



LEHMAN
COLLEGE

School of Health Sciences, Human Services and Nursing

Department of Health Sciences

***Master of Arts in Health
Education & Promotion
(online)***

STUDENT HANDBOOK

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WELCOME TO THE HEALTH EDUCATION AND PROMOTION PROGRAM

We wish you much success during your time with us!

FULL-TIME ACADEMIC FACULTY

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M.A. IN HEALTH EDUCATION AND PROMOTION

The M.A in Health Education and Promotion is a 33-credit fully online degree that provides advanced academic training for individuals employed or planning to seek employment as health educators in academic, clinical, community, and corporate settings. This program prepares students to meet the expanding need for health education professionals capable of working with the community in a variety of public, private, and professional settings. Graduates of the program may also find career opportunities as health advocates, program planners and evaluators, case managers, policy analysts and health administrators. This degree may also be suitable for individuals such as nurses, social workers, physician assistants or allied health personnel who wish to enhance their qualifications. The program emphasizes education as the primary factor for the promotion of health and the prevention of disease. Students learn to provide programs at all levels of the health continuum from wellness to various prevention interventions including primary (health promotion), secondary (early detection and intervention), and tertiary (rehabilitative and therapeutic). Upon completion of the degree students are eligible to sit for the CHES (Certified Health Education Specialist) or MCHES exam (Master Certified Health Education Specialist), a national credential awarded by the National Commission for Health Education Credentialing. Please note that the MA degree does not lead to state certification as a health teacher. You need to be enrolled in the MS Ed Health Teacher degree in order to become a school health teacher

PROGRAM PHILOSOPHY

- Health educators can affect beneficial changes in the health, health literacy, and health behavior of people they serve.
- The role of learning and affective experiences is important in health education.
- Self-motivation and self-evaluation are critical in enhancing the learning experience.
- Maintaining a strict code of ethics is crucial for health educators to protect the confidentiality and trust of their students and/or clients.

MISSION

- Prepare dynamic health education specialists to work in a variety of settings including health care organizations, non-profit organizations, community settings, government organizations, private health care agencies, research, policy and educational institutions etc.
- Maintain a high quality academic program with high quality students.
- Differentiate the practice of health education from that of other helping professions by emphasizing the teaching-learning process for improving the health status of defined populations.
- Prepare students to sit for the Certified Health Education Specialist (CHES) exam.

Graduates of the program are trained to possess the competencies delineated by the National Commission for Health Education Credentialing, Inc:

- Planning effective health education programs.
- Implementing health education programs.
- Evaluating the effectiveness of health education programs.
- Coordinating provisions of health education services.
- Acting as a resource person in health education.
- Communicating health and health education needs, concerns, and resources.
- Applying appropriate research principles and methods in health education.
- Administering health education programs.
- Advancing the profession of health education.

GOALS

Students will be prepared to:

- Plan; implement; and evaluate health promotion programs.
- Provide accurate and up to date health content that addresses the attitudes, needs, practices, interests, and strengths of culturally diverse populations.
- Demonstrate awareness and sensitivity to working with persons from diverse backgrounds.
- Use a range of educational strategies that lead to adoption of healthful behaviors.
- Apply counseling strategies to promote behavior change.
- Identify and establish linkages with community partners to promote health.
- Act as a resource person in health promotion.
- Administer health promotion programs.
- Apply appropriate research principles and methods in health promotion.
- Advance the profession of health promotion.

ADMISSION REQUIREMENTS

To be considered for admission to the online M.A. in Health Education and Promotion, an applicant must:

1. Possess a bachelor's degree from an accredited university.
2. Have completed an approved program of study with a minimum average of approximately B (3.0) in the major and B- (2.7) overall.
3. Submit three letters of recommendation (including one from a professor from your undergraduate degree program).
4. Submit a personal goal statement.

Note: The GRE is not required

DEADLINES FOR ADMISSION

Applications and all supporting credentials must be sent to the Graduate Admissions office by April 15 for admission in the fall semester or October 18 for admission in the spring semester. Persons who miss the deadlines can apply for admission as non-matriculated students. They must then submit a complete application for admission as matriculated students by the next deadline. These students can transfer up to 12 credits if they are accepted into the program. Degree and non-degree applications can be downloaded from the webpage of the Office of Graduate Admissions or you can (718) 960-8702. If you are a prospective student or currently enrolled as a non-matriculated student, please contact the Graduate Admissions office for an application packet and return the completed packet with all required documents to that office before the deadline.

SELECTION PROCESS

The application process is competitive and admission is reserved for the best applicants. Admission is not automatic if an applicant has met the minimum requirements. Each application is carefully reviewed and a decision is made based on the quality of the application as well as compared to that of other applications received. Students who do not meet the admission requirements may be accepted into the program with non-matriculated status and will need to satisfy certain conditions before they are matriculated into the program. Please be advised that taking courses as a non-matriculated student does not guarantee admission into the program.

DEGREE REQUIREMENTS

To earn this degree, students must complete 33 credits (21 credits in required courses and 12 credits in health electives), plus pass the Comprehensive Examination. The degree program is fully online. Students are required to maintain a B (3.0) average. A matriculated student whose GPA falls below 3.0 before completing the course requirements for the degree is placed on academic probation. The deficiency must then be removed (a GPA of 3.0 or higher attained) within the next nine credits of course work, in which case the probationary condition is removed. Failing to achieve this, the student is dismissed from the program and barred from further registration in the program.

M.A. in Health Education and Promotion		
(with comprehensive exam)		
Required core courses (Total of 21 credits):		
HEA 602	Research Methods*	3 credits
HEA 603	History & Philosophy of Health Education	3 credits
HEA 620	Health Counseling**	3 credits
HEA 622	Org & Admin of Health Ed Programs	3 credits
HEA 623	Program Planning and Evaluation	3 credits
HEA 670	Field Experience***	3 credits
HEA 675	Teaching Strategies for Community Health	3 credits
Elective courses (Total of 12 credits):		
HEA 502	Women and Health	3 credits
HEA 507	Human Sexuality	3 credits
HEA 509	Drugs and Substance Abuse	3 credits
HEA 510	Health and Aging	3 credits
HEA 511	Perspectives on HIV/AIDS	3 credits
HEA 627	Health Problems & Issues in Contemporary Society	3 credits
HEA 636	Perspectives on Death and Dying	3 credits
HEA 640	Nutrition and Chronic Diseases	3 credits
HEA 680	Special Topics in Health	3 credits
HEA 685	Independent Study in Health Ed & Promotion	3 credits
TOTAL CREDITS FOR DEGREE: 33		

*Prerequisite for HEA 602: completion of 18 graduate HEA credits

** Prerequisite for HEA 620: completion of 9 graduate HEA credits

***Prerequisite for HEA 670: completion of 15 graduate HEA credits

CURRICULAR DESIGNS

Various SAMPLE plans are offered to help you map out the completion of your degree. They are intended to serve as a guide and are not set in stone. Please contact the Program Director if you need help with planning your program. Students may attend full- or part-time.

