

**National Environmental Health Sciences and Protection Accreditation Council (EHAC)
Graduate Self Study Checklist**

Once a program has been mentored and invited to apply for accreditation.

Self Study	The following format MUST be used		
<u>Section</u>	<u>Requirement</u>	<u>Sub-requirement</u>	<u>Addressed in report?</u>
Introduction			
	a. Program name		
	b. Name of the school or college		
	c. Name of the institution		
	d. Name of the program administrator or contact person	Include mailing address, telephone number, fax number, E-mail address	
	e. Name of the chairperson of the department, if different then above		
	f. Name of the dean of the school/college		
	g. Name of the administrator who is to sign for the institution		
	h. Statement of institutional philosophy		
Official Signatures			
	a. Signature of the environmental health science and protection faculty member directing the program		
	b. Signature of the authorized official of the institution (dean, vice president or president).	See g. above	
Brief history of the program			
	History since inception	No more than 2 pages in length	
Missions, Goals and Objectives			
	a. The program's mission, goals and objectives.effectiveness.	The objectives must be measurable and provide a baseline for establishing program? Are they consistent with the goal of accreditation?	
	b. The performance of the program in meeting its mission, goals and objectives.		
Curriculum	Refer to section V (B) -- Curriculum -- prior to starting this section		

<u>Section</u>	<u>Requirement</u>	<u>Sub-requirement</u>	<u>Addressed in report?</u>
	a. The methods used for evaluating responsiveness to the mission, goals and objectives. Information needs to be provided on:		
		The system for routine review of course content and curriculum structure.	
		The methods used by students to evaluate the courses, faculty and program.	
		The methods for evaluating student accomplishments and knowledge and skills developed.	
		The program's effectiveness in meeting the educational objectives.	
		Projections for future achievement and recommendations for future changes and activities.	
	b. A curriculum organized and structured to integrate and sequence its content in an orderly and logical fashion.		
		Curriculum requirements indicating those met within the program and those met outside the program.	
		The degree requirements.	
		The syllabus for each course integral to the program of study.	
	c. A matrix of course requirements (course name, number, credit hours and instructor) linked to the following accreditation competencies:		
		Analytical skills – statistical analysis and research methods	
		Communications skills – written and oral	
		Administrative skills	
		Natural sciences – met through admission standards and/or through courses taken during their graduate residency.	

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		Environmental and public health science knowledge and skills – epidemiology, toxicology, general technical knowledge and skills in environmental health science areas such as those listed in Table 1 of the accreditation requirements	
		Specialized technical knowledge in at least one environmental health science area at a graduate level. (see Table 1)	
		Risk assessment and risk communication	
	d. Culminating Experience		
	Requirements.	List of culminating experiences (theses, portfolios, written exams, professional papers, etc.) for the past two years.	
		Student thesis and paper titles and authors for the past two years .	
Faculty			
	a. List faculty teaching courses fulfilling accreditation competency requirements	Indicate if faculty members are full-time or part-time	
	b. List faculty working on research with environmental health science master's students		
	c. Curriculum vitae of all program faculty in appendix	Demonstrate that they are academically and professionally qualified, as required to meet the teaching, research and service obligation of the program.	
Administration			
	a. The organization of the department and its location within the university hierarchy.	Provide an organizational chart form the program up through the institution hierarchy to the president of the institution	
	b. The mechanisms providing stability and continuity of administrative support.	Is there a plan in place to ensure administrations support of the program?	

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	Is there an External Advisory Committee?	Listing of Advisory Committee members	
Resources			
	a. The program capacity for graduate students.	What is maximum # of students you can have in program based on current program and on projections	
	b. Identification of physical facilities including classrooms, laboratories, offices.	Provide map, campus layouts, etc. to demonstrate facilities	
	c. Identification of equipment, supplies, and library materials including internet resources.	Provide narrative and links to the library resources , provide equipment/supply inventory list	
	d. Identification of support staff.	All areas that support the program	
	e. Identification of off-campus resources available to the program.	If these are not owned by the institution then provide evidence of availability for use by the institution	
	f. Identification of research or special projects grants.	Provide list	
	g. Identification of changes in resources.	Narrative on past changes and proposed changes	
Students			
	a. The admission requirements for the graduate program.		
	b. The requirements for satisfactory performance in the program.		
	c. The requirements for satisfactory progress in the program.		
	d. Credit hour requirements for graduation.		
	e. Number of students enrolled in the program for the past six years.	Provide a listing by year	
	f. Number of program graduates in each of the past six years.	Provide a listing by year	
	g. Employment Data: Please provide descriptive job titles and employer identification for program graduates in the past six years.	Provide a listing by year that is in the format required under section B. Self Study Report	
Summary			
	a. The major strengths of the program.		
	b. The major weaknesses of the program.		

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	c. The long-term plans or expectations for the program.		
<i>Appendices</i>			
	a. Curriculum vitae	For ease of review please use the same format for each of the vitae submitted	
	b. Course syllabi	Syllabi must include learning outcomes. For ease of review please use the same format for each syllabus. These learning outcomes will be matched up with the matrix of course requirements addressed in the curriculum section above	
Site Visit Requirements	See table 3 under section C, Site Visit for suggested schedule		