Master’s Project Information

1. **What is the Master’s Project?**

   The Master’s Project gives students an opportunity to apply knowledge and skills gained through coursework to a specific problem of significance in the field of health education and health promotion. This project must include original work. It represents 8 units (2 courses) of work. It can describe original research, design of an intervention, an evaluation design or other work. The student and supervising faculty member (Project Supervisor) negotiate the nature and parameters.

2. **Overview/Objectives**

   A. **Have realistic expectations for the master’s project.** It is easy to make the project too encompassing, ending up with a project that could be broken down into something more manageable.
   B. The project can address general or specific questions.
   C. The budgeted time should be between 200-300 hours.
   D. The Project should be original, creative, useful and if possible relating to your work; it does not have to be research or of “publishable” quality.
   E. It is completed over 3 quarters and represents 8 units (2 courses of work).
   F. It should build on the Program Planning, Research and Evaluation (211a and 211b) experience but be “incrementally better”, more involved and more individualized, but remember that the scope of the project is negotiated between you and your project supervisor.
   G. Choose a CHS faculty member to serve as your Project Supervisor. The Project Supervisor should be chosen as someone whose experience and research interests best match the student’s project. **The Project Supervisor does not have to be the student’s academic advisor.**

3. **Role of Project Supervisor**

   A. Each Project Supervisor will spend at least 10 hours providing guidance to each student project and evaluating the preliminary and final papers.
   B. The Project Supervisor will provide the guidance to finalize the scope of the project and also provide guidance during the course of the project.
   C. The first draft of the paper will be read and graded by only the Project Supervisor.
   D. The final paper will be read and critiqued by both the Project Supervisor and an additional faculty reader, who will act as “quality control”. They will **not** be working with you on the paper.
4. **Steps and Deadlines**

**Step 1: Conceptualize the Masters Project**

- **Due Date: July 12, 2019 or before** – Please file Project Contract and Workplan/Scope of Work with the MPH | HP Program Office (Room 36-078) or ptoussaint@ph.ucla.edu. We must have one on file or we cannot enroll you in the appropriate courses.

A. Select a public health problem of particular interest to you.
B. Choose and recruit a **CHS faculty member** to act as your Project Supervisor. This person does not have to be the same as your regular, academic faculty advisor. You will have had access to only a few of the faculty through courses, so feel free to contact other faculty members if their interests match well with yours.  
   *Please contact Dr. Shafir and discuss with her whom would be an appropriate faculty member to contact. She is available by phone (310) 794-1805 or e-mail sshafir@ucla.edu.*
C. Choose an agency or field setting where your question/problem can be investigated. Ascertain if the site can be used.
D. Complete a tentative Workplan/Scope of Work/Timeframe (attached) for your Project.
E. Complete the Master’s Project Contract form (attached) and have the Master’s Project Supervisor sign the form. **Please turn this form into the MPH | HP Program Office.**
F. Contracts and Scopes of Work for all students will be reviewed by Dr. Shafir.

**Step 2: Conduct Master’s Project**

A. Complete Institutional Review Board (Human Subjects) Approval (if necessary) [http://ora.research.ucla.edu](http://ora.research.ucla.edu)
B. The student should develop, periodically discuss, and, if necessary, modify the project plan to prepare for implementation of the project/research in the Summer & Fall Quarters.

**Step 3: First Draft of Master’s Project Paper**

- **Due Date – January 24, 2020 or before** – Email one copy to Project Supervisor, Dr. Shafir and the MPH | HP Office.

A. The working draft of a written report on the Master’s Project. This should be typed (word processed), double-spaced, 12-point font with one-inch margins, and should be no longer than 30 pages in length.
B. The content of the written report should be agreed upon by you and your Project Supervisor.

- **The draft will be read by your Project Supervisor and returned to you with comments.**
- **The completion of this draft will form the basis of the grade for CHS 400 (Winter 2020) and the grade will be assigned by your Project Supervisor.**
Step 4: Final Version of Master’s Project Paper:

- Due Date – April 1, 2020 – Email one copy to Project Supervisor, Dr. Shafir and the MPH | HP Office.

Your Master’s Project Paper is the final version. It should take into account all recommendations/comments received by your Project Supervisor.

- The completion of the final version of this paper will form the basis of the grade for CHS 482 (Spring 2020). It will be read and graded by your Project Supervisor and a second faculty reader assigned by Dr. Shafir.

- Your Master’s Project Paper will be returned to you, by your Project Supervisor, with comments and a grade during the Spring quarter.

5. Project Administration

- You will receive 8 graded units total for this project.

- CHS 400 (4 units) – Winter 2020 (graded by Project Supervisor) – Draft of Master’s Project (progress on the project the student has done to that date)

- CHS 482 – 4 units – Spring 2020 (graded by both Project Supervisor and Second Reader) – Final Version of Master’s Project (including changes recommended by the Project Supervisor when they return the draft version to you)

- You do not need to find a second reader; we will do that based on your topic.
6. **Examples of Recent Projects**

- Development and Implementation of an Evaluative Outcome Measure to Test the Impact of Recent Immigrant Health Education Program at the Los Angeles County STD Program
- Empowering Latina Women for Health Promotion: Twelve Case Studies of the Health Promotors participating in the Promotora Immunization Project in South Central Los Angeles
- A Community Approach to Senior Health Care Through a Retail Pharmacy: The Healthy Retirement Program
- Public Health Response to a Volcanic Event in Mono County
- Needs Assessment for the Development of a Licensed Midwifery Program in Southern California
- Evaluation of the City of Long Beach Department of Health and Human Services Community Health Outreach Project for Adolescents
- HIV/AIDS Education & Prevention in Rural California
- Analysis of Trends Impacting New Cases of Non-occupational Lead Poisoning in Los Angeles County
- Quality of Elder Life: Assessment of Senior Services Delivery in Kern County
- Development of a Program to Screen for Depression in a Public Mental Health Population
- A Descriptive and Exploratory Study of Planned Parenthood Los Angeles Project HOPE (Hormones with Optional Pelvic Exam)
- Inyo County HIV Prevention & Education Program: Evaluation Methods Assessment & Instrument Development

7. **Contract and Workplan/Scope of Work**

Each student is required to complete a Workplan or Scope of Work. This scope of work becomes an integral part of the contract signed by both the student and the Project Supervisor. This workplan must be approved by Dr. Shafir. All students must file a contract and workplan with the MPH | HP Program Office by the end of the first year of classes.

8. **Format of Master’s Project**

**Content**

Typically, each Master’s Project includes most of the following sections. This is something that is agreed upon between the Project Supervisor and the student and can differ from this list.

A. Introduction of Project (Abstract, Background)
B. Project Description
C. Literature Review & Background
D. Methods / Methodology
E. Results / Findings
F. Discussion / Recommendations / Conclusion
G. Bibliography / References / Acknowledgements
H. Appendices

Length

Recommended 30-50 pages, double-spaced, not including bibliography or appendices. Attach samples of products completed or used in creating the project.

9. Institutional Review Board (Human Subjects) Approval for Master’s Project Research

Please discuss with your project supervisor whether or not your project will warrant human subject approval. A student must secure written approval from the Human Subjects Committee prior to undertaking any study involving human subjects, and after consultation with his/her project advisor. The student will be required to submit an outline of the proposed study, using the appropriate forms available from the Dean’s Office or from the Office of the Human Research Protection Program: http://ora.research.ucla.edu. If the student determines that an exemption is warranted, a “Statement of Exemption” form must be submitted for approval. It is the student’s responsibility to submit the Human Subjects Committee Approval Application or exemption at least six weeks prior to the proposed date of commencement of research.