ONE YEAR PLAN

Example 1

FALL (semester 1)
HEA 603: History & Phil of Health Edu
HEA elective
HEA elective
HEA elective

WINTER (semester 2)
HEA elective

SPRING (semester 3)
HEA 602: Research Methods*
HEA 620: Health Counseling**
HEA 622 Org & Admin of Health Ed Programs
HEA 623: Program Planning
HEA 670: Field Experience ***
HEA 675: Teaching Strategies for Comm Health
<i>Comprehensive Exam</i>

*Prerequisite for HEA 602: completion of 18 graduate HEA credits

** Prerequisite for HEA 620: completion of 9 graduate HEA credits

***Prerequisite for HEA 670: completion of 15 graduate HEA credits

ONE YEAR PLAN

Example 2

SPRING (semester 1)
HEA 603: History & Phil of Health Edu
HEA 675: Teaching Strategies for Comm Health
HEA 622 Org & Admin of Health Ed Programs
HEA 623: Program Planning

SUMMER (semester 2)
HEA elective
HEA elective
HEA elective

FALL (semester 3)
HEA elective
HEA 602: Research Methods*
HEA 620: Health Counseling**
HEA 670: Field Experience***
<i>Comprehensive Exam</i>

*Prerequisite for HEA 602: completion of 18 graduate HEA credits

** Prerequisite for HEA 620: completion of 9 graduate HEA credits

***Prerequisite for HEA 670: completion of 15 graduate HEA credits

TWO YEAR PLAN

Example 1

(First year)

FALL (semester 1)
HEA 603: History & Phil of Health Edu
HEA elective

WINTER (semester 2)
HEA elective

SPRING (semester 3)
HEA 675: Teaching Strategies for Comm Health
HEA 623: Program Planning

SUMMER (semester 4)
HEA elective
HEA elective

(Second year)

FALL (semester 5)
HEA 620: Health Counseling**
HEA 622 Org & Admin of Health Ed Programs

SPRING (semester 6)
HEA 602: Research Methods*
HEA 670 Field Experience***
<i>Comprehensive exam</i>

*Prerequisite for HEA 602: completion of 18 graduate HEA credits

** Prerequisite for HEA 620: completion of 9 graduate HEA credits

***Prerequisite for HEA 670: completion of 15 graduate HEA credits

TWO YEAR PLAN

Example 2

(First year)

SPRING (semester 1)
HEA 603: History & Phil of Health Edu
HEA 675: Teaching Strategies for Comm Health

SUMMER (semester 2)
HEA elective

FALL (semester 3)
HEA elective
HEA 623: Program Planning

WINTER (semester 4)
HEA elective

(Second year)

SPRING (semester 5)
HEA 620: Health Counseling**
HEA 622 Org & Admin of Health Ed Programs

SUMMER (semester 6)
HEA elective

FALL (semester 7)
HEA 602: Research Methods*
HEA 670 Field Experience***
<i>Comprehensive exam</i>

*Prerequisite for HEA 602: completion of 18 graduate HEA credits

** Prerequisite for HEA 620: completion of 9 graduate HEA credits

***Prerequisite for HEA 670: completion of 15 graduate HEA credits

TWO YEAR PLAN

Example 3

(First year)

SUMMER (semester 1)
HEA elective

FALL (semester 2)
HEA 603: History & Phil of Health Edu
HEA elective

SPRING (semester 3)
HEA 675: Teaching Strategies for Comm Health
HEA 623: Program Planning

(Second year)

SUMMER (semester 4)
HEA elective

FALL (semester 5)
HEA elective
HEA 620: Health Counseling**
HEA 670 Field Experience***

SPRING (semester 6)
HEA 622 Org & Admin of Health Ed Programs
HEA 602: Research Methods*
<i>Comprehensive exam</i>

*Prerequisite for HEA 602: completion of 18 graduate HEA credits

** Prerequisite for HEA 620: completion of 9 graduate HEA credits

***Prerequisite for HEA 670: completion of 15 graduate HEA credits

THREE YEAR PLAN

Example 1

(First year)

FALL (semester 1)
HEA 603: History & Philosophy of HE

SPRING (semester 2)
HEA 675: Teaching Strategies for Comm Health
HEA 623: Program Planning

SUMMER (semester 3)
HEA elective

(Second year)

FALL (semester 4)
HEA elective

SPRING (semester 5)
HEA 622 Org & Admin of Health Ed Programs
HEA 620: Health Counseling**

SUMMER (semester 6)
HEA elective

(Third year)

FALL (semester 7)	SPRING (semester 8)
HEA elective	HEA 670 Field Experience***
HEA 602: Research Methods*	<i>Comprehensive exam</i>

*Prerequisite for HEA 602: completion of 18 graduate HEA credits

** Prerequisite for HEA 620: completion of 9 graduate HEA credits

***Prerequisite for HEA 670: completion of 15 graduate HEA credits

THREE YEAR PLAN

Example 2

(First year)

SPRING (semester 1)
HEA 603: History & Philosophy of HE

SUMMER (semester 2)
HEA elective

FALL (semester 3)
HEA elective

(Second year)

SPRING (semester 4)
HEA 623: Program Planning
HEA 675: Teaching Strategies for Comm Health

SUMMER (semester 5)
HEA elective

(Third year)

FALL (semester 6)
HEA elective
HEA 620: Health Counseling**

SPRING (semester 7)
HEA 622 Org & Admin of Health Ed Programs
HEA 670 Field Experience***

FALL (semester 8)
HEA 602: Research Methods*
<i>Comprehensive exam</i>

*Prerequisite for HEA 602: completion of 18 graduate HEA credits

** Prerequisite for HEA 620: completion of 9 graduate HEA credits

***Prerequisite for HEA 670: completion of 15 graduate HEA credits

WHEN ARE COURSES OFFERED?

Each year we offer all of the courses required for the degree. This includes core courses and elective courses. **ALL COURSES ARE DELIVERED ONLINE.**

COURSE RESTRICTIONS

HEA 502: Closed to students who have taken HEA 302 or equivalent.

HEA 507: Closed to students who have taken HEA 307 or equivalent.

HEA 509: Closed to students who have taken HEA 309 or equivalent.

HEA 511: Closed to students who have taken HEA 211 or equivalent.

HEA 636: Closed to students who have taken HEA 336 or equivalent.

HEA 640: Closed to students who have taken HSD 240 or equivalent.

HEA 672: Closed to MA students. Open only to MS Ed Health Teacher students or department permission.

HEA 673: Closed to MA students. Open only to MS Ed Health Teacher students or department permission.

HEA 675: Open only to MA students (not MS Ed students). Starting in Fall 2018, this course will replace HEA 671.

COURSE PRE-REQUISITES

HEA 620: Prerequisite: Nine graduate credits in health education.

HEA 602: Prerequisite: Eighteen credits in health education.

HEA 670: Prerequisite: Fifteen graduate credits in health education. Subject to departmental permission, students currently employed in the field of health education may take a HEA elective in lieu of HEA 670.

HEA 685: Prerequisite: Open only to matriculated students who have completed 24 graduate credits in health education and who have a minimum of a 3.7 GPA in the program and depends on faculty availability.

WHEN DO I REGISTER FOR COURSES?

Every semester, please check the Lehman College website to see when you can start registering for courses for the following semester. Usually, registration begins in April for Summer courses, May for Fall courses, and November for Winter and Spring courses. Please contact the Program Director for electronic permission for HEA 670 or 685. Make sure you provide your EMPLID # when requesting electronic permission for these courses.

Note: Full-time faculty are away during the Summer break so if you have any questions about Summer or Fall registration or you need special permission for certain courses (e.g., HEA 670) in the fall, please make sure you contact the Program Director BEFORE the summer break begins (by the end of May the latest).

