EPIDEMIOLOGY
MPH Degree Program
Division of Epidemiology and Community Health

2019-2020
STUDENT GUIDEBOOK
Welcome to the University of Minnesota School of Public Health!

This guidebook contains important information about SPH and University policies and resources that enable students to better navigate their academic journey and get the most out of their student experience. By combining this Guidebook with your program-specific Student Guidebook you will have a comprehensive reference that will answer most questions about academics, the University environment, policies, expectations, and the many resources available to students. Please note that this guidebook augments and is not a substitute for other sources of information. There are many additional resources available to graduate students that are listed throughout this handbook.

Refer to your Guidebook to ensure that you are informed of the essentials of student life but remember that your University-assigned student email account is the School’s official means of communication. You are responsible for managing all information sent via the student email account.

All advising faculty have access to this guidebook. Please work with your adviser when making important decisions relating to your program.

Links to many policies and procedures can be found by clicking on the “Current Students” link at sph.umn.edu/current/resources/.

The University of Minnesota is committed to the policy that all persons shall have equal access to its programs, facilities, and employment without regard to race, color, creed, religion, national origin, sex, age, marital status, disability, public assistance status, veteran status, or sexual orientation.

This publication can be made available in alternative formats for people with disabilities. Direct requests to the Student Services Center, School of Public Health, MMC 819 Mayo, 420 Delaware Street SE, Minneapolis, MN 55455; (612)626-3500 or (800)774-8636.

6/26/2019
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1. THE SCHOOL OF PUBLIC HEALTH

1.1 ABOUT THE SCHOOL

Through excellence in education, research, and community engagement, the University of Minnesota School of Public Health advances health, from scientific discovery to public impact, by enhancing population health and preventing disease in the United States and globally.

In 1874, Charles Hewitt, the secretary of the Minnesota State Board of Health, began offering a class at the University of Minnesota covering topics in personal and community hygiene, epidemic diseases, and physiology. In the following decades, various University departments created programs in public health disciplines, such as biostatistics, environmental health, and epidemiology. In 1944, the University brought all these activities together under one roof and created the School of Public Health.

Today, our school, ranked #9 in the nation, serves more than 1,600 students to help meet the increasing demand for a public health workforce. We were the first in the country to grant a master’s degree in hospital administration, establish a doctoral program in epidemiology, and, in 1950, launch a graduate program in maternal and child health.

At the School of Public Health, we leave no stone unturned as we tackle the world’s most critical public health problems. Our faculty, staff, and students bring innovative thinking and concrete action to emerging and persistent challenges, including structural racism, gun violence, our expanding aging population, and a changing climate. As one of the premier schools of public health in the world, we prepare some of the most influential leaders in the field, and provide the knowledge health departments, communities, and policymakers need to make the best decisions about population health.

Proven Impact — our research has led to:
● Minnesota’s first report card for quality of life in nursing homes
● Fully accessible buildings for people with disabilities
● The first comprehensive definition of childhood abuse and neglect
● Restrictions of tanning bed use by people 18 years of age and younger
● Legislation to cover doula care through Medicaid
● Life-saving treatment protocols for HIV-positive people
● A nationwide model to track foodborne illness outbreaks
● A standard for reading ECGs in a universally acceptable way
● A model to predict probability of complications from radiation therapy.

For a listing of faculty, research and specialties refer to www.directory.sph.umn.edu

Academic Health Center

University of Minnesota health sciences form one of the largest, most comprehensive academic health centers in the nation. The Academic Health Center (AHC) is home to six colleges and schools (including the School of Public Health), more than 150 centers and institutes, and hospitals and clinics. About 70 percent of Minnesota’s health care providers received their training at the University of Minnesota.

The School of Public Health is one of only three schools of public health nationwide with the support structure of an academic health center. This means that our health professionals and students work and learn together and take a skilled systems approach to some of the top health issues facing the world today. Doctors train with pharmacists, public health workers partner with veterinarians, and nurses collaborate with dentists.

Accreditation

The School of Public Health is accredited by the Council on Education and Public Health (CEPH). The benefits of accreditation are many ceph.org/constituents/students/benefits-of-accreditation/. CEPH accreditation serves multiple purposes for different constituents. In general, specialized accreditation attests to the quality of an educational program that prepares for entry into a recognized profession.

● For the public, accreditation promotes the health, safety and welfare of society by assuring competent public health professionals.
● For prospective students and their parents, accreditation serves a consumer protection purpose. It provides assurance that the school or program has been evaluated and has met accepted standards established by and with the profession.
● For prospective employers, it provides assurance that the curriculum covers essential skills and knowledge needed for today's jobs.
● For graduates, it promotes professional mobility and enhances employment opportunities in positions that base eligibility upon graduation from an accredited school or program.
● For public health workers, it involves practitioners in the establishment of standards and assures that educational requirements reflect the current training needs of the profession.
● For the profession, it advances the field by promoting standards of practice and advocating rigorous preparation.
• For the federal government and other public funding agencies, it serves as a basis for determining eligibility for federally funded programs and student financial aid.
• For foundations and other private funding sources, it represents a highly desirable indicator of a program's quality and viability.
• For the university, it provides a reliable basis for inter- and intra-institutional cooperative practices, including admissions and transfer of credit.
• For the faculty and administrators, it promotes ongoing self-evaluation and continuous improvement and provides an effective system for accountability.
• For the school or program, accreditation enhances its national reputation and represents peer recognition.


1.2 SCHOOL OF PUBLIC HEALTH STUDENT SERVICES CENTER

**Location:**
Mayo Memorial Building, Room A395

**Office Hours:**
Monday – Friday, 8:00 AM - 4:30 PM

**Telephone:** (612)626-3500 or (800)774-8636  
**Fax:** (612)624-4498

**Mailing Address:**
Student Services Center  
School of Public Health  
MMC 819, Rm A395 Mayo Bldg  
420 Delaware Street SE  
Minneapolis, MN 55455-0381

**Email:** sph-ask@umn.edu

The Student Services Center (SSC) is a school-wide office that assists students with all phases of their academic journey. The SSC staff works closely with each academic division and program to administer school-wide services and policies.

The Student Services Center is dedicated to serving a diverse community of future and current SPH students by enhancing the student experience, supporting the achievement of educational and career goals, and empowering future public health leaders.

We coordinate many functions including:

- Student Organization Support  
- Diversity, Equity & Inclusion  
- Career & Professional Education  
- Mental Health Advocacy  
- SPH Scholarships  
- Registration  
- Degree Clearance  
- Applications and Admissions  
- Applied practice experience/criminal background checks

Meet the staff and learn about the services provided at the SSC by clicking [HERE](#).

**Career and Professional Development**

The Career and Professional Development Center offers a variety of services and resources to assist you in your efforts to pursue advanced education and to locate and apply for professional positions from applied practice experiences, internships, and residencies to fellowships and full-time positions. Our Center believes that every individual has unique potential and should have the opportunity to pursue a meaningful and fulfilling career. Our goal is to facilitate the career and professional development process with you to ensure you have the confidence in conducting a competitive job search and help you maximize your career potential. We do so by offering one-on-one career coaching, programming, and online resources.

**Career and Professional Development Website**

The Career and Professional Development website at [www.sph.umn.edu/careers/](https://www.sph.umn.edu/careers/) has many links to help you start your new career, including:

- **One-on-One Career Coaching:** You can schedule individual appointments with one of our award-winning, evidence-based career coaches, Vic Massaglia and Darren Kaltved, to discuss any career or professional development topics, from creating a top-notch resume to ideas for field experiences, interviewing, and presentation skills. Appointments are also available via video or phone. To schedule an appointment, please visit [sphcareers.appointments.umn.edu](https://sphcareers.appointments.umn.edu) or email sphcareers@umn.edu.

- **Jobs & Internships:** Our online job posting system includes listings for internships and applied practice experiences, graduate assistantships and fellowships, volunteer, part-time, and full-time career opportunities: [https://z.umn.edu/sphjobs](https://z.umn.edu/sphjobs).

- **Career Resources:** General career-related links, guides, and tip sheets on a variety of job-search related topics: [www.sph.umn.edu/careers/students/](https://www.sph.umn.edu/careers/students/)
1.3 MENTOR PROGRAM

Our mentor program connects public health students to public health professionals to help with career and professional development. Mentoring relationships benefit both mentors and mentees. For mentees, the program can have a key impact on future career choices. For mentors, helping the next generation of public health leaders can be rewarding and impactful.

The School of Public Health boasts the largest mentor program of any school of public health, serving approximately 400 students and mentors annually with special events and helpful resources for mentor pairs. We work to provide students with diverse professional experiences and recognize the role that mentors have in training future public health leaders.

For more information, visit sph.umn.edu/current/mentor/.

1.4 SPH STUDENT SPHERE

Make use of the SPH Student SPHere to relax or study with your student colleagues. All students enrolled in an SPH degree program have access to the SPH Student SPHere (Mayo A-150) via their U-Card. The SPHere has the following amenities:

- **Locker Room:** Free lockers are assigned in the Student Services Center (Mayo A-395). Students are able to renew their locker each year and need only provide their own lock.
- **Kitchen Area:** Tables, chairs, microwaves, refrigerators, and a sink are all accessible in the student kitchen. As this is a shared space, students are expected to pick up after themselves and clean any mess created during personal food preparation.
- **Lounge Area:** Couches, chairs, and wireless internet all create a perfect place for students to meet, study, or simply relax.
- **Study Room:** Whiteboards, tables, chairs, computers with internet connectivity, Microsoft Office, SAS and STATA software and a printer are all freely available to SPH students.

Please report any issues with computer systems, printers, trash, or other problems to sph-ask@umn.edu, or stop by Mayo A-395.

Please work together to ensure that the SPHere is a comfortable and safe place.

- Keep all areas of the SPHere clean in consideration of others.
- Please protect the security of access. Do not allow anyone to enter behind you that you do not know to be a SPH student. Never prop the door open for any reason. The student commons is for SPH students only.
- If you are aware of a breach of security or if you see something in the commons that needs repair, please report it to the SSC (A-395 Mayo) as soon as possible.
- Avoid being alone in the commons during the evening or early morning.
- If you believe you are in danger or see any improper activity in progress, call 911.

