



MASTER OF PUBLIC HEALTH CULMINATING PROJECT TIMELINE

When:	Date to be completed:	Task:	Check when completed
Two terms prior to intended term of graduation (e.g. summer)		Identify a specific topic for your Culminating Project (CP) with your academic advisor. Master of Public Health – Health Behavior and Health Promotion students: register for the Culminating Project Seminar I (PUBHHBP 7899.01) the term <i>prior</i> to the term of graduation. Master of Public Health - Epidemiology students: register for 1 credit hour of Culminating Project Seminar (PUBHEPI 7998) during Autumn Semester of the second year. All MPH students should meet with their academic advisor and agree on a timeline to meet the requirements on this checklist.	[]
Two terms prior to intended graduation (e.g. summer)		If applicable, prepare and submit IRB or other applicable approvals based on the nature of your work such as IBC and IACUC protocols. IRB application will include questionnaires, data collection plans, etc. If you are collecting data (including qualitative data collected during interviews) or using datasets with personally-identified data, you will need to have full IRB approval (which can take several weeks). Consult with your advisor if you have questions	[]
3rd week of the term prior to the term of graduation		Recruit a second faculty reader for your Culminating Project. This will usually be a faculty member in your Division/Program, although in some cases, another CPH faculty member may be an appropriate second reader with your advisor's approval. Master of Public Health – Veterinary Public Health students are required to select a 3 rd reader.	[]
4th week of the term prior to the term of graduation		If your program/division requests you to submit a culminating project proposal, please do so at https://osu.az1.qualtrics.com/jfe/form/SV_2bBMhga77naXUTr and OAPSS will send it to your advisor and second reader to review. You will be notified of their decision.	[]
10th Friday of term prior to the term of graduation	SP21 graduation: apply by 10/30/20 SU21 graduation: apply by 4/2/21	Submit an online application for graduation through gradforms.osu.edu	[]
7th week of the term prior to the term of graduation		Finalize and confirm plans, including agency cooperation (<i>if necessary</i>), data collection instruments, analysis plans, etc.	[]



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Term prior to term of graduation		When enrollment appointment opens, fill out a "CPH Course Enrollment Permission form" at http://go.osu.edu/cphpermissiontoenroll order for OAPSS staff to be able to register you for Public Health 7998* (Culminating project in Public Health) with your advisor.	[]
Term prior to or of graduation		Meet regularly with your advisor to keep them fully informed of your progress; share drafts of materials (program materials, data collection materials, drafts of sections of the final project) as you complete them.	[]
Term prior to or of graduation		Fully develop and write literature review and methods	[]
Term prior to or of graduation		Conduct project activities (collect data; begin analysis; develop materials, etc.) if applicable, after IRB, IBC, IACUC approval is received	[]
2nd week of the term of graduation		Meet with advisor to finalize timeline for final term. This includes submission of preliminary draft, revised draft and final draft should be submitted to advisor and second reader. If applicable, discuss analyses. If required by your Division, schedule date and time for final presentation with advisor's agreement; arrange for projection equipment (if applicable).	[]
Term of graduation		Submit a hard copy or electronic copy (consult with your advisor to determine delivery of draft) of the clean, final draft to first and second readers two weeks prior to the presentation date**	[]
10th week of term of graduation		Make presentation; followed by a review meeting with Committee members. Make final requested changes. Committee members must electronically submit approval for Master's Exam by the Graduate School's deadline. Failure to do so could result in a delay of your graduation.	[]
Friday of the 13th week of term of graduation		Submit hard copy and/or electronic copy***of final, revised version of project to advisor.	[]
Typically, the Friday of the 14th week of term of graduation		Submit PDF or Word document of final culminating project to the College via the graduation email inbox CPH-Graduation@osu.edu	[]

*Master of Public Health – Health Behavior and Health Promotion students: registration for PUBHHBP 7899.02 (Culminating Project Seminar II) is required during the term they enroll in PUBHLTH 7998.

*Master of Public Health – Veterinary Public Health students must enroll in 3 credit hours of VETPREV 7998

**Master of Public Health – Health Services Management & Policy students: the deadline is 1 month before expected review meeting date. For other MPH students, it depends on timeline set with advisor

*** consult with advisor for specifics on form of submission for final project