members of the University community to or from any location on or near campus. They are equipped with two-way radios and can summon the Campus Police immediately in any emergency. You can request an escort by calling Ext. 2020 from 5:30 p.m. until 11:00 p.m. Monday through Thursday. Campus Police will provide escorts any other time upon request.

Smoking Policy

CSU is a smoke free campus.

Fire Alarms

When the fire alarm is sounded, students should turn off all lights, close doors, and leave the building via the stairs.

Cleveland State Closings

* On occasion, CSU will have to close the campus because of inclement weather. Students can verify closure of the university by listening to local radio, watching local television or checking the home page of the CSU web site at [www.csuohio.edu](http://www.csuohio.edu). In addition, student who have their contact information setup in Campusnet will receive text, emails or a phone calls if the campus close.

Parking at Cleveland State

The Parking Department is located in the Chester Building (in Police Department). All vehicles parking on Cleveland State University lots must be registered. Any individual associated with the University as staff, faculty or student is eligible for a hangtag to allow use of the parking areas. To register, you must report your vehicle license plate number; have a valid CSU ID number or your confirmed course registration. When your vehicle is registered, you must display your registration hangtag as prescribed, when parking on University property.

MyCSU

Students: Use CampusNet to add and drop classes, view and print your schedule, manage your account, request transcripts, forward your campus email, view grades, and more. From CSU’s home page, students can click on MyCSU to access CampusNet, Blackboard and their CSU email.

**Academic Standards of Performance**

Grading Scale at Cleveland State

The following grading scale will be used for all courses in the Master of Science in Health Sciences professional curriculum:

A: 100-94%

A-: 90-93%

B+: 87-89%

B: 83-86%

B-: 80-82%

C: 70-79%

F: Below 70%

Classroom Expectations at Cleveland State

Coursework towards degree completion

The Department of Health Sciences & Human Performance offers both undergraduate and graduate programs. As a result, some coursework may be cross-listed and may contain both levels of students. Students who have taken these courses in HSHP at the undergraduate level at CSU and have performed well (B or better) are not permitted to enroll in the graduate level of the same course without permission from the program faculty. Students found to be in violation of this policy will be removed from the graduate level course at the program faculty’s discretion.

Exams

Make-up exams will be given only at the discretion of and with prior approval of the instructor. Documentation is required if an exam is missed for any reason (e.g., physician’s written excuse, mechanic’s repair bill). An unexcused missed exam will receive a grade of zero.

Assignments

All assignments must be turned in on time to receive full credit. Documentation is required if an assignment is late for any reason (e.g., physician’s written excuse, mechanic’s repair bill). Late assignments, approved by the instructor, may have up to one letter grade deducted per day late at the discretion of the course instructor. An unexcused late assignment will not be accepted and a zero grade will be assigned.

Standards for Written Work

All papers submitted are to be prepared on a word processor or typed, unless the course instructor specifically states that a given assignment may be hand written. Within each course, the instructor will identify requirements regarding written work. For many written assignments within the curriculum, a grading rubric will be used for evaluation of the assignment. If an assignment will not be graded using the rubric, the syllabus will indicate criteria for grading. In general, grades may be lowered for inadequate content, lack of depth, spelling errors, poor grammar or organization, improper referencing or documentation, lack of AMA/APA formatting and/ or typing; orthe paper may be returned to be rewritten or retyped. If the latter occurs, the paper/assignment may be treated as “late” in accordance with the conditions noted above (*Assignments*).

Plagiarism

All ideas that have been paraphrased and all direct quotes, whether from written materials or from oral statements by an individual, must be documented. Failure to provide documentation may constitute plagiarism (See *Academic Misconduct* below). The Program uses either the *American Medical Association Publication Manual (AMA Manual, 10th Edition, 2002) or the Publication Manual of the American Psychological Association (APA Manual, 6th Edition)* as the reference for style.

Standards for Presentations

Students are required to dress in professional business attire for classroom and public presentations. PowerPoint (or equivalent computer based presentation software) is the required format for presentations, unless otherwise specified by the individual course syllabus or instructor.