Printing in the SPHere

The School of Public Health (SPH) provides $100 worth of printing (1,000 pages) for each Fall and Spring semesters on your UCard. This value can only be used in the SPHere computer lab (Mayo A-151) and is not valid in any other campus computer lab, including the libraries.

When you swipe your card at a print release station, UniPrint will show a balance on the screen. This balance is a combination of the print value given to you by SPH and your Gopher GOLD balance. In order to determine how much print value you have left, you need to subtract your Gopher GOLD balance from the balance shown on screen. Once the $100 SPH Print Value is exhausted, printing costs will be deducted from your Gopher GOLD account. To view your current balance and transaction history or to add value to your Gopher GOLD account online, please visit ucard.umn.edu/umtc/deposit. If you experience any printing issues or need to request a refund, please contact the lab attendant or call the SPH Student Services Center at (612)626-3500.

1.5 APPLIED PRACTICE LEARNING AGREEMENT

All students pursuing a required Applied Practice (AP), or summer residency must complete an online learning agreement prior to beginning the experience. The online form provides a streamlined process that is comprehensive for you, your preceptors, your faculty advisor and your program coordinator. Please refer to the current student website for this and other resources related to the AP. sph.umn.edu/current. Students exploring international AP opportunities need to begin the process six to eight weeks before departure and need to be aware of requirements specific to international travel.

More detailed information about AP can be found in the program portion of the guidebook.
1.6 MINORS

Minors
SPH students pursuing an MHA, MPH, MS, or PhD are eligible to declare a minor in other areas. For a listing of graduate level minors please visit onestop2.umn.edu/pcas/viewCatalogSearchForm.do.

A current listing of SPH-related minors and instructions for declaring can be found online www.sph.umn.edu/academics/degrees-programs/minors/

1.7 ONLINE LEARNING AND E-LEARNING RESOURCES

Students can access their online courses, as well as support sites for hybrid and face-to-face courses at myu.umn.edu. All students taking SPH courses are welcome to enroll in the SPH E-Learning Resources course site at z.umn.edu/sphelearningresources. You will have access to a variety of resources to support you in navigating University resources, such as the Libraries and Writing Center. You must have a university ID in order to access Moodle or Canvas (the two learning management systems in use at the University).

Students in online courses will receive a welcome email approximately one week before the semester begins, which will detail when you can access the course sites. If you have questions, please contact deceph@umn.edu.

1.8 COURSE EVALUATIONS AND YEARLY STUDENT SURVEY

Course Evaluations
Students provide essential input into the continued development of the School of Public Health’s teaching program. Students are asked to complete evaluations for all SPH courses. Historically, SPH Students have a higher response rate than any other school or college in the university, with approximately 70% of all students reporting. This response rate is of tremendous value to faculty members and provides important information for course improvement, as well as faculty promotion or retention. Evaluations are done online at the end of each term.

SPH Student Engagement Survey
Students are also strongly encouraged to evaluate and comment on the school and its programs through our annual SPH Student Engagement Survey. The survey covers many aspects of the student experience including field placements, career services, financing, and overall service. Students in EMHA and EPHAP will receive the Student Engagement Survey during the fall term; all other students will receive the survey during the spring term.

Career Survey
Recent graduates are expected to complete the Career Survey. The survey captures important employment information, follows up on educational plans, compensation norms, and contact information. The School is required to collect this information as it relates to both accreditation standards and program improvement.

1.9 THE ROLES OF YOUR ADVISING TEAM

The School of Public Health provides advising that promotes collaboration among students, staff, and faculty to enhance students’ academic and professional development in the field of public health. The School’s goal is to promote educational and experiential excellence that prepares students for successful careers improving the health of populations.

Defining Advising
The School of Public Health is committed to creating and sustaining high quality advising in the following four areas:

1. Administrative Advising: Advising on course planning and scheduling, policies, procedures, and benchmarks of the degree program, SPH, and the University. Your program coordinator is your first point of contact for these questions.

2. Academic Advising: General guidance on topics related to program/major including, but not limited to, program focus (may include identifying appropriate course work options), project selection and career planning. Students find their faculty advisors, coordinators, and career services staff helpful in answering these questions.

3. Applied Practice/Internship/Practicum Advising: Specific and targeted advising for Applied Practice, internship, and practicum development, placement, and completion. Your faculty advisor can assist you as you select the type of Applied Practice that best matches your goals.
4. **Masters Project/Thesis/Plan A&B/Dissertation Advising:** Specific and targeted direction on a master's project or a PhD dissertation including, but not limited to: development, completion, and in some cases publication. Your faculty advisor will assist you in developing a direction for your project or dissertation.

**Advising Expectations for Students**

SPH students are expected to:

- Regularly read and respond to University email; email is the official mode of communication at the University of Minnesota.
- Review program objectives and educational documents at least once per semester, or when directed by program coordinator or program director/Director of Graduate Studies; students are responsible for knowing the requirements of the degree program.
- Actively contribute to a welcoming and supportive student climate.
- Initiate meetings with advisors at least once per semester; regularly communicate with faculty advisors and/or program coordinator about program progress.
- Respond to inquiries from faculty or staff in a timely manner.
- Behave in a professional and courteous manner; fulfill educational and advising commitments, such as appointments, project deadlines, etc.

### 1.10 EXPECTATIONS FOR CLASS PARTICIPATION

"Good discussion involves people trying to build on, and synthesize comments from others, and on showing appreciation for others’ contributions. It also involves inviting others to say more about what they are thinking."

- Dr. Stephen Brookfield of St. Thomas University, Minneapolis, MN

Employers expect their employees to work effectively on teams and this has led to a competency required for an MPH degree: "Perform effectively on interprofessional teams." Thus, a portion of your grade in class may be based on quality participation in group-based activities. We are providing the following examples* to let you know what we expect for all communications in the class. These apply to in-person or online discussions and to interactions between both students and members of the faculty and staff.

- Imagine your interactions are with colleagues in a workplace.
- Show you are interested in what another person wrote or said.
- Encourage another person to elaborate on something they have already said.
- Provide a resource (a reading, web link, video) not covered in the syllabus that adds new information/perspectives to our learning.
- Summarize conversations so far and/or suggest new directions and questions to be explored in future.
- Summarize several people's contributions and reflects a recurring theme in the discussion.
- Comment that you found another person's ideas interesting or useful; be specific as to why.
- Paraphrase, at least partly, a point someone has already made.
- Seek assistance from others in understanding course content.
- Offer your explanations or solutions to others seeking help in understanding course content.
- Be succinct; avoid extraneous information.
- Address the point of the discussion; stay on topic.
- Provide constructive criticism where feedback or a critique is required.
- Avoid sarcasm, particularly in an online environment where it can create confusion.
- Avoid vitriol, this can create a hostile environment and does not add information.
- Keep your communication professional and refrain from using rude or offensive language.

*We thank Dr. Brookfield of St. Thomas University, Minneapolis, for some of these tips.

### 1.11 COMMENCEMENT ELIGIBILITY

Students enrolled in MPH, MHA, or MS programs are eligible to participate in the May Commencement Ceremony if they are on track to complete course credit requirements and the culminating experience by the end of the spring or summer semester or have completed the necessary course credit requirements and culminating experience the previous summer or fall semester.

Exceptions may be granted on an individual basis per review by the program coordinator and program director. To seek an exception, please contact your program coordinator.
2. THE UNIVERSITY OF MINNESOTA

2.1 U OF M BASICS

University Identification Numbers and Accounts

All students and employees at the University of Minnesota are issued two unique identifiers. One is a seven digit student ID number which is sent to students in their acceptance letter, the other is an Internet ID (sometimes referred to as your “X500”). Your U of M Internet ID is the key to online services such as your University email account, Google apps, registration, library access, tuition, billing statements, and more.

Your ID number and Internet ID stay the same on all coordinate campuses and through any role changes (student to staff, staff to student, faculty to staff, etc.) and they will never be reassigned to another person. Each student attending the University of Minnesota must setup a student internet/email account by going to www.umn.edu/initiate or by calling the Technology Help Line at 612.301.4357 (1-HELP).

Email

The University provides students with an email account upon the student's matriculation to the institution. Your University email address is: [your Internet ID]@umn.edu. This account is free of charge and is active as long as you remain active as a student. The Office of Information Technology posts information on their website about end of life account policies. Please see it.umn.edu/google-account-end-life-policies for details about access after graduation or other times you may be an inactive student.

A University-assigned student email account is the University's official means of communication with all students. Students are responsible for all information sent to them via their University assigned email account. Course lists, immunizations, billing statements, financial aid updates, and other important information will be sent via the U of M student email address.

The School of Public Health relies heavily on email notices to students, staff, and faculty. To keep current on upcoming events, job announcements, new course announcements, scholarships, internships, the SPH newsletter, and good opportunities, students should check their email regularly.

If a student chooses to forward the provided University email account, the student is responsible for all information, including attachments, sent to any other email account. Because of this, it is strongly recommended that students use their U of M email account and do not transfer it to a personal email account.

Duo Security

The University of Minnesota is taking meaningful action to help students, faculty, and staff safeguard themselves against cybercrime. Duo Security, or two-factor authentication, is required at the University of Minnesota Sign-in page. The Sign-in page is the University’s gateway to applications such as myU, Gmail, Calendars, Docs, Canvas, and many other programs.

Enroll Now:

- Visit my-account.umn.edu and choose Password Management from the self-service menu on the left.
- Select Reset you UMN password. Follow the instructions on the page.
- As soon as you’ve reset your password, you will be guided through the Duo enrollment process.

If you use Duo Security to sign in to University applications, you are strongly encouraged to set up back-up devices in Duo Security so that you are prepared in the event that your primary Duo device is unavailable. Learn about back up devices at it.umn.edu/duo-use-backup-device.

As a Duo user, it is your responsibility to come prepared to sign in to applications necessary for class activities, including exams and quizzes. If you are unable to sign in, you may lose points for the class activity. Failure to bring your Duo device or a back-up is not an excused absence or a valid reason for make-up work.

Learn more about Duo Security at z.umn.edu/duosecurity.

One Stop

One Stop Student Services is your go-to resource for how things work at the University proper. One Stop falls under the umbrella of Academic Support Resources (ASR), which supports many functions for the University of Minnesota system campuses and Twin Cities Graduate School and Professional Schools. ASR also includes the Office of the Registrar, the Office of Student Finance, Office of Classroom Management, ASR- IT, and Continuity and Compliance.

