

## **SPHHS Professional Enhancement Policy**

Students entering *all undergraduate, masters, and doctoral degree programs* in the School of Public Health and Health Services are *required* to attend eight hours of professional enhancement activities. This requirement applies to all students who entered SPHHS beginning in the 2003 Fall semester. Students must meet this requirement before applying to graduate.

Professional enhancement activities supplement the academic curriculum and help prepare students to participate actively in the professional community. They enhance practical knowledge and awareness of public health issues – either in general or in a student’s specific area of training.

Students can fulfill this requirement by attending workshops, seminars or other relevant professional meetings, which are often held at SPHHS and in the metropolitan Washington, DC area. Examples of conference sponsors include the National Academy for State Health Policy, the Pan American Health Organization, the American Public Health Association, the American College of Healthcare Executives, and the Area Health Education Center. Opportunities for professional enhancement are regularly publicized via the SPHHS Listserv and through your departments.

Students must submit documentation of Professional Enhancement activities to the Office of Student Records. The documentation consists of the Professional Enhancement Form (see reverse side of page), which includes a prior approval signature from the student’s advisor, a description of the program agenda, and proof of attendance.

Remember to submit your documentation *before* you apply to graduate!

**School of Public Health and Health Services**

**Professional Enhancement Form**

**Policy and Procedures:** If you entered an SPHHS degree program beginning in the 2003 Fall semester or later, you must attend 8 hours of Professional Enhancement Activities during your program of studies. This requirement can be fulfilled by attending a workshop, seminar or other relevant professional meeting. Examples of conference sponsors include the National Academy for State Health Policy, Pan American Health Organization, American Public Health Association, and the Area Health Education Center. Obtain prior approval from your advisor to ensure that the activity is suitable for meeting the requirement. A registration receipt is needed for national or local conferences requiring registration. For seminars, workshops and lectures that do not require a formal registration process, you must obtain a signature from the event coordinator at the conclusion of an event. Submit this form with signatures and other documentation to the Office of Student Records (Ross Hall Room 222) after completing 4 hours of professional enhancement, or after completing the required 8 hours. All documentation must be submitted before you apply for graduation.

Student's Name:	SSN#:
Degree:	Program:
Year Entered:	Anticipated Graduation Date:
Email:	Advisor's Name:

TITLE OF MEETING AND SPONSORING ORGANIZATION	ADVISOR SIGNATURE <i>(Obtain prior approval to ensure that the activity is suitable.)</i>	LOCATION	DATES & TOTAL # OF HOURS ATTENDED	EVENT COORDINATOR'S OR REPRESENTATIVE'S SIGNATURE <i>(only needed when there is no formal registration receipt, such as seminars, workshops or lectures)</i>

Student's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Student Records Signature: \_\_\_\_\_

Date: \_\_\_\_\_