Returned Work

If a student has concerns regarding grades on tests, papers, etc., she/he should *write a petition* to the course instructor stating the concerns, including rationale for any changes the student feels are warranted. The petition should cite evidence from texts, notes, handouts, etc. to support the student’s position. Petitions must be submitted to the course instructor within 7 days of return of the test/assignment.

Because of time constraints imposed by the Registrar’s Office, petitioning of final exam questions, papers or projects that are submitted during final exam week is not possible; therefore petitions will *not* be accepted following final exams.

Academic Warning and Dismissal at Cleveland State

Optional dismissal from, or continued participation with academic warning in a graduate degree, certificate, or licensure program, are recommended by the graduate committee of the program.

Optional Dismissal

If, in 400- to 800-level courses, a student receives:

a. one grade of F, or

b. two grades of less than B, or

c. two grades of NS,

d. two grades of U

Then the individual MUST be reviewed by the Graduate Program Committee to determine his or her ability to continue in graduate school. If the Graduate Program Committee determines that dismissal is in order, this recommendation is made to the Dean of the College of Graduate Studies for review and notification of the student.

Academic Warning

If it is determined that the student may continue in the graduate program, the Graduate Program Committee will notify the Dean of the College of Graduate Studies and the student, in writing, regarding the grounds under which continuation is possible.

Mandatory Dismissal

If, in 400- to 800-level courses, a student receives:

a. two F grades, or

b. accumulates a total of nine credit hours of B- or less grades and has a cumulative grade-point average below 3.0, then the student will be dismissed automatically from the University by the Dean of the College of Graduate Studies.

###### Grade Dispute Procedure

Definition:  A grade dispute is a situation in which a student requests that an instructor change a grade that has already been posted but the instructor disagrees that the change should be made.

After determining that the instructor is unwilling to change the grade, the student should contact the Department Chair or Director of the program in which the course was offered and indicate in writing the reasons why the student believes the grade should be changed.  The burden is on the student to prove that a computational error has been made or that non-uniform standards have been applied in assigning the grade.  The student must submit their written explanation to the department chair or director no later than the last day of class of the semester following the semester in which the course was offered.

The department chair or director, upon receipt of the student’s written explanation, shall share it with the instructor of record in the course in question and request a written response.  This response shall then be shared with the student.  The chair will then arrange a meeting, at which s/he will serve as mediator, between the student and faculty member and attempt to resolve the dispute.  If the instructor refuses to submit a written response and/or to participate in a meeting with the student, the chair is empowered to render a decision on the student’s request.  Otherwise, the chair may serve only as a mediator.  If both the student and the faculty member agree to the solution proposed by the chair, the outcome of whatever process is adopted by the parties will be binding and the matter cannot be appealed further.

If the faculty member and student cannot agree to a solution, the chair may, at either party’s request, forward the dispute to the Graduate college grade-dispute committee. The written documents produced by the student and the faculty member shall be forwarded to the committee, along with a statement by the chair describing his or her attempted mediation and its outcome.  The Graduate College committee will consider the documents submitted and the testimony of both the student and the instructor.  That committee has final authority in deciding if there is substantial justification for the claim and assigning the final grade.

The decision and rationale of the graduate college grade-dispute committee must be forwarded to the University Admissions and Standards Committee which determines whether appropriate procedures have been followed.  If the University Admissions and Standards Committee determines due process has been afforded, the decision of the college grade-dispute committee stands and there are no further appeals within the University.  If the determination is that due process has NOT been afforded, the matter shall be returned to the Chair or Director in which the dispute originated with a written statement of the reasons for the Committee’s determination and a recommendation that the grade dispute process be restarted at the step at which the violation of due process occurred.

# Readmission to Cleveland State

Anyone dismissed from the MSHS Program may reapply according to the guidelines in the *Cleveland State University Bulletin: Graduate Catalog Issue 2022-2023.* Readmission will be determined on an individual basis considering the reason for dismissal and according to the Graduate College guidelines. Students who are readmitted following a dismissal situation will be placed on academic probation upon return to the Program. Removal of academic probation will be according to program policies.