The One Stop website is your source for general information about registration, financial aid, tuition and billing, grades and transcripts, dates and deadlines, financial wellness, veteran’s benefits, and many other University resources.
One Stop counselors are also available to help you in-person at any of their three service centers: on the East Bank in Bruininks Hall, in the West Bank Skyway, or on the St. Paul campus in Coffey Hall. They provide walk-in services to students, no appointments necessary! You can also get your questions answered by calling or emailing One Stop. One Stop Counselors are certified financial managers and are available for confidential, one-on-one financial wellness appointments that cover a range of topics from budgeting, spending plans, credit, and much more. Call or email One Stop to learn more about this free service.

**MyU**

While you can contact One Stop or visit the One Stop website to seek out information, you will use the MyU website to complete your University business. MyU is the official University of Minnesota web portal, personalized for you. It is where you’ll register for classes, manage financial aid and billing, maintain your personal info, and much more.

**U Card**

Your U Card can give you access to campus buildings and different accounts based on your role or status at the University. Your first U Card is free and can be obtained at the U Card Office. Bring your driver’s license, state ID, or passport and be prepared to have your picture taken.

**Accounts on the U Card**

- Meal Plan
- Student Account
- Gopher GOLD Account
- FlexDine Account
- Library Account
- Department/College Printing
- TCF U Card Checking Account (Optional)

**Additional services with your U Card**

- Parking and Transportation Services (Bus & Metro Pass) - Purchase pass after you get your U Card
- Discounts
- Attendance verification card

**Building Access with U Card**

- Residential Halls
- Recreation and Wellness Center
- Secured Buildings

### 2.2 UNIVERSITY OF MINNESOTA CALENDARS

The official University Calendar can be found at [onestop.umn.edu](http://onestop.umn.edu). Refer to this resource for academic calendars, drop/add deadlines, and other scheduling-related needs.

**Additional calendar resources:**

- School of Public Health-specific events, [http://www.sph.umn.edu/events-calendar/](http://www.sph.umn.edu/events-calendar/)
- Academic Health Center resource hub, [https://hub.ahc.umn.edu/](https://hub.ahc.umn.edu/)

### 2.3 CAMPUS SERVICES

**Parking and Transportation**

The University’s Parking and Transportation website has a wealth of information concerning getting to and around campus. Parking is extremely limited on campus and we encourage students to bus, bike, or walk if possible.

- **Campus Shuttle Buses:** Campus shuttle buses run at no charge between the East Bank, West Bank, and St. Paul campuses with varying routes and times. Current schedule information is posted on the above listed website as well as various locations throughout the Twin Cities campus.

- **Metro Transit and the U Pass:** Take advantage of the deeply discounted Metro Transit bus pass. U-Pass is the ultimate transit pass that provides unlimited rides 24 hours a day. It is valid on all regular bus and light-rail train routes, as well as express, local, limited-stop, or Downtown Zone routes. It may not, however, be used on some special event services. Information can be found at [www.pts.umn.edu/bus/upass](http://www.pts.umn.edu/bus/upass).

- **Parking:** Contract parking for students is sold through a lottery system each semester. Locations may vary but include spaces on the East Bank, West Bank, and St. Paul campuses. Hourly parking is available in several University public
facilities. Parking rates vary depending on proximity to campus and the facility type. Visit the Parking and Transportation website, www.pts.umn.edu, or call (612)626-PARK (7275) for more information.

The Motorist Assistance Program offers free services (unlocking vehicles, jump-starts, changing flat tires, and referral to a service station) to all customers parked in U parking facilities. Hours are Monday through Thursday from 7:00 AM to midnight, Friday from 7:00 AM to 10:00 PM. (Service is not available on weekends or official University holidays). Call (612)626-PARK for any motorist assistance needs.

Disability parking is available in many parking facilities and metered areas. Use of these designated spaces requires a state-issued permit or license plate. For additional information, call the State of Minnesota at (651)296-6911 or review the UMN Disability Parking content online at www.pts.umn.edu/park/disability.

Housing
The University’s Office of Housing & Residential Life is the best resource for finding housing on or near campus.

Maps
Find the way to any University building.

Digital Signage
The School of Public Health has two different digital signs that provide information specific to the public health students. These can be found on the 3rd floor of the Mayo building near the Dean’s office in Mayo A-302 and the 3rd floor of the WBOB building.

Dining
University Dining Services offers a wide variety of dining experiences throughout the Twin Cities campus.

2.4 HEALTH AND WELLBEING

University-Sponsored Student Health Benefit Plan
The University requires all students to have health care coverage to ensure they have access to medical care and can maintain good health, which is essential for academic success. This requirement is University-wide and not specific to the School of Public Health.

The Office of Student Health Benefits (OSHB), a unit of the Office for Student Affairs, administers health, dental, and other benefits and enrollment for all eligible University students, residents, fellows, and interns.

All students who are admitted to a degree program and registered for six or more credits per semester (or three or more credits during summer term) that count towards the automatic assessment of the Student Services Fee are required by the University of Minnesota to have health plan coverage. Students who meet both criteria are automatically enrolled in the University-sponsored Student Health Benefit Plan (SHBP). The Student Health Benefit Plan is a cost-effective, comprehensive health plan designed to meet the unique needs of students. Students may choose to waive the University-sponsored Student Health Benefit Plan by providing proof of enrollment in an alternative Eligible Health Plan. Please contact the Office of Student Health Benefits to determine your exact eligibility status.

Graduate Assistants (GA), Teaching Assistants (TA), and Research Assistants (RA) may be eligible for the Graduate Assistant Health Plan (GAHP), which is different from the standard SHBP. Please consult the OSHB for more details.

The University also requires all international students and their dependents to purchase the University-sponsored Student Health Benefit Plan unless they are eligible for a waiver. International scholars visiting the University for more than 31 days are also required to enroll in the University-sponsored Student Health Benefit Plan. Scholars who will be at the University for 31 days or less may choose not to enroll in the University-sponsored Student Health Benefit Plan, but are required to carry their own health plan coverage for the duration of their visit to the University and must meet J-1 U.S. Federal regulation requirements.

Long Term Care Disability Insurance Fee
Academic Health Center students, which includes the School of Public Health, enrolled in a qualifying AHC program will be automatically covered under a group Long Term Disability plan while a student. This coverage is not optional. They will see a charge for this coverage on their student account once at the beginning of each fall and spring semester. Payment of this fee for two consecutive semesters provides year around coverage until graduation from their program.
Questions and More Information

Office of Student Health Benefits
University of Minnesota
410 Church Street S.E., N323
Minneapolis, MN 55455
Phone: (612)624.0627 or 1(800)232-9017
Fax: (612)626-5183 or 1(800)624-9881
E-mail: umshbo@umn.edu
www.shb.umn.edu

Boynton Health Services bhs.umn.edu/

Located on the University of Minnesota Twin Cities campus, Boynton Health (BHS) is a primary healthcare clinic serving University students, staff, and faculty. BHS accepts clients from most health insurance plans.

Boynton provides quality, comprehensive health care services, counseling, and education, beyond the scope of most primary health care clinics:

- Primary and urgent care
- Mental health services
- Dental and eye clinics
- Pharmacy needs
- Women's health
- Physical and massage therapy
- Health promotions such as flu shots and nutrition services

Student Mental Health Resources mentalhealth.umn.edu

As a student you may experience a range of issues that could result in barriers to learning such as strained relationships, increased anxiety, alcohol/drug problems, feeling down, difficulty concentrating, and/or lack of motivation. These mental health concerns or stressful events may lead to diminished academic performance or reduce a student’s ability to participate in daily activities. University of Minnesota services are available to assist you with addressing these and other concerns you may be experiencing. You can learn more about the broad range of confidential mental health services available on campus via the Student Mental Health Website at http://www.mentalhealth.umn.edu.

This website helps connect students to crisis help, counseling services, support groups, and offers tips on helping others who are experiencing stressful events and/or mental health challenges.

If you or someone you know is having a mental health crisis and/or is in immediate danger, please call 911.

If the mental health crisis you are experiencing is not dangerous, but you wish to talk to someone immediately for assistance about what to do next, call or text this 24-hour helpline:

Crisis Connection
(612)301-4673 (or from a campus phone 1-4673)

U of M Textline
Text "UMN" to 61222

SPH Mental Health Advocates

For non-urgent, confidential situations where consultation is desired, the School of Public Health also has several trained Mental Health Advocates who are available to chat about any concerns you as a student are experiencing, or you can consult with them about a colleague or classmate who you believe may need assistance or resources. This consultation can be found in the Student Services Center, Mayo A-395. Drop-in to see if an advocate is available or to make an appointment. You can also email questions to sph-ask@umn.edu with a subject of “Mental Health Advocate”, or you can call (612)626-3500 and ask to see if an advocate is available or to make an appointment.

Smoke-free University

The University of Minnesota, Crookston, Duluth, Rochester, and Twin Cities are smoke- and tobacco-free campuses. All students, staff, faculty, and visitors are prohibited from smoking and using, selling, free distributing, and advertising tobacco products and electronic cigarettes in all facilities and on all University property.

The success of this policy will depend upon the thoughtfulness, consideration, and cooperation of everyone on campus. All members of the University community are responsible for enforcing this policy. Students, faculty, staff, and visitors who violate this policy should be reminded of the policy and asked to comply. Repeated violation of this policy may be cause for disciplinary action in accordance with applicable student or employee codes of conduct. Visitors who refuse to comply with this policy may be asked to vacate campus property.
The Aurora Center
The Aurora Center for Advocacy and Education provides crisis intervention and advocacy services to victim and survivors of sexual and relationship violence, harassment, and stalking. The staff and volunteers are also available to provide prevention training and education on a variety of issues.

Lactation Spaces
Spaces are available on campus offering private and comfortable rooms that are designed specifically for nursing mothers to pump and store breast milk. If you have questions and concerns about lactation spaces or resources, please contact Susan Warfield at warfi002@umn.edu.