For details about how to register for courses, you can visit the Lehman College website or contact the Registrar's office directly. The Office of the Registrar has an email address solely intended for student inquiries to the office. The address is registrar@lehman.cuny.edu. All students are encouraged to send questions regarding any Registrar services to this address.

COMPREHENSIVE EXAM

Students must successfully complete a Comprehensive Examination in addition to their coursework in order to graduate. The comprehensive examination is given each Spring and Fall (April and November each year). It is not offered in the winter or summer. Students can only sit for the comprehensive exam after completing all the required courses (or if all required courses will be completed at the end of the semester in which you take the exam). It is a take-home exam and students will have several weeks to work on it. Students may not sit for the exam more than twice. If you fail the exam the second time, you will be dismissed from the program. We do not recommend that you register for more than one course during the semester in which you take the exam (if you are a part-time student). For those students who intend to take the comp exam in a particular semester, it is the student's responsibility to contact the Program Director within the first week of that semester to find out details about the upcoming comp exam for that semester and to obtain a copy of the exam. There is no fee or registration to take this exam. You will be sent detailed information about the exam when you contact the Program Director at the beginning of the semester. To be eligible to take the exam you need to have completed all of the required courses by the end of the semester that you will be taking the exam and you need to have a GPA of at least 3.0.

LEHMAN COLLEGE GRADUATE DIVISION REGULATIONS

Program of study

During the first semester in attendance, each student should contact the Director of the graduate program and plan their sequence of courses based on their individual needs.

Length of time to complete the degree

A Master's degree must be completed within five years following matriculation.

Maintaining continuous attendance

Candidates for graduate degrees are expected to maintain continuous attendance in the program to which they have been admitted until they have completed it. Interruption of study obligates the student either to apply for an "official leave of absence" or to pay a "maintenance of matriculation" fee. When students resume study, they must apply for readmission. Therefore, if a student is not registered for a course during a semester, he/she must pay a "maintenance of matriculation" fee. A student who is taking the comprehensive exam but is not taking any courses during that semester must pay a "maintenance of matriculation" fee. Please contact the Registrar for details.

Grades

Students are required to maintain a B (3.0) average. A matriculated student whose GPA falls below 3.0 before completing the course requirements for the degree is placed on academic probation. The deficiency must then be removed (a GPA of 3.0 or higher attained) within the next nine credits of course work, in which case the probationary condition is removed. Failing to achieve this, the student is dismissed from the program and barred from further registration in the program. A student who falls below a GPA of 3.0 at the point of completing the course requirements for the degree may take up to an additional nine credits to remove the deficiency but only with the recommendation of the program and approval by the Office of the Dean of Graduate Studies and Research. The program may specify the courses to be taken. In addition, a minimum of a 3.0 grade point average is required in order to complete the comprehensive examination.

Academic integrity

Students are advised to read and become familiar with the section on academic integrity in the College Bulletin. Both academic and disciplinary penalties may be incurred for violating the college's policy.

STUDENT RESPONSIBILITIES

Once you are admitted into the program, you are expected to know what the requirements of the program are. All you have to do is read this handbook and follow the courses listed for your degree program. It's that simple.

First of all, make sure that you know which degree program you applied for and that you are enrolled in the program of your choice (MA in Health Education and Promotion or MS Ed Health Teacher). If in doubt, contact the Graduate Admissions office. If you have been advised that certain documents are still missing from your application, you need to make sure that by the end of your first semester you have furnished the Graduate Admissions Office with all these documents. You may not be allowed to register for the following semester until this issue has been resolved.

Every semester, you are advised to go online and check your transcript and see what courses you have already completed and what courses you still have left to do. That way there will be no surprises during your last semester when the Graduation Office checks through your transcript to see whether you have satisfied all of the requirements for the degree.

Please do not wait until the end of your degree and then find out that you have not followed the rules for the program or that you are enrolled in the wrong program (MA vs MS Ed). Check in with the Program Director on a regular basis and read this handbook carefully. If you need help with planning your degree program, please contact the Program Director.

On average, most students attend part-time and complete the degree in two years. Usually, students take 6 credits in the fall and spring semesters and perhaps 3-6 credits each summer. You are advised to take the required courses whenever they are offered. If you can, try to do the elective courses over the summer or winter or do them when you can't get into a particular required course for that semester (or if it conflicts with your schedule).

GRADING

Students should have reasonable expectations when it comes to their grades. While there will always be variations in grading due to course content, instructors, and other issues, the faculty of the Health Education and Promotion program will not foster or engage in grade inflation. In accordance with the University grading schedule, graduate students must earn grades based on merit and competitive comparison. It is unreasonable to expect perfection in each and every course enrolled, or to insist that the student deserves an "A" because the student has always earned them. Performance is individualized and the range of performance varies. A "C" denotes satisfactory performance. A "B" represents good work. An "A" is reserved for those performing with excellence and at the highest level.

USEFUL PHONE NUMBERS

Dr. Craig Demmer, Professor and Director of the Online MA Program: 718-960-7313

Ms. Julissa Cruz, Dept Secretary: 718-960-8775

Lehman College (general information): 718-960-8000

Graduate Admissions office: 718-960-8702

Mr Richard Finger, Graduate Studies Director: 718-960-8448

Financial Aid office: 718-960-8545

Bursar's office: 718-960-8573

Lehman College website: www.lehman.cuny.edu

The Office of the Registrar has an email address solely intended for student inquiries to the office. The address is Registrar@lehman.cuny.edu . All students are encouraged to send questions regarding any Registrar services to this address.

Information Technology helpdesk (for help with accessing online courses, Lehman email accounts, and questions about Blackboard): 718-960-1111

Graduation Office (for questions about how to file for graduation, deadlines for filing etc):
Ms. Sheniqua Fleming 718-960-8608

For information about how to apply for initial or professional teaching certification, please contact the New York State Education Department: <http://www.nysed.gov/>

GRADUATE COURSES IN HEALTH EDUCATION (ALL ONLINE):**HEA 502: Women and Health.**

3 hours, 3 credits.

(Closed to students who have taken HEA 302 or equivalent)

Overview of the physiological, psychological, political, and social determinants of the health of women. Emphasis is on the use of contemporary research to understand the issues surrounding women across the lifespan and the role of health educators.

HEA 507: Human Sexuality.

3 hours, 3 credits.

(Closed to students who have taken HEA 307 or equivalent)

Physiological, psychological, and social aspects of human sexual development and function.

HEA 509: Drugs and Substance Abuse.

3 hours, 3 credits.

(Closed to students who have taken HEA 309 or equivalent)

Emphasis on physiological, psychological, and social effects of drug abuse.

HEA 510: Health and Aging

3 hours, 3 credits.

(Closed to students who have taken HEA 310 or equivalent)

Overview of the physiological, psychological, and social aspects of the aging process. Emphasis is on the use of contemporary research to understand the issues surrounding aging and the role of health educators in promoting health and wellness among older adults.

HEA 511: Perspectives on HIV/AIDS

3 hours, 3 credits.

(Closed to students who have taken HEA 211 or equivalent)

Examination of HIV/AIDS in the United States and the world, including biomedical aspects of HIV/AIDS, history of the epidemic, epidemiology, prevention, treatment, and policy issues. Emphasis is on the use of contemporary research to understand the issues surrounding HIV/AIDS and the role of health educators particularly in terms of prevention.

HEA 602: Research Methods in Health Education.

3 hours, 3 credits.