# Graduation Requirements

In order to graduate from the MSHS Program professional curriculum and earn the Master of Science in Health Sciences degree, students must:

1. Meet all program academic requirements.

2. Meet all program capstone project/thesis requirements.

3. Meet all other MSHS program requirements.

**Technical Standards of Performance**

These standards apply to all students in the Masters of Science in Health Sciences program.

1. Oral-Auditory (Communication)

Students must be able to demonstrate that they are able to communicate effectively and objectively in the academic setting. Throughout the program, the students must show evidence of effective written and verbal English communication skills. Communication includes not only speech, but also reading and writing. Students must be able to communicate effectively and sensitively with patients, of all ages and genders, with varying degrees and types of infirmities, of varying cultures, ethnicities, and personalities. Students must also be able to communicate effectively and efficiently with other members of the health care team. In addition, students must have the ability to relate information to and receive information from patients in a caring, articulate, and confidential manner. Required indicators for the oral-auditory (communication) skills technical standard include, but are not limited to these examples:

* Clear, efficient and intelligible articulation of verbal English language
* Legible, efficient and intelligible written English language
* Accurate and efficient English language reading skills
* Accurate and efficient expressive and receptive communication skills
* Ability to prepare and communicate concise oral and written summaries of patient encounters
* Ability to accurately follow oral and written direction
* Ability to accurately discern ad evaluate various components of the spoken voice (pitch, intensity, timbre), percussive notes and ausculatory findings

2. Cognitive (Intellectual-Conceptual, Integrative and Quantitative)

In order to effectively problem solve in the clinical setting, and based upon the critical thinking skills demanded of them, student must be able to demonstrate cognitive skills including, but not limited to intellectual, conceptual, integrative, and quantitative abilities. Required indicators for the cognitive skills technical standard include, but are not limited to these examples:

* Demonstrate ability to measure, calculate, reason, analyze, integrate and synthesize in a timely fashion
* Demonstrate the ability to comprehend three-dimensional relationships and understand the spatial relationships of structures
* Demonstrate the ability to acquire, retain, and apply new and learned information

3. Behavioral/Social

Students must possess the emotional health and stability required for the full utilization of their intellectual abilities, for the exercise of good judgment, for the prompt completion of all responsibilities attendant to the diagnosis and care of patients, and for the development of mature, sensitive and effective relationships with patients. Required indicators include, but are not limited to these examples:

* Demonstrate ability to tolerate physically taxing workloads and function effectively under stress
* Demonstrate the ability to adapt to changing environments, display flexibility, compassion, integrity, motivation, interpersonal skills, and learn to function in the face of uncertainties inherent in the clinical problems of patients
* Uphold appropriate standards of professionalism and ethics

**Professional Standards of Performance**

A student’s professional conduct should be exemplary and professional at all times. Professionalism is one of the parameters students will be evaluated for consistently through all phases of the program. Students should make an effort to establish professional relationships with preceptors and other health care personnel. Students should always be mindful of conduct, as they are constantly being observed by others. The role of the graduate student demands intelligence, sound judgment, intellectual honesty, and appropriate interpersonal skills. An attitude of respect for self and others, adherence to the concepts of privilege and confidentiality in communicating with patients, and a commitment to the patient’s welfare are essential attributes. These qualities apply to physician assistant students as well.

Professional standards of conduct will be expected of all students at all times. In many ways the student’s opportunity to learn, and later, to obtain employment will depend on his/her success in achieving this goal. Each student needs to be aware that his/her behavior will also reflect on the health care profession, the program, the College, one’s classmates, and how subsequent students are accepted and treated on campus, and in the community.