Recreation & Wellness Center
The University Recreation and Wellness Center, commonly referred to as the RecWell, is a free resource for all students. Located on the University of Minnesota’s East Bank Campus, the facility serves between 3,000 and 5,000 patrons on an average weekday during the academic year. The Department of Recreational Sports also offers opportunities for the following activities:

- Aquatics
- Fitness
- Golf
- Intramurals
- Outdoor Recreation
- Sport Clubs
- Wellness
- Youth Programs

2.5 DIVERSITY
The University of Minnesota is committed to achieving excellence through equity and diversity. We believe that a diverse student body enhances the academic and social environment for all students and prepares students to thrive in an increasingly diverse workforce and society. Equitable access to education is critical to preparing students for the responsibilities of citizenship and civic leadership in a heterogeneous society. The University strives to provide equitable access and opportunity in its programs, facilities, and employment. The University will also establish and nurture an environment for faculty, staff, students, and visitors that actively acknowledges and values difference and is free from racism, sexism, ageism, homophobia, and other forms of prejudice, intolerance, or harassment.

The global, population-based nature of public health demands that the School of Public Health (SPH) seek and train students of all racial, ethnic, economic, and educational backgrounds. We believe such diversity enriches the learning experience and helps build excellence in public health leadership. The SPH is dedicated to providing our students with a supportive and welcoming academic experience in and out of the classroom. The student led Diversity Matters, and faculty led Health Equity Work Group organizations are designed to address and explore issues of diversity that impact both our school and society at large.

We also strive to create a community that is actively engaging in the areas of diversity and inclusion to create an excellent educational environment. The SPH defines inclusion as all-embracing of the fullness of humanity. Our goal is to recognize differences, address disparities, and to help cultivate understanding within the SPH community. This sense of inclusiveness recognizes that diversity is not limited to a select number of categorical elements of a person but encompasses all of person’s attributes as well as their intersections.

The SPH Coordinator of Diversity, Equity, and Inclusion, Lauren Eldridge, works with students, staff, faculty, and community members to advance equity and diversity within the SPH. Her office is in A395-3 Mayo Memorial Building and she can be contacted at leldridg@umn.edu or at (612) 624-9970.

For more information please visit:
- University policy on Equity & Diversity: regents.umn.edu/sites/default/files/policies/Equity_Diversity_EO_AA.pdf
- Office for Equity and Diversity: diversity.umn.edu/oeaa/home
- SPH info and resources for Diversity & Inclusion: sph.umn.edu/about/diversity-inclusion/

In addition, the University has several offices across campus whose purpose is to support underrepresented students and promote diversity. The following is a list of some of those offices:

Disability Resource Center
diversity.umn.edu/disability/
Location: 108 McNamara Alumni Center, 200 Oak Street SE (East Bank)
Phone: (612)626-1333 (Voice/TTY)

Disability Resource Center promotes access and equity for students with disabilities (e.g., physical, learning, psychiatric, sensory or systemic) and assists the University in achieving its mission to provide optimal educational opportunities for all students as well
as obligations under federal and state statutes. Students are responsible for contacting Disability Services for more information or to arrange accommodations.

**Graduate School Diversity Office**  
[grad.umn.edu/diversity]

Location: 333 Johnston Hall, 101 Pleasant Street SE (East Bank)  
Phone: (612)625-6858

The Graduate School Diversity Office coordinates and leads the University’s initiatives in the recruitment, funding, retention and graduation of a diverse graduate and professional student body. The office is situated within with The Graduate School and works with other units connected to diversity and multiculturalism.

**The Gender and Sexuality Center for Queer and Trans Life**  
[diversity.umn.edu/glbta/]

Location: 46 Appleby Hall, 128 Pleasant Street SE (East Bank)  
Phone: (612)625-0537

The Gender and Sexuality Center for Queer and Trans Life is dedicated to transforming campus climate for University of Minnesota students, staff, faculty, alum and community members by developing and supporting more inclusive understandings of gender and sexuality through education, advocacy, outreach and support.

**International Student and Scholar Services**  
[isss.umn.edu/]

Location: 109 Hubert H. Humphrey School, 301 19 Ave (West Bank)  
Phone: (612)626-7100

International Student and Scholar Services (ISSS) is the office dedicated to serving the University’s international community. Its primary mission is to assist international students and scholars in successfully accomplishing the goals that brought them to the University, by using all available resources. Services include:

- Counseling and advising
- Immigration and visa regulation advising
- Newsletters
- Career services
- Academic opportunities for university students
- Tax return information

**Multicultural Center for Academic Excellence**  
[diversity.umn.edu/multicultural/]

Location: 140 Appleby Hall, 128 Pleasant Street SE (East Bank)  
Phone: (612)624-6386

The Multicultural Center for Academic Excellence (MCAE) is a campus-wide resource that promotes an inclusive atmosphere to foster and enrich multicultural understanding among all members of the University community. MCAE’s commitment to creating such a climate is driven by a student-first culture in which students are the highest priority.

**Office of Equity and Diversity**  
[diversity.umn.edu/]

Location: 432 Morrill Hall, 100 Church Street SE (East Bank)  
Phone: (612)624-0594

The mission of the Office of Equity and Diversity (OED) is to leverage the transformative power of equity and diversity to advance excellence in teaching, research and community engagement at the University of Minnesota. OED envisions a University where equity and diversity are:

1. Integrated into the work and lives of every student, faculty and staff member.
2. Recognized as core institutional values, and will inform thinking, policies and practices throughout the University.
3. Inherently intertwined with academic excellence and the development of leaders for a globally inclusive society.

**Office of Equal Opportunity and Affirmative Action**  
[diversity.umn.edu/eoaa/]

Location: 274 McNamara Alumni Center, 200 Oak Street SE (East Bank)  
Phone: (612)624-9547
The Office of Equal Opportunity and Affirmative Action (EOAA) was founded in 1972 to ensure that all University community members uphold federal and state civil rights laws and regulations, as well as University equal opportunity policies. The EOAA Office envisions a University community that is equitable, one that values the diversity of its workforce and student body and is free from discrimination and harassment.

**Student Conflict Resolution Center**

Location: 254 Appleby Hall, 128 Pleasant St. SE (East Bank)
Phone: (612)624-7272

The Student Conflict Resolution Center (SCRC) offers informal and formal conflict resolution services to resolve students' University-based problems and concerns. An ombudsman provides confidential, neutral, and informal options. An advocate is available to assist students in formal grievance or disciplinary proceedings.

**Women’s Center**

Location: 64 Appleby Hall, 128 Pleasant Street SE (East Bank)
Phone: (612)625-9837

The Women’s Center advances equity for women students, staff, faculty, and alumni across identities. The Women’s Center increases connections for women’s success, cultivates socially responsible leaders, and advocates for organizational culture change toward excellence for all.

### 2.6 ACADEMIC RESOURCES

**University Libraries**

The Bio-Medical Library is located in Diehl Hall and contains materials in the areas of allied health, medicine, mortuary science, nursing, pharmacy, public health, and the basic life sciences. In addition, the library provides numerous resources and services such as library instructional classes, research workshops, reference consultations, library mediated searches, and citation clarification. The Mathematics library (https://www.lib.umn.edu/math), located in Vincent Hall, contains materials in the area of mathematics and statistics.

Information on other University libraries and collections can be found at www.lib.umn.edu.

The Subject Librarian for the School of Public Health is Shanda Hunt. Please email hunt0081@umn.edu or call (612)301-1318 to set up an appointment.

**Bookstore**

The University of Minnesota Bookstore, located in Coffman Union, sells texts for all Public Health courses. Course materials can also be ordered online.

**Center for Educational Innovation**

The Center for Educational Innovation (CEI) was created in 2014 by Provost Karen Hanson to strengthen instructional and academic technology collaboration and support across the University. By combining the Center for Teaching and Learning and the Office of eLearning, the CEI provides expertise that supports curricular and pedagogical innovation in campus classrooms and in online courses and programs.

**Center for Writing**

The Center for Writing provides free writing instruction for all University of Minnesota students at all stages of the writing process. In collaborative consultations, they help students develop productive writing habits and revision strategies. Assistance can be found via appointments or online.

The Online Writing Center offers online tutoring to students taking Writing-Intensive courses at the University of Minnesota. Online tutoring is conducted via the Web and consists of comments and feedback offered by experienced writing tutors. Tutors are trained in fields such as composition, speech communication, scientific and technical communication, and rhetoric, and many of them are instructors at the university. Tutors review the writing you submit by offering comments and suggestions for improvement; however, they will comment mainly on the areas students specify.
Information Technology

Technology Help is your first point of contact for hardware, software, and internet support. You can contact Technology Help for assistance even if you are not yet on campus.

IT@umn.edu can help you initiate and manage your student internet account, get connected to Wi-Fi on campus, explore discounted or free devices and software available to students, as well as show you how to keep your computers, mobile devices, and data safe, both at home and at the University.

2.7 CAMPUS SAFETY

Police

The University of Minnesota has a full-service police department; in the event of an emergency dial 9-1-1.

Security Monitor Program

The Security Monitor Program offers a walking and biking escort service to and from campus locations and nearby adjacent neighborhoods. This service is available at no charge to students, staff, faculty, and visitors to the University of Minnesota – Twin Cities campus. To request an escort by a trained student security monitor, please call (612)624-WALK (9255) shortly before the desired departure time and walk safe.

Safe-U Emergency Notification

The safety of students, faculty, staff, and visitors is of highest priority at the University of Minnesota. A multi-pronged, collaborative effort is in place to promote on-campus safety, while working with our community partners to ensure proper resources are dedicated to making off-campus neighborhoods safe as well.

Safe-U Text messaging system provides students, faculty, and staff timely emergency notifications so that our community can stay informed about critical campus safety issues.

Safe-U will be used infrequently and specifically for real emergency situations.

Campus Wide Emergency Alert System

The Campus Wide Emergency Alert System includes 21 outdoor loudspeakers mounted on poles and rooftops on the West Bank and East Bank and in St. Paul. The system will project an alert tone and vocal instructions in the event of a campus emergency.

2.8 ADDITIONAL RESOURCES

Post Office

A full-service U.S. Post Office is located on the ground floor of Coffman Union.

Copies/Fax Machines

A University Copy Center is located in Mayo D104 as well as other locations throughout the University.