(Prerequisite: completion of 18 graduate credits in health education)

Study of the design, methods, and research tools used in health education. Formulation of a research problem. PREREQ: Eighteen graduate credits in health education.

HEA 603: History and Philosophy of Health Education and Promotion.

3 hours, 3 credits.

Examination of the philosophical basis of health education and development of the health promotion movement in modern society. Analysis of the scientific, educational, sociological, psychological, anthropological, and legal basis of the profession with respect to its place in the health care system. Review of current professional developments.

HEA 620: Health Counseling.

3 hours, 3 credits.

(Prerequisite: completion of 9 graduate credits in health education)

Principles of behavior change and overview of basic counseling skills. Emphasis on helping people with behavior change within school and health settings to promote optimal health. PREREQ: Nine graduate credits in health education.

HEA 622: Organization and Administration of Health Education and Promotion Programs.

3 hours, 3 credits.

Formulation of principles, policies, and procedures of health education and promotion programs within a variety of institutional settings; coordination with other health services, professional personnel, and cooperating agencies.

HEA 623: Program Planning and Evaluation in Health Education.

3 hours, 3 credits.

Identification and analysis of health education and promotion program planning, implementation, and evaluation in various professional environments. Emphasis on the development of model programs.

HEA 627: Health Problems & Issues in Contemporary Society

3 hours, 3 credits.

Identification and analysis of various community health problems and issues in contemporary society. Exploration of the impact on the individual, family, and society.

HEA 636: Perspectives on Death and Dying.

3 hours, 3 credits.

(Closed to students who have taken HEA 336 or equivalent)

Study of dying death and bereavement from psychological social and cultural perspectives. Topics including end of life care, the effects of different types of death on the grief process, children and bereavement, and grief counseling. Implications for health services delivery.

HEA 640: Nutrition and Chronic Diseases.

3 hours, 3 credits.

(Closed to students who have taken HSD 240 or equivalent)

The relationship of diet to health promotion and disease prevention and management. Emphasis on current dietary patterns in the United States and other industrialized nations and the high incidence of degenerative diseases such as arteriosclerosis, diabetes mellitus, diverticulosis, and cancer.

HEA 670: Field Experience in Health Education.

3 hours, 3 credits.

(Prerequisite: completion of 15 graduate credits in health education)

Supervised field experience in an agency offering health education/ health promotion programs. PREREQ: Fifteen graduate credits in health education.

HEA 675: Teaching Strategies for Community Health

3 hours, 3 credits.

Teaching strategies aimed at individuals and groups across the life span and in community health settings. Students will explore curricular design theory, instructional strategies, learner characteristics, teaching materials and aids, learning environments, and evaluation methods.

HEA 680: Special Topics in Health. 3 hours, 3 credits.

(May be reelected for credit when the topic changes)

Consideration of recent developments in the field of health, with special emphasis on interdisciplinary contributions.

HEA 685: Independent Study in Health Education and Promotion.

One semester, 3 credits (may be repeated up to 6 credits).

(Prerequisite: Departmental permission. Open only to matriculated students who have completed 24 credits in the major and who have a minimum of a 3.7 GPA in the graduate program)

Readings in and examination of special topics in health education.

CAREERS IN HEALTH EDUCATION & PROMOTION

What is Health Education?

- Health education is a social science that draws from the biological, environmental, psychological, physical, and medical sciences to promote health and prevent disease, disability and premature death through education-driven voluntary behavior change activities.
- Health education is the development of individual, group, institutional, community, and systemic strategies to improve health knowledge, attitudes, skills, and behavior.
- The purpose of health education is to positively influence the health behavior of individuals and communities as well as the living and working conditions that influence their health.

Who Provides Health Education?

- Health education requires intensive specialized study. Over 250 colleges and universities in the United States offer undergraduate and graduate (Masters and Doctorate) degrees in school or community health education, health promotion, and other related titles.
- Nationally, voluntary credentialing as a Certified Health Education Specialist (CHES) is available from the National Commission for Health Education Credentialing, Inc (NCHEC). CHES competencies (health education needs assessment; program planning, implementation and evaluation; service coordination; and Health Education needs, concerns, resource communication) are generic to the practice of health education, whether it takes place in schools, colleges, workplaces, medical care settings, public health settings or other educational settings of the community. CHES are re-certified every five years based on documentation of participation in 75 hours of approved continuing education activities.
- Some people specialize in health education (trained and/or certified health education specialists). Others perform selected health education functions as part of what they consider their primary responsibility (medical treatment, nursing, social work, physical therapy, oral hygiene, etc.). Lay workers learn on the job to do specific, limited educational tasks to encourage healthy behavior.
- Para-professionals and health professionals from other disciplines are not familiar with the specialized body of health education knowledge, skills, theories, and research, nor is it their primary interest or professional development focus. This will limit their effectiveness with clients and communities, and their cost-effectiveness.

Why is Health Education Important?

- Health education improves the health status of individuals, families, communities, states, and the nation.
- Health education enhances the quality of life for all people.
- Health education reduces premature deaths.
- By focusing on prevention, health education reduces the costs (both financial and human) that individuals, employers, families, insurance companies, medical facilities, communities, the state, and the nation would spend on medical treatment.

Where Are Health Educators Employed?

- In schools... health educators teach health as a subject and promote and implement Coordinated School Health Programs, including health services, student, staff, and parent health education, and promote healthy school environments and school-community partnerships. At the school district level they develop education methods and materials; coordinate, promote, and evaluate programs; and write funding proposals.
- On college/university campuses... health educators are part of a team working to create an environment in which students feel empowered to make healthy choices and create a caring community. They identify needs; advocate and do community organizing; teach whole courses or individual classes; develop mass media campaigns; and train peer educators, counselors, and/or advocates. They address issues related to disease prevention; consumer, environmental, emotional, sexual health; first aid, safety and disaster preparedness; substance abuse prevention; human growth and development; and nutrition and eating issues. They may manage grants and conduct research.
- In business & industry... health educators perform or coordinate employee counseling as well as education services, employee health risk appraisals, and health screenings. They design, promote, lead and/or evaluate programs about weight control, hypertension, nutrition, substance abuse prevention, physical fitness, stress management, and smoking cessation; develop educational materials; and write grants for money to support these projects. They help companies meet occupational health and safety regulations, work with the media, and identify community health resources for employees.
- In health care settings... health educators educate patients about medical procedures, operations, services and therapeutic regimens, create activities and incentives to encourage use of services by high risk patients; conduct staff training and consult with other health care providers about behavioral, cultural, or social barriers to health; promote self-care; develop activities to improve patient participation on clinical processes; educate individuals to protect, promote or maintain their health and reduce risky behaviors; make appropriate community-based referrals, and write grants.
- In community organizations and government agencies... health educators help a community identify its needs, draw upon its problem-solving abilities, and mobilize its resources to develop, promote, implement and evaluate strategies to improve its own health status. Health educators do community organizing and outreach, grantwriting, coalition building, advocacy, and develop, produce, and evaluate mass media health campaigns.

What Does a Trained Health Educator Do?

