

**National Environmental Health Sciences and Protection Accreditation Council (EHAC)**  
**Graduate Degree Program Self-Study Checklist**  
 (Submit when your program has been mentored and invited to apply for accreditation.  
 The format outlined in the table below must be used in your Self-Study submission.)

Section	Requirement	Sub-requirement	Has Been Addressed in report?
<b>Introduction</b>			
	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		
<b>Official Signatures</b>			
	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	
<b>Brief history of the program</b>			
	History since inception	No more than 2 pages in length	
<b>Missions, Goals and Objectives</b>			
	a. The program's mission, goals and objectives and effectiveness	The objectives must be measurable and provide a baseline for establishing program? Are they consistent with the goal of accreditation?	

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	b. The performance of the program in meeting its mission, goals and objectives		
<b>Curriculum</b>	<b>Refer to Section V (B) – Curriculum prior to starting this section</b>		
	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	

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	c. A <b>matrix</b> of course requirements (course name, number, credit hours and instructor) linked to the following accreditation competencies:		
		Analytical skills – statistical analysis and research methods	
		Administrative skills	
		Natural sciences – met through admission standards and/or through courses taken during their graduate residency.	
		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	
	d. Culminating Experience	Risk assessment and risk communication	
	Requirements:	<b>List</b> of culminating experiences (theses, portfolios, written exams, professional papers, etc.) for the past two years	
		Student thesis and paper titles and authors for the <b>past two years</b>	
<b>Faculty</b>			
	a. <b>List faculty</b> teaching courses fulfilling accreditation competency requirements	Indicate if faculty members are full- time or part-time.	

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	b. List faculty working on research with environmental health science master's students	<b>Demonstrate</b> that they are academically and professionally qualified, as required to meet the teaching, research and service obligation of the program.	
	c. Curriculum vitae of all program faculty in appendix	<b>Demonstrate</b> that they are academically and professionally qualified, as required to meet the teaching, research and service obligation of the program.	
<b>Administration</b>			
	a. The organization of the department and its location within the university hierarchy.	Provide an <b>organizational chart</b> 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? Is there a plan in place to ensure administration's support of the program?	
	Is there an External Advisory Committee?	Listing of Advisory Committee members	
<b>Resources</b>			
	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 Provide map, campus layouts, etc. to demonstrate facilities.	

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	c. Identification of equipment, supplies, and library materials including internet resources	Provide narrative and <b>links to the library resources</b> , provide equipment/supply inventory list.	
	d. Identification of support staff.	Provide narrative and <b>links to the staff resources and provide list of support staff.</b>	
	e. Identification of off-campus resources available to the program	All areas that support 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	
	b. The requirements for satisfactory performance in the program	Narrative on past changes and proposed changes	
	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 Provide a listing by year that is in the format required under section B. Self-Study Report.	

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<b>Summary</b>			
	a. The major strengths of the program		
	b. The major weaknesses of the program		
	c. The long-term plans or expectations for the program		
<b>Appendices</b>			
	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.	
<b>Site Visit Requirements</b>			
	<b>See table 3 under section C, Site Visit for suggested schedule</b>	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.	