Student Legal Service

University Student Legal Service (USLS) provides legal representation and legal advice to eligible students on the Twin Cities campus.

3. REGISTRATION

3.1 FULL-TIME STATUS

All SPH students need to register for at least six credits in fall and spring semester to be considered full-time. In the summer, MHA and MPH students must be registered for six credits to be considered full-time and three credits to be considered half-time.

Note: The Office of Financial Aid or external agencies may require students to be registered for more than three or six credits to be considered full-time; check with these agencies to verify their requirements.
### 3.2 REGISTRATION PROCESS

**How-To Guides**
The University of Minnesota provides how-to guides for many common procedures on the [Onestop website](http://onestop.umn.edu), including registering and enrolling for classes. These guides provide visuals as well as text.

**Step One**
Select courses for the term with your advisor before registering. Please make an appointment at the earliest convenient time. To view available courses:

1. Log into MyU.
2. Select the My Academics tab, then the My Classes sub-tab.
3. Click on Class Search (in the Enrollment Tools section).
4. Determine search criteria; you must select your campus (Institution), term, and at least two additional criteria. Students in the School of Public Health will find the majority of their courses listed under the subject "PUBH".
   - Note: 5000- through 8000-level courses are considered graduate-level. 1000- and 3000-level courses are for undergraduates and will not receive approval for graduate credit. Under some circumstances, with approval of the student’s major field, 4000-level courses may also be applied toward a MPH degree as long as they are taught by a member of the graduate faculty.
5. View your search results. To see only classes that are open, select Show Open Classes Only.
6. To continue searching, click New Search or Modify Search. If you hit the back button, you will lose your search results. Click the class number to see more details. You can search for a subject by entering subject code or clicking Select Subject. For more search options, expand Additional Search Criteria. When you are satisfied with your criteria, click Search.

**Step Two**
After selecting your courses, run through the checklist below before registering. Frustrating delays can be avoided by following these hints:

- If instructor consent is necessary for any of your selected course(s), get a permission number from the course instructor or his/her designee before registering. This number permits registration for the course through the second week of the semester; after the second week, it expires. Note that the number is specific to the student it is given to and the course requiring instructor consent. Once a number is used to register, it becomes invalid and cannot be used for another course or by another student.
- You will not be able to register if you have any holds on your University record. Notice of any hold, including the name of the department or office where it may be cleared, is available at [myu.umn.edu](http://myu.umn.edu).
- You can find your registration queue date and time on the web at [myu.umn.edu](http://myu.umn.edu).
- You will need your X500 login and password to register. If you have forgotten your password, call 612.301.4357 to have your password reset. You can also call this number if you have problems logging in to register.

**Step Three**
Register via the web at [myu.umn.edu](http://myu.umn.edu) or go to One Stop Student Services Center in 333 Robert H. Bruininks Hall on the East Bank Campus to register in person. Students having difficulty with self-registration should contact the registration help-line at (612)624-1111 (M-F 8:00-4:00) or email onestop@umn.edu. You may also contact your Program Coordinator or the School of Public Health Student Services Center at (612)626-3500. Please note the following when registering:

- Most courses give the option of either an A/F or S/N (pass/fail) grading option. Be sure to select the grade option desired for the course. Note that there may be a limit to the number of credits a student can take S/N (pass/fail); see the program guidebook for more information. Stricter policies may be enforced by individual majors/programs. There is a strict and early deadline for when grading options can be changed.
- Some courses have variable credits. Before selecting the number of credits, students should make sure they agree with the instructor as to the number of credits appropriate for the work proposed.

### 3.3 GRADES, COURSE ADDITIONS, WITHDRAWAL AND EVALUATIONS

**Change of Grade Option**
For full-semester courses, students may change their grade option, if applicable, through the second week of the semester. After that, grading options cannot be changed. Grade option change deadlines for other terms (i.e. summer and half-semester) can be found at [onestop.umn.edu](http://onestop.umn.edu). For more information about grading policies, see the University Senate [Grading and Transcripts: Twin Cities, Crookston, Morris, and Rochester Policy](http://www.umn.edu).
Grading Scale
The University uses plus and minus grading on a 4.000 cumulative grade point scale in accordance with the following, and you can expect the grade lines to be drawn as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.000</td>
</tr>
<tr>
<td>A-</td>
<td>3.667</td>
</tr>
<tr>
<td>B+</td>
<td>3.333</td>
</tr>
<tr>
<td>B</td>
<td>3.000</td>
</tr>
<tr>
<td>B-</td>
<td>2.667</td>
</tr>
<tr>
<td>C+</td>
<td>2.333</td>
</tr>
<tr>
<td>C</td>
<td>2.000</td>
</tr>
<tr>
<td>C-</td>
<td>1.667</td>
</tr>
<tr>
<td>D+</td>
<td>1.333</td>
</tr>
<tr>
<td>D</td>
<td>1.000</td>
</tr>
<tr>
<td>F</td>
<td>0</td>
</tr>
</tbody>
</table>

- A = achievement that is outstanding relative to the level necessary to meet course requirements.
- B = achievement that is significantly above the level necessary to meet course requirements.
- C = achievement that meets the course requirements in every respect.
- D = achievement that is worthy of credit even though it fails to meet fully the course requirements.
- F = failure because work was either (1) completed but at a level of achievement that is not worthy of credit, or (2) not completed and there was no agreement between the instructor and the student for an I (Incomplete).

- S = achievement that is satisfactory, which is equivalent to a C- or better
- N = achievement that is not satisfactory and signifies that the work was either 1) completed but at a level that is not worthy of credit, or 2) not completed and there was no agreement between the instructor and the student that the student would receive an I (Incomplete).

Other Transcript Symbols
- **Incomplete [I]**
  - There shall be a temporary symbol I, **incomplete**, awarded to indicate that the work of the course has not been completed. The I shall be assigned at the discretion of the instructor when, due to extraordinary circumstances, the student was prevented from completing the work of the course on time. The assignment of an I requires a written contract between the instructor and student specifying the time and manner in which the student will complete the course requirements. In no event may any such written agreement allow a period of longer than one year to complete the course requirements. The Incomplete contract can be found at [http://secure.ahc.umn.edu/publichealth/sphgrades/](http://secure.ahc.umn.edu/publichealth/sphgrades/)
  - For graduate/professional students, an I is to remain on the transcript until changed by the instructor or department.
  - When an I is changed to another symbol, the I is removed from the record.
  - A student does not need to be registered at the University in order to complete the work necessary to convert an I to a grade with credit in the time and manner previously agreed upon between the student and the instructor. The instructor is expected to turn in the new grade within four weeks of the date the work was submitted by the student.

- **Transfer [T]**
  - There shall be a symbol T, **transfer**, posted as a prefix to the original grade, to indicate credits transferred from another institution or from one college or campus to another within the University when reevaluation is required.

- **Withdrawal [W]**
  - If a student officially withdraws from a course during the first two weeks of classes, there shall be no record of that course registration entered on the student's transcript. There shall be a symbol W, **withdrawal**, entered upon a student's record when the student officially withdraws from a course in accordance with procedures established by the student's college or campus*. The W will be entered on the transcript irrespective of the student's academic standing in that course if the student withdraws from the course during the third through eighth week of class (second or third weeks of summer sessions). Withdrawal in the ninth or later week of
classes (fourth or later in summer sessions) shall require approval of the college and may not be granted solely because a student is failing the course; there must be extenuating non-academic circumstances justifying late withdrawal.

- **Continuation [X]**
  - There shall be a symbol X, indicating a student may continue in a continuation course in which a grade cannot be determined until the full sequence of courses is completed. The instructor shall submit a grade for each X when the student has completed the sequence.

- **In Progress [K]**
  - There shall be a symbol K, assigned by an instructor to indicate the course is still in progress and that a grade cannot be assigned at the present time.

**Grade Submission**

All grades for all courses each term shall be submitted to the Office of the Registrar no later than 72 hours after the last final examination for that term. Students can view their grades online at [myu.umn.edu](http://myu.umn.edu) 24 hours after they are posted by the course instructor.

**Grade Point Average**

Students must achieve a grade point average of no less than 3.0 (B) across their entire program to receive the graduate or professional degree.

**SPH Incomplete Policy**

The maximum time allowed for a student to fulfill incomplete course requirements is one year or as specified on the incomplete contract, agreed upon by the instructor and student. Students who fail to meet incomplete contract deadlines as determined by instructor and student will receive a grade of F or N (depending on grade option) to be entered by the SPH Student Services Center. Instructors are notified via email that an F or N was submitted due to failure in meeting the incomplete contract deadline.

Graduating students who, in consultation with their academic advisor and course instructor, determine not to finish course requirements may request that the incomplete permanently remain on their official transcript (if the course is not required for graduation).

**Graduate Planning and Audit System (GPAS)**

The Graduate Planning & Audit System (GPAS) allows graduate and professional students to plan future coursework and view student degree progress. You only need to add coursework that you plan on taking because the audit ( advisement report) will already track completed coursework and requirements. If you want to add or remove a graduate minor, you will need to submit a separate form.

GPAS allows Program Coordinators, Program Directors, and Director of Graduate Studies to approve students’ coursework plans electronically.

Students will work closely with their academic programs to complete and submit GPAS for review and approval. [onestop.umn.edu/academics/gpas](http://onestop.umn.edu/academics/gpas)

**Probation**

At the end of the semester, the Director of Academic and Student Affairs identifies all SPH students with a cumulative GPA of less than 3.0 enrolled in an SPH program. Students will receive a letter of scholastic probation prepared by the Director of Academic and Student Affairs, to be approved and signed by the Associate Dean. The terms of this letter are the following: students will be placed on probation and informed that they must maintain a term GPA of 3.0 for each subsequent term. Students must achieve letter grades for all courses (incompletes are unacceptable while on probationary status) they are enrolled in during that semester. This written notice will inform the student that the GPA must be raised to a minimum of 3.0 to be removed from probationary status and to be awarded a degree. Students on probationary status who do not receive at least a 3.0 GPA for each subsequent term will be dismissed from the program by the Associate Dean.

Students who have been dismissed from the SPH and are interested in reapplication to the School are allowed to do so 12 months after the date of dismissal. The dismissal becomes part of the reapplication and is considered in any admission decision.

