



**SCHOOL OF PUBLIC HEALTH**  
UNIVERSITY AT ALBANY  
State University of New York

**Instructions for Completing the Supplemental Application  
for the Online MPH in Public Health Practice**

Please read the “Online MPH Program Supplemental Application Handbook” in detail before submitting your supplemental application. The supplemental application includes the following components:

1. Applicant Information
2. Resume or CV
3. Internship Waiver Project Description paper (5 page maximum)
4. Outline or matrix of Discipline-specific and Interdisciplinary and Cross-Cutting competencies

Please see the Supplemental Application for more details on each of the components listed above.

**Submitting the Supplemental Application**

Email the complete supplemental application directly to:

Lindsay Ruland, MPH  
Online MPH Coordinator  
School of Public Health, SUNY Albany  
One University Place  
Rensselaer, NY 12144  
lruland@albany.edu  
fax: 518-402-1137

**The deadline for spring 2012 admission is December 15, 2011.**

**The deadline for summer 2012 admission (certificate students only) is April 15, 2012.**

**The deadline for fall 2012 admission is June 1, 2012.**

The Supplemental Application is **required** for admission into the program. The Primary Admission Application submitted through SOPHAS and the Supplemental Application will both be reviewed by the Online MPH Admissions Committee.

# SUPPLEMENTAL APPLICATION

## ONLINE MPH in PUBLIC HEALTH PRACTICE INTERNSHIP WAIVER REQUEST FORM (6 CREDITS)

This Supplemental Application must be submitted **in addition** to the SOPHAS Admissions Application to the Online MPH program. Applications will not be considered if the Supplemental Application is not received. Please send the Supplemental Application directly to:

Lindsay Ruland, MPH  
Online MPH Coordinator  
School of Public Health, SUNY Albany  
One University Place  
Rensselaer, NY 12144  
[lruland@albany.edu](mailto:lruland@albany.edu)  
fax: 518-402-1137

### **Applicant Information**

Applicant Name: \_\_\_\_\_

Address 1: \_\_\_\_\_

Address 2: \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

### **Professional Public Health Experience**

Submit your resume or CV

### **Internship Waiver Request Information**

Read the “Online MPH Internship Waiver Request” Handbook in detail before submitting this supplemental application. This waiver should apply to a public health experience/project that meets the following criteria:

- A minimum of 480 hours dedicated to project.
- Conducted in public health setting and/or as part of population-based health services.
- Mid-level range of responsibility requiring a fairly broad understanding of public health/care issues.

### ***Part I: Internship Waiver Project Description Paper***

Prepare a brief (*5 page maximum*) description of your professional public health experience that incorporates the following:

- 1) Description of the Organization including the setting, mission and goals and target audience served.
  - a. Describe your general role in the organization, including regular duties and responsibilities and title of project.
  
- 2) Description of the particular project for which you are requesting 6 internship credits.
  - a. Indicate when you started and ended this project, including the total number of hours worked or dedicated towards this project.
  - b. Your specific role within this project (activities you performed or related responsibilities).
  - c. History of project (purpose, need, funding, etc.).
  - d. Project goal, objectives and expected outcomes.
  - e. Describe specific activities conducted or services delivered by you.
  - f. Describe target audience served or benefitting from project.
  - g. Explain how this project demonstrates relevant public health experience.
  - h. Describe results, outcomes or impact of project, including lessons learned which can be applied to future public health activities or services.

### ***Part II: Competencies***

Using the MPH Core Competency Guide (located at the end of the Online MPH Internship Waiver Request Handbook)

- Identify the primary Discipline-specific competencies and sub-competencies acquired or used during this experience (see MPH Core Competency Guide A-E).
- Identify the Interdisciplinary and Cross-Cutting competencies acquired or used during this experience (see MPH Core Competency Guide: G-L).
- Include a brief description (1-2 sentences) on how the public health project (for which you are requesting a waiver) satisfied the selected competencies.

*Note: You may use an outline or matrix to present this information. See Examples on page 4.*

*Example*

<b>Discipline-specific competencies (A-E)</b>	
Acquired Competency	Brief description of how this experience satisfied the selected competencies.
C1. Identify key sources of data for epidemiologic purposes.	
C2. Identify the principles and limitations of public health screening programs.	
C6. Apply basic terminology and definitions of epidemiology.	
C7. Calculate basic epidemiology measures.	
C10. Evaluate the strengths and limitations of epidemiologic reports.	
A5. Apply descriptive techniques.	

*Note:* Not all competencies within all disciplines will be acquired as a result of your public health experience. You should **identify the discipline in which your experience is most relevant and focus on a sub-set of at least 5 competencies within this discipline** that you acquired, honed or worked towards during the project described in Part 1 above.

*Example*

<b>Interdisciplinary and Cross-Cutting competencies (G-L)</b>	
Acquired Competency	Brief description of how this experience satisfied the selected competencies.
F1. Describe how the public health information infrastructure is used to collect, process, maintain, and disseminate data.	
F8. Use information technology to access, evaluate, and interpret public health data.	
G10. Develop public health programs and strategies responsive to the diverse cultural values and traditions of the communities being served.	
H5. Demonstrate team building, negotiation, and conflict management skills.	
J6. Analyze determinants of health and disease using an ecological framework.	
K8. Prepare a program budget with justification.	

*Note:* Identify **5 or more cross cutting competencies** that you acquired, honed or worked towards during the project described in Part 1 above.