- Assess individual and community
- Plan health education programs
- Develop health education programs
- Coordinate health education programs
- Implement health education programs
- Manage health education programs and personnel
- Evaluate health education programs
- Write grants
- Build coalitions
- Identify resources
- Make referrals
- Develop social marketing and mass media campaigns
- Organize/ mobilize communities for action
- Handle controversial health issues/content
- Advocate for health related issues
- Encourage healthy behavior
- Use a variety of education/training methods
- Develop audio, visual, print and electronic materials
- Write scholarly articles

In light of initiatives such as the U.S. Department of Health and Human Services' Healthy People 2020 and its goal to "increase the quality, availability, and effectiveness of educational and community-based programs designed to prevent disease and injury, improve health, and enhance quality of life," the demand for skilled health education specialists is growing. According to the Bureau of Labor Statistics (BLS), this field has a 21% anticipated growth in employment over the next 10 years.

Fast Facts: Salary and Employment

According to the BLS:

- The mean annual wage for this occupation is \$53,100.
- The states with the highest employment level in this occupation are California, New York, Texas, Florida, and Pennsylvania.
- The top-paying states are:
 - Maryland: \$79,510
 - District of Columbia: \$73,950
 - Georgia: \$72,050
 - Delaware: \$67,390
 - Rhode Island: \$66,520

Career options may require additional experience, training, or other factors beyond the successful completion of this degree program.

†Bureau of Labor Statistics, U.S. Department of Labor, Occupational Outlook Handbook, 2014–15 Edition, Health Educators and Community Health Workers, on the Internet at www.bls.gov/ooh/community-and-social-service/health-educators.htm (viewed online January 22, 2014).

National long-term projections may not reflect local and/or short-term economic or job conditions and do not guarantee actual job growth.

BECOMING A CERTIFIED HEALTH EDUCATION SPECIALIST (CHES)

Health educators are professionals who design, conduct, and evaluate activities that help improve the health of all people. These activities can take place in a variety of settings that include schools, communities, health care facilities, businesses, colleges and government agencies. Health educators are employed under a range of job titles such as patient educators, health education teachers, trainers, community organizers, and health program managers. Certified health education specialists (CHES) are those who have met the standards of competence established by the profession and have successfully passed the CHES examination. The CHES designation after a health educator's name is an indication of professional competency and commitment to continued professional development.

Certified Health Education Specialist (CHES) Exam

The curriculum for the MA in Health Education and Promotion at Lehman College is aligned with the Responsibilities and Competencies outlined by the National Commission for Health Education Credentialing (NCHEC). Students who complete the MA degree are eligible to sit for the CHES examination (offered twice a year), which is the only certification for the field of health education. While health educators are not currently required obtain certification for employment, requiring job applicants to have CHES certification is becoming increasingly common. To find out more information about NCHEC and the CHES examination, please visit www.nchech.org

Note on Certification:

The MA in Health Education and Promotion has been designed to reflect the Seven Areas of Responsibility for Health Educators outlined by the National Commission for Health Education Credentialing (NCHEC) and to prepare students to sit for the national Certified Health Education Specialist (CHES) and Master Certified Health Education Specialist (MCHES) exams. Lehman College faculty can provide information relating to national certification exams. However, it remains the individual's responsibility to understand, evaluate, and comply with all requirements relating to national certification exams for the state in which he or she intends to practice. Lehman College makes no representations or guarantee that completion of Lehman College coursework or programs will permit an individual to obtain national certification. For more information about the CHES and MCHES exams, students should visit <http://www.nchech.org>.

The National Commission for Health Education Credentialing (NCHEC)

This CHES certification program is administered by the National Commission for Health Education Credentialing. NCHEC's mission is to improve the practice of health education and to serve the public and profession of health education by certifying health education specialists, promoting professional development, and strengthening professional preparation and practice. The major purposes of NCHEC include: development and administration of a national competency-based examination; development of standards for professional preparation; professional development through continuing education programs. NCHEC's voluntary professional certification program establishes a national standard for individual health education practitioners. For more information about credentialing and the certification exam visit www.nchech.org.

FREQUENTLY ASKED QUESTIONS (FAQ)

How do I apply to become a graduate student?

You can contact the Lehman Graduate Admissions office directly. The office is located in Shuster Hall, Room 150. The phone number is 718-960-6990. You need to complete a Graduate Application Form and have your official college transcripts sent directly to the Graduate Admissions office. You will also need to provide a written professional goals statement and three recommendation letters. The entire application process can be done electronically.

Please make sure you apply to the proper program

If you wish to become a community health educator, you need to apply to the **MA in Health Education and Promotion**. If you are a school teacher and you wish to become a certified health teacher and obtain New York State initial or professional certification, then you need to apply to the MS Ed Health Teacher degree (which is not an online degree).

Note: It is the applicant's responsibility to ensure that he/she applies to the proper degree program.

Where do I send my application and supporting documents?

You submit everything to the Graduate Admissions Office at Lehman College. Please do not send them to the Program Director (Dr. Demmer) or the Department of Health Sciences. The application process is completely online. Please contact the Graduate Admissions office directly for further details or check the college website.

When are the application deadlines?

Your complete application (including all supporting documents) must be submitted by:

- April 15 (for admission in the summer/fall).
- October 18 (for admission in the spring)

What is the minimum undergraduate GPA required in order to be admitted?

A GPA of 2.75. Please note that having the minimum GPA will not automatically grant you admission into the program. Admission is selective and based on the number and quality of applications received each semester.

What if I am in the final semester of my Bachelor's degree and I don't have my final grades yet. Can I still apply?

Yes. You may be provisionally accepted upon condition that you will graduate shortly before entering the graduate program. But you will need to submit your final degree transcript to the Graduate Admissions office as soon as it becomes available. If your final degree transcript shows that you had below a 2.75 GPA, you will not be able to continue in the program as a matriculated student.

I have a Bachelor's or Master's degree in another subject and I am not certified to teach. I would like to become a health teacher. What do I do?

In the past, you could apply for admission to the MS Ed Health Teacher degree (*Sequence 2*) but this option no longer exists.

What do I do once I have been accepted into the program?

You will receive an email from the Program Director with a copy of this handbook. Allow about a week or so after you have been accepted into the program to be entered into

the Lehman College computer system. You need to be entered into the system before you can register for courses. You can contact the Graduate Admissions office directly to see if you can proceed with registering for courses.

How do I know which courses to register for?

It's all in this handbook. Once you have read through this handbook, you will know what courses you need to register for every semester based on your own schedule. If you need help with planning your program, please contact the Program Director.

How do I know which courses are offered for a semester?

You can check www.cunyfirst and you will see a listing of courses to be offered for the following semester. Copies of the schedule are provided to students each semester. In this handbook, you will see a list of courses typically offered every semester so you can plan accordingly (see Annual Schedule of Courses)

Is there a special sequence that I need to follow in completing courses?

Consult the sample curricula plans that have been provided for you in this handbook. They are intended as a guide to help you plan out your program. See page 14 for course prerequisites and restrictions. Here are some general suggestions:

- 1) Take as many required core courses as you can in the spring and fall and save your health electives for the winter and summer.
- 2) Take HEA 620 Health Counseling halfway through your degree or toward the end of your degree.
- 3) Take HEA 602 Research Methods toward the end of your degree.
- 4) For HEA 670 Field Experience, you can take only register for this course after you have completed at least 15 credits. It is recommended that you take this course in your last or second to last semester. If you currently work in the health education field, you may be allowed to do a graduate health elective in place of HEA 670. Please contact the Program Director to see if you qualify.
- 5) Take the comp exam in your last semester or second to last semester and do not take more than one course during that semester together with the comp exam if you are a part-time student.

How do I go about registering for courses after I have been accepted as a matriculated student?