Most interpersonal problems are best resolved by the mutual efforts of the people involved. The keys to solving most problems which arise during the program are: clear communication, common sense, personal integrity, and professional responsibility. Evidence of inappropriate behavior or unprofessional conduct considered as such by a member of the graduate program faculty may be referred to the Program Director for review. Behavior considered inappropriate or unprofessional includes, but is not limited to, the following:

* Any form of dishonesty including, but not limited to, plagiarism, use of artificial intelligence (AI) theft, cheating on quizzes or examinations (i.e. sharing test questions and/or answers), lying, falsifying or omitting any required program information or documentation (i.e. time logs, preceptor evaluations, report of prior employment or spousal employment at contracted clinical sites, etc.), or falsifying medical records.
* Absenteeism or tardiness
* Use of profane, vulgar, abusive, obscene, or threatening language of any sort while participating in any program activities
* Professional behavior is expected in all graduate coursework. Students found to be behaving in an unprofessional manner may face removal from class and reduction of up to a letter grade at the instructor’s discretion.
* Illegally obtaining, possessing, selling, or using controlled substances
* Using or being under the influence of drugs or alcohol while participating in any program activity or while present in any facility where program activities occur
* Uncooperative, hostile, disruptive, negative, disrespectful or verbally or physically abusive behavior manifested toward the program staff, patients, instructors, clinical preceptor(s), the PA Program, the College, medical staff, visitors, or fellow students (this includes disruptive behavior in the classroom)
* Inappropriate, accusative, derogatory, argumentative or privileged information included in any kind of written materials, electronic mail, conversations, or comments in any open setting at the College or clinical site
* Any violation of requirements set forth in a course syllabus
* Failure to adhere to the defined dress code
* Lack of respect for the privacy or property of others
* Any other situation or condition not addressed in this list of behaviors will be considered independently according to the merits of the case. As far as possible, each will be dealt with in a manner comparable to similar conditions described in this document.

**Attendance**

Attendance is considered an aspect of professionalism and individual responsibility. The student’s presence in class is crucial to understand the content and structure of the program. Attendance is necessary for successful complete of the MSHS program.

Any unexcused absence and/or tardiness will be considered an infraction of professional conduct. Absence or tardiness, excused or unexcused, will be referred to the Program Director and/or Professional Conduct Committee as appropriate to the situation, as deemed by the program faculty and/or staff.

In addition to regularly scheduled classes, the program will periodically sponsor additional mandatory meetings and events. Students are required to attend these program sponsored activities, and will be given advanced notice as to the date and time.

Class arrival, starting and dismissal times

You should plan to arrive a minimum of 5 minutes prior to the posted class start time. This will allow you to have your materials prepared and be ready for a prompt starting of each class. You will also be expected to stay for the entire scheduled class/ laboratory time.

You may be subject to as much as a 5% reduction in a course grade as a result of tardiness or poor attendance (at the discretion of the course instructor). Course syllabi may also include specific point deductions that will be made for poor attendance or persistent tardiness.

Academic and Professional Behavior Violations at Cleveland State

The regulations of the Graduate College, as well as those of the MSHS Program bind the students. Probationary status means that a student is in noncompliance with the academic and/ or professional behavior standards of the MSHS Program and/or the Graduate College. The purpose of probation is to inform the student of noncompliance with the academic and/or professional behavior standards of the Program and/ or Graduate College and to assist the student in developing and implementing a plan to remediate the problem areas. Any student who is on probation may not:

* Graduate from the MSHS Program
* Be granted or be eligible to continue a graduate assistantship

There are two classifications of probationary status in the MSHS Program: Academic Probation and Professional Behavior Probation. A student who has been admitted into the professional curriculum may be placed on probation by the MSHS faculty and notified in writing by the Program Director if:

A. Academic Probation

The current semester grade point average (GPA) falls below a 3.00 during the academic phase of the curriculum. Students in this category will be expected to participate in the following remediation process:

**1. Development of Remediation Plan**: Within one week of receipt of academic probation notice, the student will meet with the Program Director to review the parameters of the probation. Following the meeting with the Program Director, the student will consult with his/her faculty advisor to analyze reasons for the academic difficulties and to develop strategies to raise the GPA. These strategies will be summarized into a written remediation plan prepared by the student, approved and retained by the faculty advisor.