**S/N Grade Option**

Students may take no more than 20% of their coursework on an S/N grading basis, exclusive of those topics, seminars, and experience courses offered only on an S/N basis.

**Adding a Course After It Starts**

No approval is required to add a course during the first week of classes. Instructor approval is required during week two. After the second week of classes, instructor and college scholastic committee approval is required. Deadlines for adding a course for other terms (i.e. summer and half-semester) can be found at [onestop.umn.edu](http://onestop.umn.edu).

**Registration Requirement and Exceptions**
Students are required to register for at least two semester and 20 credits in the School of Public Health.

Students must complete a formal request to change their registration (e.g., add, drop, change your grade basis) after a deadline or to register for more than 18 credits. Students must consult with their program coordinator prior to submitting any forms. Approval is not automatic.

Course Cancellation and Withdrawal

Students should refer to the Refund and Drop/Add Deadlines for the particular term at onestop.umn.edu for information and deadlines for withdrawing from a course. As a courtesy, students should notify their instructor and, if applicable, advisor of their intent to withdraw.

Students wishing to withdraw from a course after the noted final deadline for a particular term must contact the School of Public Health Student Services Center at sph-ask@umn.edu for further information.

Course Prerequisites

Any college or campus may set special scholastic or other standards for registration in a particular course, for scholastic probation, admission, honors, continued residence, degrees, and other purposes they deem appropriate.

Course Evaluations

Student feedback on course content and faculty teaching skills are an important means for improving our work. Please take the time to complete a course evaluation for each of the courses for which you are registered. The SPH collects student course evaluations electronically using a software system called CoursEval: sph.umn.edu/students/current/course-eval-grades/. The system will send email notifications to students when they can access and complete their course evaluations. Students who complete their course evaluations promptly will be able to access their final grade as soon as the faculty member renders the grade in SPHGrades: www.sph.umn.edu/grades. All students will have access to their final grades through OneStop two weeks after the last day of the semester regardless of whether they completed their course evaluation or not.

Note: Responses will remain anonymous and will not be released to the course instructor until after final grades have been submitted. This is School of Public Health procedure, not a University-wide policy, and therefore applies to Public Health courses only.

3.4 TRANSFER CREDIT

Course Credit Transfer Policy

Course credits may be used to satisfy public health core or other program requirements as jointly approved by the Program Director and the Associate Dean of Education. No course credits older than 5 years from the date of the student’s matriculation will be accepted for transfer. A grade of "B-" or better is required for each course requested for transfer credit.

SPH students who have completed graduate-level coursework at the University of Minnesota or another college or university may petition to transfer those courses toward their SPH degree. To be considered for transfer, graduate level coursework must have been taken at an accredited graduate institution.

Higher standards of achievement and stricter policies may be enforced by individual programs.

Students must:

1. Meet with their academic advisor to discuss the petitioning process. If the petition is acceptable to the advisor, the student will complete and sign the Academic Policy Petition form and attach an official transcript on which the final grade has been posted.
2. Submit the Academic Policy Petition form to the Program Coordinator for processing. The Academic Policy Petition form can be found at www.sph.umn.edu/current/resources/.
3. The Program Coordinator will forward the petition to the Program Director for approval and signature and then to the Student Services Center for the Associate Dean of Education for final evaluation and/or approval.

The Academic Policy Petition forms may be used for other academic reasons. Students are encouraged to discuss petition issues with their academic advisor or Program Coordinator to determine the appropriate process and procedure.

3.5 EQUIVALENCY EXAM AND INFORMATION

Equivalency Exams

MPH students must satisfy competency requirements in the seven core areas of public health: administration, behavioral science, biostatistics, environmental health, epidemiology, ethics, and foundations. Courses designated as part of the public health core can only be taken for a letter grade (A-F). Students are required to achieve no less than a B- grade in each course taken on an A-F basis. Students may retake public health core courses with the exact same numbered course only once.
Students have the option of taking the equivalency exams in any of the following core areas; however, students can only take the exam one time in each core area. Students who pass the exam(s) are waived from taking the required course and must make up the credits per their area of study and degree requirements. Students who do not pass the exam(s) are required to take the appropriate core course area to satisfy the competency requirements.

Administration
PubH 6751 Principles of Management in Health Services Organizations (2 cr)

Behavioral Science
PubH 6020 Fundamentals of Social and Behavioral Science (2 cr)
PubH 6050 Community Health Theory and Practice I [CHE students only] (3 cr)
PubH 6914 Community Nutrition Intervention [PubH Nutr students only] (3 cr)

Biostatistics
PubH 6414 Biostatistical Literacy (3 cr) [Fall 2014 and beyond] AND a programming class from the following list [students must check with their program advisor or coordinator to ensure they are taking the correct required programming course]

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PubH 6107 Excel and Access in Public Health Settings</td>
<td>1 cr</td>
</tr>
<tr>
<td>PubH 6325 Data Processing with PC-SAS</td>
<td>1 cr</td>
</tr>
<tr>
<td>PubH 6420 Introduction to SAS Programming</td>
<td>1 cr</td>
</tr>
<tr>
<td>PubH 6470 SAS Procedures and Data Analysis</td>
<td>3 cr</td>
</tr>
<tr>
<td>PubH 6617 Practical Methods for Secondary Data Analysis</td>
<td>3 cr</td>
</tr>
<tr>
<td>PubH 6755 Planning and Budgeting for Public Health</td>
<td>2 cr</td>
</tr>
<tr>
<td>PubH 6813 Managing Electronic Health Information</td>
<td>2 cr</td>
</tr>
<tr>
<td>PubH 6845 Using Demographic Data for Policy Analysis</td>
<td>3 cr</td>
</tr>
<tr>
<td>PubH 7200 Fundamentals Exploring and Visualizing Data in R</td>
<td>1 cr</td>
</tr>
<tr>
<td>PubH 7461 Exploring and Visualizing Data in R</td>
<td>2 cr</td>
</tr>
</tbody>
</table>

OR
PubH 6450 Biostatistics I (4 cr)

Environmental Health
PubH 6102 Issues in Environmental and Occupational Health (2 cr)

Epidemiology
PubH 6320 Fundamentals of Epidemiology (3 cr)

OR
PubH 6341 Epidemiologic Methods I (3 cr)

Ethics
PubH 6741 Ethics in Public Health: Professional Practice and Policy (1 cr)

Foundations
PubH 6250 Foundations of Public Health (2 cr) – equivalency exam not available

Equivalency examinations are given at least twice each year (January and August). Students have the option of taking the equivalency exams in any of the following core areas; however, students can only take the exam one time in each core area. Students who pass the exam(s) are waived from taking the required course and must make up the credits per their area of study and degree requirements. A notation on the student’s transcript will be documented if the student passes an equivalency exam. Students who do not pass the exam(s) are required to take the appropriate core course area to satisfy the competency requirements. Equivalency exams satisfy competency requirements for the following core courses only:

PubH 6020 Fundamentals of Social and Behavioral Science

Contact: Toben Nelson at tfnelson@umn.edu

<table>
<thead>
<tr>
<th>Number of questions on exam</th>
<th>4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type of questions</td>
<td>Essay</td>
</tr>
</tbody>
</table>
PubH 6751 Principles of Management in Health Services Organizations
Contact: Jim Begun at begun001@umn.edu
Number of questions on exam: 32
Type of questions: 25 multiple choice, 3 essay, 1 case analysis with 4 questions
Open or closed book: Closed

PubH 6102 Issues in Environmental and Occupational Health
Contact: Matt Simcik at msimcik@umn.edu
Number of questions on exam: 200
Type of questions: Multiple choice
Open or closed book: Closed

PubH 6320 Fundamentals of Epidemiology
Contact: Rachel Widome at widom001@umn.edu
Number of questions on exam: 31
Type of questions: Multiple choice, show-your-work problems
Open or closed book: Open

PubH 6450 Biostatistics I
Contact: Sally Olander at brown198@umn.edu
Number of questions on exam: 60-75
Type of questions: Multiple choice, short answer, and show-your-work problems
Open or closed book: Open

PubH 6741 Ethics in Public Health: Professional Practice and Policy
Contact: Sarah Gollust at sgollust@umn.edu
Number of questions on exam: 10
Type of questions: Short answer
Open or closed book: Open (no internet access)

4. TUITION, FEES, BILLING, AND FINANCES

4.1 MY FINANCES TAB ON MYU
The My Finances tab in MyU.umn.edu is where you’ll find information about billing, payment, and financial aid.

The My Finances tab allows you to view account charges and billing statements. It is also where you can submit an online payment using the preferred and free e-check method. Don’t forget to sign up for Direct Deposit. For residents of Wisconsin, North Dakota, South Dakota, and Manitoba, remember to apply for reciprocity through your home state or province so your bill will have the correct amounts.

OneStop hosts “how-to guides” for common transactions. You can find financial how-to guides here: onestop.umn.edu/how-guides#accord-3


4.2 **TUITION AND FEES**

Please go to [onestop.umn.edu](https://onestop.umn.edu) for complete tuition and fee information.

4.3 **BILLING**

Your billing statement details your amount due (tuition, fees, housing, books, and other campus charges) and your payment due date. You will receive a notice in your University email account when it is ready to view. If you have account charges on more than one campus, you will receive separate billing notices for each campus.

You may opt into a payment plan when your first bill is available, which will divide your payments over three billing periods throughout the semester. Make sure you always pay your bills on time to avoid late fees or cancellation of future class registration.

Your billing statement is a snapshot of the charges and credits applied to your account as of the date the statement was created. For the most up-to-date account activity information, you can check your student account on the My Finances tab in MyU.

**Third Party Billing**

When an organization, not owned by you or a family member, makes a commitment to pay your educational expenses, they are considered a third-party sponsor by the University of Minnesota. When payment is due on your student account, the sponsor is billed by the University. This payment process is termed "third party billing."

Sponsor's payments are subject to the same federal reporting requirements as other financial aid. Some sponsorships don't require a billing invoice and are administered by the University through One Stop Student Services.

Whether you are a student or a sponsor, you will find answers in the frequently asked questions about how the third-party billing processes these payments at the links on the left. In addition, you can view current tuition and fee information.

If you have more questions or need further information, please contact the third-party billing office at tpbill@umn.edu or (612)625-8559.