For information on how to register, please go to the Lehman College website. The link for registration information is: <http://www.lehman.edu/provost/registrar/registrar.html>

Do I need approval from the program director before I can register for courses each semester?

Only for HEA 670 Field Experience and HEA 685 Independent Study. Please make sure you provide your EMPLID # when requesting approval. Do not wait until a week or two before the semester begins to request approval for courses.

How do I register for courses?

Starting on April 16, 2012, the college instituted a new online system for registering for courses each semester. It is called **CUNYfirst**: <http://www.lehman.edu/cunyfirst/cuny-first-students.php>

To register for courses each semester, go to the college website and click on the link called "CUNYfirst" and log into your account.

How much is tuition?

Please check the college website for the latest figures.

Effective Fall 2018:

	FULL-TIME (12-18 credits)	PART-TIME (Fewer than 12 Credits/Hours)
Master's Degree		
New York State Resident	\$5,385 per semester	\$455 per credit
New York State Non-Residents	\$9,960 per semester	\$830 per credit

Maintenance of Matriculation (NY State residents): **\$220 per semester**

Maintenance of Matriculation (Non-NY State residents): **\$360 per semester**

So how much will my degree cost overall?

Depending on how many credits you take each semester, the overall cost of the degree should range between \$10,000 - \$15,000. Compared to similar degrees elsewhere, this is a bargain. In many other colleges, these degrees would cost you two to three times more.

How do I find financial aid and/or scholarship opportunities?

The Lehman College Financial Aid office can help you with financial aid questions and forms. You can visit the Lehman College financial aid/scholarship office in person in Shuster Hall, Room 205 or contact them by phone at 718 960-8156 or on the web at www.lehman.cuny.edu/financialaid/ or www.lehman.cuny.edu/services/scholarships.html

If I submit my application by April 15 for fall admission and I am accepted, do I have to wait until the fall to take courses?

No. You don't have to wait until the fall to start your studies. If any courses are offered in the summer, you are eligible to take them but be advised that summer courses fill up quickly. Once you are accepted as a matriculated student, you can register right away for courses for the following semester. Bear in mind that full-time faculty are away for summer break so they will not be able to assist you from June 1 to the end of August. If you want to register for the summer and need advisement, please make sure you contact the Program Director before the end of May.

I wish to come in as a non-matric (non-degree) student. How do I go about registering?

First, file a non-matric application together with a copy of your undergraduate transcript at the Graduate Admissions office. You must have a minimum of a 2.75 GPA to be accepted as a non-matric student. If you do not, you need to contact the Program Director. Bear in mind that being accepted as a non-matric student does not guarantee admission as a matriculated student later. Please be aware that courses full up quickly and preference is given to matriculated students first to register for courses. There is a good chance that if you apply as a non-matric shortly before a semester begins, there may be few courses open.

How many credits can I take as a non-matriculated Student?

You may only take up to 12 credits. If you go over 12 credits, you will NOT be given credit for these extra courses.

If I cannot get into a course (whether I am a matric or non-matric student), can you put me on a waiting list for a course that I really want to get into?

Each course will have a wait-list if it is full. You will be able to add your name to the wait list.

How many credits do I take each semester?

Students who are doing the degree part-time usually register for 3-6 credits per semester and those attending full-time must register for 12 credits per semester. If you are working full-time, it is recommended that you take no more than 6 credits in the fall and 6 credits in the spring. In summer sessions of approximately four to five weeks each, students may take no more than 8 credits in total. Since all HEA courses are 3 credits each, this means that you should take a maximum of two courses (6 credits) over the summer. Summer sessions are very intense and require a substantial amount of work in a very short period of time.

How much time should I put into my studies each week?

An estimate is at least 9 hours per week per course. You should allocate this amount of time to do assigned readings for class, work on assignments, and prepare for exams. It does not include time spent in class. Graduate study is rigorous and time consuming and is different to undergraduate study. If you were able to take many credits and work full-time as an undergraduate student, it does not mean that you should do so at the graduate level or that you will be successful.

Are their technology expectations for students?

Yes. Students must have a computer (equipped with a camera and speaker) and have reliable internet access. Technological competence is developed and expected for all students throughout the program, including word processing, e-mail, power-point, use of the internet, Blackboard, and the ability to learn in the online format. All students MUST have a LEHMAN student email account ([first name.last name@lc.cuny.edu](mailto:first.name.last.name@lc.cuny.edu)) and a CUNY portal account to gain access to Blackboard. Lehman email accounts and portal accounts are available free of charge for Lehman students from the Instructional Technology Center in person on the first floor of Carman Hall, via the Internet, or by phone at 718.960.7333. The Information Technology Center is open to all students and personnel are available there to provide technical assistance.

Is help available for research and using the Lehman library?

Yes. The Lehman library's hours and services may be accessed from the Lehman website (www.lehman.cuny.edu) or by calling library information at 718-960-7766. Prof. Robin Wright is the health librarian and she is available to provide assistance to health education students who need help doing research, using periodical and journal resources, how to do computer searches, how to use electronic databases, etc. She is located in Room 105 in the library and she can be reached at 718-960-8673 or robin.wright@lehman.cuny.edu

How do I stay off probation?

You must maintain an overall GPA of 3.0 or more. As soon as your GPA falls below 3.0, you will automatically be placed on academic probation. A student may be on probation only once during their course of study. A graduate student placed on probation must raise their GPA to 3.0 or above during the next two semesters of enrollment and must take courses that satisfy the degree curriculum.

If you do not bring your GPA back up to 3.0 or above after two semesters, you will be dismissed from the program. Please note that there is a strong correlation between GPA in the program and scores on the comprehensive exam at the end of the program. Students who have a low or minimum GPA in the program are much more likely to perform poorly on the comp exam. So be warned, if your grades are weak, regard this as a sign that you need to make drastic adjustments in your study habits, otherwise you risk failing the comprehensive exam and wasting all the time and money you put into your degree program.

I am a non-matric student, so how many credits can I transfer into the program?

No more than 12 graduate credits taken as a non-matric student, subject to the approval of the Program Director. You cannot transfer undergraduate credits into a graduate degree program. You can only receive credit for graduate courses that are the exact equivalent to courses offered in the graduate program. They should have a similar name and description to the ones listed in this handbook. After you have been accepted into the program, you may contact the Program Director to discuss any courses you may wish to transfer into the program. You need to provide a copy of your graduate transcript as well as copies of the course descriptions. Make sure you obtain an "Application for Transfer of Credit" form from the Graduate Studies Office.

I have a Master's degree in another field. I understand I may be allowed to transfer up to 6 credits from another completed Master's degree into this degree. Is that correct?

Yes. But these 6 credits need to be equivalent courses to the ones offered in our Master's degree. You can check your degree transcript against the list of courses required for the Lehman degree in this handbook. You should be able to see whether or not any of the Lehman courses are the same as what you took in your previous Master's degree. If you wish to receive credit, you will need to contact the Program Director and provide a copy of your Master's degree transcript as well as a copy of course descriptions from your college bulletin.

What are the rules about transferring graduate credits?

Graduate credits can be transferred during the first semester. The student must be matriculated and enrolled in at least one graduate course at the time the request is submitted.

- Maximum amount in total accepted for transfer is 12 graduate credits.
- 6 credits maximum for courses from a previously awarded master's degree
- Courses transferred must be graduate level and cannot be courses that satisfied an undergraduate degree.
- Courses cannot be more than five years old.