**2. Remediation Process**: Throughout the probationary period, students will be expected to meet regularly (as often as weekly) with their faculty advisors to monitor the student’s progress on his/her remediation plan. In preparation for each faculty advisor/student follow up meeting, each faculty member who has the student in class will complete Weekly Summary/Planning Remediation Documentation Forms. The student will also prepare a self-assessment using this form prior to each meeting. The feedback on the forms, as well as the student’s self-assessment, will be used as a basis for discussion and planning during follow-up meetings. The faculty advisor will retain copies of all Weekly Summary/Planning Remediation Documentation Forms as documentation of the student’s progress toward remediation the deficiencies that caused the probationary status.

**3. Parameters of Academic Probation**: The student on Academic Probation will be able to continue with academic classes throughout the probationary period. However, a student on Academic Probation must meet with his/her advisor within one week of receiving the probation and discuss a plan of action to show his/her progress and meet with the advisor every week.

**4. Removal of Academic Probation**: To be removed from Academic Probation, the student must raise the GPA by the end of the subsequent academic semester to a 3.00 or better. Failure to meet the GPA requirement in the subsequent semester will be grounds for dismissal from the MSHS Program.

**5. Final Academic Term**: If the academic probation is obtained in the final academic term, the student will be required to retake specifically identified final semester courses. The student will regain good academic standing when she/he completes the remedial semester course work and earns the required 3.00 term GPA

B. Professional Behavior Probation

The faculty will continuously monitor each student’s professional behavior/ professionalism development. The Essential Functions of MSHS Student (see page 19) will be used as criteria for this assessment. Students will be notified of inappropriate professional behavior/ professionalism using the procedures outlined below:

**1. Identification of Professional Behavior Violations:** Course instructors or any CSU faculty will provide individualized verbal feedback to a student who demonstrates professional behavior transgressions. This identification/discussion of professional behavior problems is an informal process involving the course instructor and student only and will serve as a verbal warning regarding professional behavior violations. It is possible that the inappropriate professional behavior discussed may result in points being deducted in the respective course per the *Standard Course Policies* or according to the parameters of individual course syllabi. Initial violations of professional conduct that are egregious in nature may result in a professional behavior citation.

**2. Professional Behavior Citation (PBC):** A course instructor/faculty member may issue a formal Professional Behavior Citation (PBC) if professional behavior/ professionalism violations are egregious in nature (possibly as few as one violation) or if a pattern of unprofessional behavior continues following identification and verbal warning as noted in #1 above. The PBC is a formal written letter that will indicate the reasons for the citation as well as the Generic Abilities/Behavioral Criteria and/or Professional Core Values that require improvement. The MSHS Program faculty will be notified of the PBC and a copy of the citation will be placed in the student’s permanent file.

**3. Professional Behavior Probation:** The student will be placed on Professional Behavior Probation following the receipt of a second Professional Behavior Citation. The follow up remediation process is the same as for Academic Probation items #1, 2, & 3. A student will be notified in writing of placement on Professional Behavior Probation.

Receipt of additional Professional Behavior Citation(s) and/or an Academic Misconduct violation while the student is on Professional Behavior Probation is ground for dismissal from the MSHS Program.

**4. Removal of Professional Behavior Probation:** Professional behavior probation will be removed when the student demonstrates appropriate professional behavior throughout the semester following the initiation of the probation. The student’s faculty advisor will make the final decision regarding the resolution of Professional Behavior Probation.