4.4 **FINANCIAL AID AND SCHOLARSHIPS**

A variety of resources to assist students in financing their education can be found at [www.sph.umn.edu/prospective/tuition-finances/paying-for-your-education/](http://www.sph.umn.edu/prospective/tuition-finances/paying-for-your-education/). Scholarships specific to SPH Divisions and/or Programs can be found in the Division and/or program guidebook.

Information on financial aid can be found at [onestop.umn.edu](https://onestop.umn.edu) (Finances tab) or by emailing onestop@umn.edu.

Students having questions about the status of their financial aid should refer to the appropriate contact below:

<table>
<thead>
<tr>
<th>AID TYPE</th>
<th>CONTACT</th>
<th>EMAIL ADDRESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Division/Major Specific Awards and Traineeships, Division-related donor scholarships, Dean’s Scholarship</td>
<td>Your Program Coordinator</td>
<td><a href="mailto:sph-ask@umn.edu">sph-ask@umn.edu</a></td>
</tr>
<tr>
<td>Medical Scholarships, MN Tuition Scholarship, General donor funded scholarships.</td>
<td>SPH Student Services</td>
<td><a href="mailto:holmx029@umn.edu">holmx029@umn.edu</a></td>
</tr>
<tr>
<td>Federal Loans, Financial Aid Package</td>
<td>Liz Holm - Office of Student Finance</td>
<td><a href="mailto:holmx029@umn.edu">holmx029@umn.edu</a></td>
</tr>
</tbody>
</table>

**Loan Deferment**

A temporary postponement of loan payments is available only under certain conditions; some loans do not accrue interest in deferment, such as subsidized loans [policy.umn.edu/forms/fa/fa830.pdf](https://policy.umn.edu/forms/fa/fa830.pdf).

Students requesting a loan deferment can get their form signed by One Stop Student Services [onestop.umn.edu](https://onestop.umn.edu).

**Financial Aid Exit Counseling**

Exit counseling sessions are required of all borrowers of federal and University-administered student loan programs. Exit counseling provides you information regarding the rights and responsibilities of a borrower and a lender/servicer. You learn about...
repayment, deferment, and cancellation of your loan. These sessions prepare you to be responsible and effective in repayment of your educational loans.

You are required to complete exit counseling when you:

- Are about to graduate.
- Leave the University (even if it is just temporary).
- Drop your registration below half-time enrollment.
- Transfer to another school.
- Leave for a National Student Exchange (NSE) experience.

Once you have been selected for the exit process, you will receive an email with instructions to complete your exit counseling online. Make sure you respond by completing your exit counseling in a timely manner! A hold will remain on your student record until your exit counseling is complete, delaying your diploma, preventing registration, and preventing access to your transcripts.

For more information about student loan exit counseling, contact Student Account Assistance at onestop.umn.edu

4.5 GRADUATE ASSISTANTSHIPS

Many SPH students use graduate assistantships to help finance their education. These are campus working/learning positions that take the form of research, teaching, or administrative appointments. Degree-seeking students in the SPH registered for six or more credits, including international students, are eligible to apply for an assistantship on campus. Because many assistantships are funded by grants, the research activity of SPH faculty may result in numerous opportunities across the school; you are encouraged to check with your faculty to see if, or when, they may be posting new grant-related assistant positions.

Graduate assistantships include an hourly wage, tuition benefits, subsidized insurance coverage, and may include resident tuition rates for student and dependents.

For graduate assistant policies and benefits, go to www1.umn.edu/ohr/gae.

The tuition benefits are particularly attractive to students. Graduate assistants who work at least 25% time from the beginning to the end of the official semester appointment dates are eligible to receive tuition benefits (tuition remission and resident rates) during that semester.

5. GUIDELINES, POLICIES, AND COMPLIANCE

5.1 STUDENT RESPONSIBILITY AND CONDUCT

Students are ultimately responsible for the level of success that they achieve in their program of study and for the time it takes to complete that program. Students should:

- Attend fall orientation and understand the information distributed.
- Understand and follow University, School of Public Health, Division, and Program rules and procedures for completion of degree requirements.
- Read email messages frequently for announcements from the Program Coordinators, Program Directors and Director of Graduate Studies, Student Services Center, and Career Center. These announcements may involve changes in the University, School or Division rules, and procedures for completion of degree requirements; students are responsible for reading and understanding these announcements.
- Check their student mailbox often for printed informational materials.
- Contact a Program Coordinator, Program Directors, or Director of Graduate Studies if they are not getting reasonable assistance from their academic and/or master’s project/thesis advisor.
- Initiate and maintain contact each semester with their academic advisor to review progress toward the completion of their degree.
- Complete the degree in a timely fashion.

The School of Public Health emphasizes three principles of student conduct in all of its degree programs:
1. **Respect Others:** Students are expected to behave in a respectful and professional manner with other students, faculty, and staff in the classroom and on campus.

2. **Honor Privacy:** Every student’s course grades are private and are not to be shown to anyone else. This also applies to the grades of students in courses for which you are a Teaching Assistant.

3. **Present Your Work Honestly:** Plagiarism is defined as the presentation of another’s writing or ideas as your own. For a helpful discussion of preventing plagiarism, please consult University policies and procedures regarding academic integrity: [writing.umn.edu/tww/preventing/definitions.html](http://writing.umn.edu/tww/preventing/definitions.html). Students should be careful to properly attribute and cite others’ work in their writing. For guidelines for correctly citing sources, go to [tutorial.lib.umn.edu](http://tutorial.lib.umn.edu).

The Associate Dean for Learning Systems and Student Affairs is responsible for managing all School of Public Health issues and investigations of academic misconduct.

### 5.2 UNIVERSITY OF MINNESOTA POLICIES

As part of the larger University of Minnesota community, students in the School of Public Health are responsible for abiding by the Board of Regents policies and other University-wide administrative policies. These policies can be found in full at [policy.umn.edu](http://policy.umn.edu).

This policy library holds policies that apply to the entire University system (all five campuses), as well as policies that apply to the Twin Cities campus. The site also displays Board of Regents policies, which are managed through the Board office.

In an effort to avoid potential duplication, omission, or transcription errors, we direct SPH students to read the policies at the original source. We encourage you to particularly become aware of the following:

**Student Conduct Code**

This policy governs the expected standards of behavior for students and applies to all students and student organizations at the University of Minnesota, whether or not the University is in session.

The Office for Community Standards is the unit of the university that works to educate the community about the policies governing student behavior and resolve reported violations of the Student Conduct Code. The process they follow is designed to resolve issues in a way that is fair to all community members.

[https://communitystandards.umn.edu/](https://communitystandards.umn.edu/)

Below are the Student Conduct Code’s guiding principles:

1. The University seeks an environment that promotes academic achievement and integrity, that is protective of free inquiry, and that serves the educational mission of the University.

2. The University seeks a community that is free from violence, threats, and intimidation; that is respectful of the rights, opportunities, and welfare of students, faculty, staff, and guests of the University; and that does not threaten the physical or mental health or safety of members of the University community.

3. The University is dedicated to responsible stewardship of its resources and to protecting its property and resources from theft, damage, destruction, or misuse.

4. The University supports and is guided by state and federal law while also setting its own standards of conduct for its academic community.

5. The University is dedicated to the rational and orderly resolution of conflict.

6. Students are entitled to the rights and responsibilities of other citizens with regard to freedom of speech, peaceable assembly, and right to petition. Students are entitled to exercise their rights to inquire and dissent, speak freely, and peaceably assemble and protest to the extent permissible under both the First Amendment and the Student Conduct Code.

7. Students are entitled to due process and procedural fairness protections, including the prompt notification of charges, the opportunity to respond, the right to an advocate of choice, and the right to the resolution of a case within a reasonable period of time.

Any student or student group found to have committed, attempted to commit, or assisted or abetted another person or group to commit the following misconduct is subject to appropriate disciplinary action under this policy:

- Scholastic Dishonesty.
- Disruption of the Academic Environment.
- Falsification.
- Refusal to Identify and Comply.
- Attempt to Injure or Defraud.

- Harm to Person.
- Bullying.
- Sexual Misconduct.
- Disorderly Conduct.
• Illegal or Unauthorized Possession or Use of Weapons.
• Illegal or Unauthorized Possession or Use of Drugs or Alcohol.
• Providing Alcohol to Minors.
• Unauthorized Use of University Facilities or Services.
• Theft, Property Damage, or Vandalism.
• Unauthorized Access.

• Disruptive Behavior.
• Hazing.
• Rioting.
• Violation of University Rules.
• Violation of Local, State, or Federal Laws or Ordinances.
• Persistent Violations.

Scholastic Dishonesty and Plagiarism

Students are responsible for maintaining scholastic honesty in their work at all times. Students engaged in scholastic dishonesty will be penalized, and offenses will be reported to the Office for Community Standards.

The University’s Student Conduct Code defines scholastic dishonesty as “plagiarism; cheating on assignments or examinations; engaging in unauthorized collaboration on academic work; taking, acquiring, or using course materials without faculty permission; submitting false or incomplete records of academic achievement; acting alone or in cooperation with another to falsify records or to obtain dishonestly grades, honors, awards, or professional endorsement; altering, forging, misrepresenting, or misusing a University academic record; or fabricating or falsifying data, research procedures, or data analysis.”

• Copying information word for word from a source without using quotation marks and giving proper acknowledgement by way of footnote, endnote, or in-text citation;
• Representing the words, ideas, or data of another person as one’s own without providing proper attribution to the author through quotation, reference, in-text citation, or footnote;
• Producing, without proper attribution, any form of work originated by another person such as a musical phrase, a proof, a speech, an image, experimental data, laboratory report, graphic design, or computer code;
• Paraphrasing, without sufficient acknowledgment, ideas taken from another person that the reader might reasonably mistake as the author’s; and
• Borrowing various words, ideas, phrases, or data from original sources and blending them with one’s own without acknowledging the sources.

It is the responsibility of all students to understand the standards and methods of proper attribution and to clarify with each instructor the standards, expectations, and reference techniques appropriate to the subject area and class requirements, including group work and internet use. Students are encouraged to seek out information about these methods from instructors and other resources and to apply this information in all submissions of academic work.”