Please contact the Office of Graduate Studies (718-960-8448) directly for further information about the process for transferring graduate credits.

What times are classes offered?

As of Fall 2017, all courses will be offered totally online and are asynchronous. Asynchronous means that students do not have to log into a course at a certain time or together with everyone else. You have the freedom to determine your own schedule and go in and out of a course whenever it suits you as long as you adhere to the deadlines of the course for submitting your work.

Do I need to get permission before I can register for courses each semester?

No. Only HEA 670 and HEA 685 require permission.

I would like to take courses over the summer. Why are certain courses not offered in the summer?

Within each academic year (Fall/Spring), we offer all of the courses needed to complete the degree so that students are able to graduate in a relatively short period of time. Typically, we do not offer core courses over the summer. We offer a couple of health elective courses during the summer.

Are any courses offered over the winter?

Yes. We currently offer 2-3 health elective courses in the winter. Winter courses run about three weeks long during the month of January. Registration for the winter session usually starts sometime in November.

If I am accepted for the spring, do I have to wait for the spring before I can start taking courses?

No. You can begin taking courses in the winter. Winter courses fall under the spring semester.

If I am accepted for the fall, do I have to wait for the fall before I can start taking courses?

No. You can begin taking courses in the summer.

Can I do HEA 685 Independent Study instead of a required course?

No

Can I do HEA 685 Independent Study instead of an elective?

Yes, but you need to have completed 24 credits in the graduate program and have a minimum of a 3.7 GPA. Permission from the Program Director is required. The purpose of the Independent Study is to explore a health topic in depth under the supervision of the Graduate Program Director. The student is responsible for writing a high-quality review article on a topic that is suitable for submission to a peer-review journal at the end of the semester. There are no class meetings but the student will communicate via email, virtual meetings and phone with the adviser on a regular basis. Please note that it is extremely rare that a student enrolls in HEA 685.

Do I have to do HEA 670 (Field Experience)?

It is a required course for this degree. However, if you have several years' experience working in the health field (preferably in health education and promotion), there is the possibility that you can do a health elective course in place of HEA 670 but you will need to discuss this with the Program Director beforehand. In most instances, we strongly recommend that students do HEA 670 even if they have professional experience as it is a valuable opportunity to apply what you have learned in a new work setting and it could also lead to future job opportunities. If you do not have prior professional experience in health education and promotion, you must do HEA 670.

I work full-time so how do I complete the field experience?

Since most organizations offering internships are only open during regular business hours (Monday to Friday) you will not be able to complete your internship/field experience in the evenings or on weekends. If you work full-time, you will need to make arrangements with your job to get time off to do your internship. If taking time off from your job to do your internship is not an option, you will be responsible for locating an internship site on your own that may allow you to complete your hours in the evenings or weekends.

How do I obtain further information about the field experience (HEA 670)?

Please contact Dr. Danna Ethan who coordinates the field experience. Her email is danna.ethan@lehman.cuny.edu and her phone number is **347-577-4034**.

I have been working in the health field for many years. Is there a way I can get academic credit for my professional experience?

No.

What is the professional code of ethics that students follow in the Health Education program?

All students in the program are expected to follow the code of ethics for health education professionals in all endeavors:

<http://www.nchec.org/credentialing/ethics/>

How do I appeal a grade?

If you wish to challenge a grade, you must complete the following steps:

- Read the policy regarding Grade Appeals in the [Graduate Bulletin](#).
- Consult the instructor who assigned the grade to attempt to resolve the situation. You must do this no later than the end of the semester, following the semester in which the grade was assigned.
- If resolution is impossible, and if you still wish to challenge the grade, you should consult with the Program Director who will attempt to resolve the situation. (if the

Program Director is the instructor who issued the original grade, consult the Department Chair).

- If you wish to challenge the grade further, you should appeal in writing to the Chair of your department (if the chair is the instructor who issued the original grade, consult the chair of the department's Personnel and Budget Committee), submitting any and all documents that support your case. The chair will determine if you have legitimate grounds for an appeal. If it is determined that you have legitimate grounds for an appeal, the chair will form a grade appeal committee as described in the Graduate Bulletin.
- The decision of the Graduate Grade Appeal Committee is final.

How do I take an "Incomplete" for a course?

The grade of incomplete is awarded only when the course requirement has not been completed for good and sufficient reasons and when there is a reasonable expectation that the student can successfully complete the requirements of the course.

Change of any grade to an Incomplete:

Appropriate Reasons:

1. Student did not take final and grade was given based on term average. Student has acceptable reason for missing the final.
2. Student did not hand in the final paper or lab project and has documented an appropriate reason. Grade calculated based on missing paper. I am willing to accept the paper at this time.

Inappropriate Reasons:

1. Student will resubmit the paper
2. Student will take make up exam
3. Student will do extra work

What do I have to do if I wish to withdraw from a course?

If, for any reason, you need to stop attending classes in any semester, you must withdraw formally from the classes from which you are registered. Failure to do so will result in a grade of WU (Unofficial Withdrawal) appearing on your transcript. WU grades are the equivalent of failing grades and are counted in your Grade Point Average.

Check with the Registrar's office for the withdrawal deadlines for each semester.

To withdraw from courses:

In person:

- Go to the Office of the Registrar (Shuster Hall, Room 114) prior to the published withdrawal deadline. Be sure to have your bursar's receipt with you.
- Fill out the appropriate forms.
- Be sure to check your record after approximately one week to see that your withdrawal has been processed.

By mail:

- Prior to the published deadline, write a letter to the Registrar stating your name, I.D. number, and the course(s) from which you want to withdraw (e.g. BIO 722),

with the section number. You must sign your letter.

- Enclose a copy of your bursar's receipt (do not send originals).
- Send your letter and bursar's receipt (copy) to the following address:

Lehman College
Office of the Registrar
250 Bedford Park Boulevard West
Shuster Hall 114
Bronx, NY 10468

Check your record after one week to see that your withdrawal has been processed.

I have been told I have a stop on my record and I cannot register for courses.

What do I do?

There could be several reasons why you have a stop on your record including the following: unpaid tuition bill, missing medical documentation, an incomplete application folder (e.g., you are missing documents such as test scores or letters of recommendation), or a GPA below 3.0. You need to contact the Registrar's office to find out what you need to do or you may contact the Graduate Studies office.

If I have a concern or grievance relating to a course, a professor or the program in general or I have a problem relating to my studies, who can I go to?

It depends on the nature of your concern or problem. If it is related to a course or a professor, you first want to speak with the professor concerned. The instructors in the health education program are friendly and approachable and are sensitive to the needs of students. In most cases, issues can be resolved quite easily between the student and the instructor provided there is an atmosphere of mutual respect and civility. If the matter is not resolved to your satisfaction or if you don't feel comfortable talking to the instructor, you can contact the Program Director. We value our students and we want our students to succeed. Let us know how we can work together to make this a worthwhile experience for you at Lehman College.

Do I have to pay a fee to take the Comprehensive exam?

No. However, if you are not registered for any courses during the semester in which you wish to take the comp exam, you will need to pay a "Maintenance of matriculation fee" in order to stay enrolled in the degree program and to be able to take the comp exam. You can contact the Registrar's office for details.

How do I stay active in the program?

You must take at least 6 credits during an academic year. You must be registered for at least 3 credits in the fall semester and 3 credits in the spring semester.