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| **MSHS Curriculum:****ONLINE PROGRAM OF STUDY** The entire MSHS Curriculum is offered online to accommodate the needs of working professionals. The Program requires the completion of 36 credits: four core courses, three courses in an area of emphasis, four electives, and a capstone research project or thesis. |
| To obtain permission to register for courses, please contact James Dalton ([j.l.dalton@csuohio.edu](mailto:j.l.dalton@csuohio.edu)) or Paula Mason (p.j.mason99@csuohio.edu) . CORE COURSES (12 CREDITS)REQUIRED OF ALL STUDENTS: HSC 501 - Issues in Health Science  HSC 502 - Leadership Roles in Health Sciences  HSC 504 - Seminar in Health Sciences Professions  HSC 505 - Culture & Health Care NOTE(S): HSC 504 - Seminar in Health Sciences Professions must be taken prior to HSC 692. Plan to enroll in HSC 504 in the last fall semester of your academic program, followed by HSC 692 in the last spring of your academic program. AREA OF EMPHASIS (9 CREDITS)SELECT ONE COURSE FROM THE FOLLOWING LIST (consult with the program director for substitutions as needed): HSC 510 - Principles of Evidence-Based Practice in Health Sciences  HSC 513 - Outcomes Assessment  HSC 523 - Educational Evaluations in Health Sciences  HSC 533 - Program Development & Evaluation SELECT TWO ADDITIONAL HSC COURSES TO MEET PROFESSIONAL INTERESTS:  * HSC 512 - Evolving Technologies in Health Care * HSC 514 - Occupational and Physical Therapy in the Schools * HSC 520 - Physiology for the Clinical Sciences * HSC 522 - Fundamentals of Curriculum in Health Sciences * HSC 526 - Functional Performance of Older Adults * HSC 531 - Principles of Management for Health Sciences * HSC 541 - Environmental Health * HSC 543 - Legal and Policy Issues in Health Sciences * HSC 544 - Social Issues in Health Care * HSC 346 – Women’s Health * HSC 548 - Palliative Care * HSC 550 - Physiology Lab * HSC 570 - Special Topics * HSC 571 – LGBT Health Disparities * HSC 575 - Human Gross Anatomy * HSC 577 - Neuroscience Systems * HSC 581 - Pathology * HSC 588 - Complementary and Alternative Medicine * HSC 690 - Independent Study  ELECTIVES (12 CREDITS) Students select four additional courses from HSC and/or from other departments. Students are encouraged to discuss their selection with the MSHS Director or a Program advisor in order to develop a concentration of courses that meets their professional and educational goals. Up to nine credits of graduate courses from an accredited institution may be transferred as electives, with approval from the MSHS Director and the College of Graduate Studies. Students may also complete a related graduate certificate to satisfy the elective requirement. GRADUATE CERTIFICATE PROGRAMS Graduate Certificate Programs are offered through the MSHS Program and by other departments at Cleveland State University. Detailed information about these programs can be found elsewhere in this Catalog; please refer to the index. In addition, certificate programs may be added at any time. Check the MSHS Web site for updates (<http://www.csuohio.edu/sciences/dept/healthsciences/graduate/MSHS/>). CAPSTONE: (3 CREDITS) Every student must complete a significant, original research project by completing one of the following courses. The Master's Project (**HSC 692**) is the more common method of completion of the MSHS degree.  It requires a committee of two faculty-- a primary advisor and one reader.  The Thesis (**HSC 690**) is usually completed by students who have plans to pursue doctoral studies.  It requires a committee of three faculty-- an advisor and two readers.  It customarily takes two to three semesters beyond all course work to complete the Thesis.  It is strongly preferred that students participate in some aspect of their advisor's research to complete the Thesis. |

**Essential Functions of an MSHS Graduate Student**

The primary responsibilities of the MSHS Graduate Student include the multiple facets of the role of clinical practitioner. In addition, he/she must have skills in management, teaching and research. While pursuing these multiple roles, the MSHS student must attempt to achieve maximum benefit from a minimum investment of time and resources. The following list of "Essential Functions" incorporates activities that a student must be able to perform in order to successfully complete the professional program in MSHS.

**1. Intellectual/conceptual, Integrative and Quantitative Abilities:** The applicant/student must be able to measure, calculate, reason, analyze, evaluate and synthesize. Specifically, the applicant/student must be able use these qualities to problem solve and think critically.

* ***Problem Solving:*** The ability to recognize and define problems, analyze data, develop and implement solutions, and evaluate outcomes.
* ***Critical Thinking*:** The ability to question logically, to identify, generate, and evaluate elements of logical argument; to recognize and differentiate facts, illusions, assumptions; and to distinguish the relevant from the irrelevant.

**2. Behavioral and Social Attributes:** The applicant/student must possess the emotional health to fully use his/her intellectual abilities; he/she must also demonstrate appropriate motivation for the physician assistant profession. These behaviors include professionalism, responsibility, and commitment to learning, stress management and skill in interpersonal relations.

* ***Professionalism*:** The ability to exhibit appropriate professional conduct and to represent the profession effectively.
* ***Responsibility*:** The ability to fulfill commitments and to be accountable for actions and outcomes.
* ***Commitment to Learning*:** The ability to self-assess, self-correct, and self-direct; to identify needs and sources for own learning; and to continually seek knowledge.
* ***Stress Management*:** The ability to identify sources of stress and to develop effective coping behaviors.
* ***Interpersonal Skills*:** The ability to interact effectively with peers, patients, families, colleagues, other health professionals, and the community, and to deal effectively with cultural and ethnic diversity issues.

**3. Observation Abilities:** The applicant/student must be able to participate fully in all demonstrations, laboratory exercises, and clinical experiences within the professional program. He/she must be able to assess and comprehend the condition of all patients assigned for examination, diagnosis and intervention. Such observation and information gathering requires the functional use of vision, hearing and somatic sensations.

**4. Communication Abilities:** The applicant/student must be able to communicate effectively with varied audiences and for multiple purposes. Communication skills include listening, speaking, body language, reading, writing and the observation skills noted above. In addition, effective communication involves the ability to seek out, use and provide constructive feedback for improving personal and therapeutic interactions.

**5. Motor Abilities:** The applicant/student must possess sufficient motor function to perform basic tests, diagnostic and therapeutic procedures. The student must be able to move about the work environment throughout the day, move in and out of varied sized work spaces, move from one floor to another and onto different levels and surfaces. In the clinical environment, the student will be required to perform lifting activities. He/she should be able to lift 50 lbs. 50% of the day to meet this requirement.

**Memorandum of Agreement**

I hearby attest that I have read and understand the information in the MSHS student handbook. I attest that I have web access to all of the information contained in the Cleveland State University Graduate College Catalog and CSU MSHS program student handbook. My continued enrollment in the MSHS Program signifies my willingness to abide by all rules and regulations contained therein.

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Student Signature

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Student CSU ID Number

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Date

**Cleveland State University**

**Master of Science in Health Sciences**

Student Name: CSU ID#:

Date of admission:

Advising dates:

**COURSE COMPLETION RECORD**

|  |  |  |  |
| --- | --- | --- | --- |
| **CORE COURSES** | Semester Taken | Grade | Semester offered |
| HSC 501 - Issues in HS |  |  | Fall |
| HSC 502 - Leadership in HS |  |  | Spring |
| HSC 504 – Seminar in HS |  |  | Fall |
| HSC 505 – Culture & Health |  |  | Every semester |
| **AREA OF EMPHASIS** (**3** credits)  (One course required out of the following: HSC 510 – Evid Based Pract; HSC 513 – Outcomes Assess; HSC 523 – Educ. Eval.; HSC 533 – Prog Dev & Assess) | Take 1 course here |  |  |
|  |  |  | HSC 510 (spring)  HSC 533 (fall) |
| **TWO ADDITIONAL HEALTH SCIENCES COURSES** (2 courses; 6 cr) | Take 2 courses |  |  |
|  |  |  |  |
|  |  |  |  |
| **ELECTIVES:** (**12 credits total)**  **May be taken outside of HS.** Suggestions include courses in PHL, NAL, UST, HED. | Take 4 courses |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **CAPSTONE** (HSC 692) or **THESIS** (HSC 691) – (3 credits required; may be taken over several semesters) |  |  | Adviser:  2nd Reader: |
| HSC 691 – Thesis  HSC 692 – Capstone |  |  | Spring |

\* See Graduate Catalogue for course descriptions. It is also useful to explore graduate certificates as many can be completed within the program. <http://graduatestudies.csuohio.edu/catalog/?View=entry&EntryID=329>