I am a matriculated student and I still have courses left to do to complete my degree. However, I have decided not to take any courses next semester. Is there anything I have to do?

You have two choices. One option is that you can pay a "Maintenance of Matriculation Fee" which will enable you to use various resources in the college (e.g., the library) during the semester when you are not taking any courses. The other option is that you do nothing. In this case, when you are ready to take courses again you will have to complete a "Readmit Form" and request to be readmitted to the program. You can obtain this form ("Readmit Form") from the Graduate Admissions office. The program

director will need to sign you back into the program. However, please be aware that readmission to the program is not automatic and is at the discretion of the Program Director.

I have completed all my coursework and will be doing the comp exam this semester for the MA degree. Since I will not be taking any courses this semester except sitting for the comp exam, is there anything I have to do?

Yes. If this is your last semester before graduating, and you have completed all your courses, and you are sitting for the comp exam, then you have to pay a "Maintenance of Matriculation Fee". Please contact the registrar's office for details.

I have completed all the coursework for the MA degree and I will be doing the comp exam this semester. However, I was not registered for any courses the previous semester/s. What do I have to do?

You will first have to complete a "Readmit form and get it signed by the Program Director. You will also need to pay a "maintenance of matriculation fee" since this is your last semester before graduating. Please contact the registrar's office for details.

Is there any paperwork I have to do to file for graduation?

Yes. Students must file a graduation form at the beginning of the semester in which they intend to graduate. Please contact Sheniqua Fleming from the Graduation Audit Office (in the Registrar's office) for questions regarding graduation:

Phone: 718-960-8608. Email: sheniqua.fleming@lehman.cuny.edu

When will I receive my official transcript and my diploma?

For this information, please contact Sheniqua Fleming from the Graduation Unit (in the Registrar's office). Phone: 718-960-8608. Email: sheniqua.fleming@lehman.cuny.edu

What if I have other questions?

Feel free to contact the Program Director (Dr. Demmer) (Monday through Friday, 9:00AM-5:00PM).

Phone: 718-960-7313

Email: craig.demmer@lehman.cuny.edu

EMAIL ETIQUETTE

Communicating via email requires certain standards of behavior just like communicating with someone face-to-face. Knowing how to communicate appropriately via email is an essential skill not only in one's personal life but also as a professional. It promotes civilized behavior and discussion and it fosters an atmosphere where people feel respected and comfortable communicating with each other. If people wish to be taken seriously, it is important that they communicate in a professional, courteous manner at all times.

Here are some tips:

- 1) Always start an e-mail with an appropriate greeting (e.g., "Hello Dr. Smith", "Dear Prof. Smith"). Do not just write the person's name. That sounds abrupt and rude. When we make a phone call we always say "Hello" to the person who picks up the phone and we don't just blurt out their name. We want to think of e-mail as a serious communication tool, not an excuse to forget about being courteous or friendly.
- 2) Use the person's proper title (Prof, Dr. Mr. Ms. Rev etc). When communicating with me, I prefer to be addressed as Dr Demmer or Prof Demmer. I will address you by your title and last name as well. If you prefer to be addressed by your first name instead, I will be happy to do that.
- 3) Make sure you spell the person's name correctly.
- 4) Do not type in caps. Typing in caps is considered yelling or screaming online.
- 5) Always spell check your e-mail, proofread for errors, capitalize your sentences and use appropriate punctuation and grammar. You want your e-mails to be readable. Write complete sentences. Check your email before you send it. Remember, your email is a reflection of you.
- 6) Due to the lack of vocal and nonverbal clues with e-mail, we often forget that eye contact, tone of voice and body language which we take for granted when communicating in person, is not available in the written word without ongoing efforts to work at your writing skills. Use emoticons and acronyms when necessary to convey your message. If you are joking, include a smiley face :-), if you are sad or upset you can use :-(. If you need to type an extra line or two to make sure your intent is clear--please do!! Remember there is a person on the other end who will be receiving your email, so treat them like you wish to be treated.
- 7) Always end your e-mails with "Thank you," "Sincerely," "Take it easy," "Best regards" – something. Not typing your name at the end of an e-mail comes off as terse and demanding.
- 8) Do not use Return Receipt Request (RR) for each and every e-mail you send because you like "knowing" when someone opens your e-mail.

Remember, the type of email you send will influence the way people think about you. Send the type of email that you would like to receive yourself. I hope you find this helpful. I look forward to communicating with you!

DEGREE COMPLETION CHECKLIST

**Lehman College of the City University of New York
Department of Health Sciences**

M.A. in Health Education and Promotion (with comp exam)

Required core courses (21 credits):	Credits	
HEA 602 Research Methods*	3	_____
HEA 603 History & Philosophy of Health Education	3	_____
HEA 620 Health Counseling**	3	_____
HEA 622 Org & Admin of Health Ed & Prom Programs	3	_____
HEA 623 Program Planning and Evaluation	3	_____
HEA 670 Field Experience***	3	_____
HEA 675 Teaching Strategies for Community Health	3	_____

7 courses total = 21 credits

Elective courses (12 credits):		
HEA 502 Women & Health	3	_____
HEA 507 Human Sexuality	3	_____
HEA 509 Drugs & Substance Abuse	3	_____
HEA 510 Health & Aging	3	_____
HEA 511 Perspectives on HIV/AIDS	3	_____
HEA 627 Health Problems & Issues in Contemporary Society	3	_____
HEA 636 Death & Dying	3	_____
HEA 640 Nutrition & Chronic Diseases	3	_____
HEA 680 Special Topics	3	_____
HEA 685 Independent Study (Dept permission required)	3	_____
Other HEA electives:_____		_____

4 courses total = 12 credits

TOTAL CREDITS: 33

Comprehensive exam completed _____

*Prerequisite for HEA 602: completion of 18 graduate HEA credits

** Prerequisite for HEA 620: completion of 9 graduate HEA credits

***Prerequisite for HEA 670: completion of 15 graduate HEA credits

ANNUAL SCHEDULE OF COURSES

BELOW YOU WILL SEE COURSES TYPICALLY OFFERED EACH SEMESTER. PLEASE BE ADVISED THAT THIS SCHEDULE IS SUBJECT TO CHANGE DEPENDING ON STAFFING, BUDGET AND OTHER ISSUES. THE PURPOSE IS TO GIVE YOU A GENERAL IDEA WHEN COURSES ARE OFFERED SO YOU CAN PLAN ACCORDINGLY.

Fall	Winter	Spring	Summer
HEA 602 HEA 603 HEA 620 HEA 622 HEA 623 HEA 670 (depending on enrollment) HEA 675 HEA electives	HEA electives	HEA 602 HEA 603 HEA 620 HEA 622 HEA 623 HEA 670 (depending on enrollment) HEA 675 HEA electives	HEA electives

We do not have a set schedule for the elective courses. Electives vary semester to semester. We typically offer 7- 8 different electives each year.

YOUR PLAN FOR COMPLETING YOUR DEGREE

Indicate in each of the boxes below which courses you plan on taking each semester

Year 1 (20____)

Fall	Winter	Spring	Summer

Year 2 (20____)

Fall	Winter	Spring	Summer

Year 3 (20____)

Fall	Winter	Spring	Summer

Year 4 (20____)

Fall	Winter	Spring	Summer

Comp exam: Fall 20__ Spring 20__

Anticipated graduation date: September 20 __ January 20__ June 20__