Serious, intentional plagiarism will result in a grade of "F" or "N" for the entire course. For more information on this policy and for a helpful discussion of preventing plagiarism, please consult University policies and procedures regarding academic integrity: https://communitystandards.umn.edu/

Students are urged to be careful that they properly attribute and cite others' work in their own writing. For guidelines for correctly citing sources, go to www.lib.umn.edu/instruction/tutorials and click on "Organizing and Citing Research."

In addition, original work is expected in all coursework. It is unacceptable for students to hand in assignments for any course for which they received credit in another course unless by prior agreement with the instructor. Building on a line of work begun in another course or leading to a thesis, dissertation, or final project is acceptable.

All issues relating to academic misconduct in the School of Public Health are referred to the Associate Dean of Education.

Sexual Harassment, Sexual Assault, Stalking and Relationship Violence

This policy governs the commitment to the prevention and awareness of and response to sexual harassment at the University of Minnesota.

The University of Minnesota and the School of Public Health are committed to creating a respectful community that is free of harassment. If you see or experience sexual misconduct during a divisional, school, or university related event, or at a professional event (such as at a conference), please consult with a University employee with whom you feel comfortable, or directly report to the Office of Equal Opportunity and Affirmative Action (EOAA) so that they can review the situation. The EOAA will work with you to determine the best course of action to prevent any further misconduct or retaliation.
If you would like more information about sexual misconduct or would like to talk through an experience, The Aurora Center, Student Counseling Services, and Boynton Health Center provide confidential services and resources to help you better understand your rights and the resources available on campus.

Research Involving Human Subjects
This policy governs all research involving human subjects conducted at the University of Minnesota or by University faculty, staff, or student researchers.

Any research you conduct while a student at the University of Minnesota may be subject to review and approval by the University's Institutional Review Board (IRB) for the protection of human research subjects. This applies to projects conducted inside or outside the University. For research conducted outside of the University, students may still need IRB approval from the University even if approval has been obtained from an external agency. Any research involving human subjects must be reviewed by the IRB.

The IRB is a committee of faculty, students, and community members that follows federal regulations and ethical principles in order to protect human research subjects.

If your proposed research project is subject to IRB review, you must submit an application to the IRB before you begin. **You cannot begin any regulated research until you have IRB approval.** This includes sending out recruitment flyers or emails, accessing private data, or doing any aspect of your research. You may not be permitted to use any data that was collected without prior IRB approval. The IRB does not have the authority to approve a study after it has begun.

The IRB approval process may take as little as one week, but can take up to 2 months or longer. "Last minute" approvals are not possible, so it is important to plan ahead. Applications for international research, research with children, research about illegal or stigmatizing behavior, research with vulnerable populations, or research that incorporates deception often require more review time.

**IRB Contact Information**
(612)626-5654
irb@umn.edu
research.umn.edu/units/irb

Projects that are not subject to IRB review include studies that rely on existing publicly available data, such as US Census data. If you are only doing an analysis of publicly available data (i.e., data you can download from a public website) you do not need IRB approval to use it. Technically, such work is research but does not involve living individuals from whom you collect information. On the other hand, an oral history study may not require IRB because it is not a systematic investigation designed to contribute to generalizable knowledge. However, there are many grey areas, so students proposing such work are strongly encouraged to contact the IRB to determine whether their project requires approval.

Additional guidelines for students involved in international fieldwork
If you plan to use data collected as part of your international field experience for your culminating experience project, you are strongly encouraged to contact the IRB before your field experience begins to ensure that your project is approved in a timely manner. You will not be allowed to take data out of the host country without IRB approval.

Grading & Transcript Policy
This policy covers University-wide grading standards and the meaning of transcript symbols. A standard grading system establishes a common understanding of the meaning of grades and promotes uniformity in assigning them. Defining grades and their associated meaning (grade points and assessment of achievement) allows for comparison and for computation of the term and cumulative grade point average.

Leave of Absence
Graduate students who experience circumstances that prevent them from maintaining active status through continuous registration (excluding summer term), and who, through consultation with their Director of Graduate Studies (DGS), Program Director, advisor(s), and relevant offices determine that a leave of absence (LOA) is appropriate, must request a LOA from their college office using this form. Graduate students must receive approval for an official Leave of Absence.

Forms must be submitted to the School of Public Health Student Services Center, A395 Mayo Memorial Building, MMC 819, 420 Delaware Street SE, Minneapolis, MN 55455.
5.3 COMPLAINTS AND GRIEVANCES

The SPH seeks to be aware of and responsive to student issues and complaints. There are numerous ways for you to channel your academic and student life concerns:

- Provide comments on the yearly student survey released every March.
- Meet with your advisor and/or program coordinator.
- Raise the issue with your program director or director of graduate studies, either individually or in a meeting set up for this kind of feedback.

The SPH takes all student concerns seriously and we welcome your input in any of these ways. If the matter is not handled satisfactorily by any of these methods, or if the issue is particularly widespread or serious, please make an appointment with Dr. Kristin Anderson, Associate Dean for Learning Systems and Student Affairs, at ander116@umn.edu.

The University provides resources as well. Report incidents of bias, discrimination, or harassment to the University Office of Equal Opportunity and Affirmative Action at eoaffact.umn.edu. For student issues that are not resolved through SPH channels or for which you seek external support, the Student Conflict Resolution Center will assist in resolving campus-based problems or concerns sos.umn.edu.

Bias Grievance Process

**Purpose:** The School of Public Health strives to value and respect all that our students bring to the SPH community. However, events or conflicts may occur both in and out of the classroom that are deemed inappropriate and inconsistent with this value. Students have a right to report these concerns or incidents of bias. In order to address student reports in a confidential and supportive manner, the SPH developed a basic process that is outlined below. Specifically, if you are a student within the SPH, and feel you have been a victim of discrimination or bias based on your identity or beliefs, please reach out to the Coordinator of Diversity, Equity, and Inclusion.

**Intent:** Students may not know all the resources available on campus to address bias-related issues, or they may not feel comfortable reporting these issues or concerns to university offices. Moreover, students may simply wish to talk through an experience before making any other decision. The Coordinator of Diversity, Equity and Inclusion (DEI) can serve as this point of discussion and referral.

**Process:** Below is a set of process points related to addressing grievances. This is not an exhaustive list of steps, but an outline of critical pieces, meant to give both students and administrators an understanding of what may happen.

1. The Coordinator of DEI, or another SPH administrator, will meet with the aggrieved student to collect information regarding an incident or issue.
2. The Coordinator, or other SPH administrator, may then talk with faculty, staff, or other students to ascertain the context of the incident, as well as the intent and impact of the situation as a whole. It is our intent to move expeditiously, but this process may take several days depending on the schedules of the involved parties.
3. Consult with related office(s). Coordinator of DEI will use all of the available information to help determine whether the situation should be handled by another office or individual (ex: Equal Opportunity and Affirmative Action).
4. Where applicable, the Coordinator will identify and recommend options for resolution.
5. The Coordinator will consult back with student and communicate next steps. These may include (but are not limited to) referral to another campus office or administrator, offer for facilitation or mediation, or a class change.

Our hope is to find reasonable resolutions that will make the aggrieved party/parties feel heard, understood, and continuously welcomed in the SPH community. The coordinator can also provide informal support while the student works with another office to find a resolution.

Note regarding retaliation: The University of Minnesota and the School of Public Health prohibit retaliation against anyone who raises concerns about discrimination, harassment, sexual violence, or nepotism; opposes such practices; or participates in an investigation. Retaliation may include intimidation or harassment. If you feel you have been a victim of retaliation in regards to a report please communicate with the Coordinator of DEI or another administrator in the School of Public Health.
5.4 PRIVACY

The School of Public Health is committed to protecting the privacy of students, staff, and research participants. Students have privacy rights that assure confidentiality of their student records. In addition, research participants have many rights that guarantee their safety and privacy.

Often School of Public Health students work as Teaching Assistants or Research Assistants; both roles may require access to confidential or private information. Please be aware of privacy laws, complete assigned/required privacy trainings, and act with the highest honor towards all private information.

For further information, go to privacy.ahc.umn.edu.

FERPA (Family Educational Rights and Privacy Act): Student Records

FERPA grants four specific rights to a post-secondary student:
1. To see the information that the institution is keeping on the student.
2. To seek amendment to those records and in certain cases append a statement to the record.
3. To consent to disclosure of his/her records.
4. To file a complaint with the FERPA Office in Washington.

In addition:
- U of MN Faculty and Staff have a legal responsibility, under FERPA, to protect the confidentiality of your student educational records.
- Student educational records are considered confidential and may not be released without written consent of the student.
- Student information stored in electronic format must be secure and available only to those entitled to access that information.

5.5 INTERNATIONAL STUDENT REQUIREMENTS

Note: International student requirements may change over time. For up-to-date information go to isss.umn.edu.

Global Gopher Online Orientation

The Global Gopher Online Orientation is a tool to help new international students prepare for their arrival at the University by learning about certain expectations and requirements. Students are required to complete the Global Gopher Online Orientation at least one week before their Immigration Check-In.

Immigration Check-In

All new international students must visit the University of Minnesota International Student & Scholar Services office (ISSS) shortly after arrival in Minnesota. See isss.umn.edu for directions, office hours, and services. ISSS will review immigration documents, register new students for the International Student Orientation Program, and provide information on how to release registration holds. These processes are mandated by the Department of Homeland Security (DHS); formerly known as Immigration and Naturalization Service (INS).

International students are allowed to enter the U.S. only within 30 days of their program start date. Regulations and SEVIS requirements provide strict guidelines regarding this date, to coincide with the term of admission.

Student and Exchange Visitor Information System (SEVIS)

SEVIS is an electronic reporting system that provides the Department of Homeland Security with information on international students and scholars in the United States who hold F, J, and M visas. This internet-based record-keeping system maintains electronic data on all international students. The system tracks entries into and departures from the U.S.

In addition to the information routinely reported on I-20 and DS-2019 forms, other information is reported, including but not limited to: academic status, employment, and residential address.

For more information on SEVIS requirements, including those listed below, go to isss.umn.edu.

Academic Status

International students must maintain full-time status. MPH students must register for at least six credits each semester. Under special conditions, students may apply for an exemption from the full-time status rule at the ISSS office. Students must apply for the exemption before registering for less than a full course of study.

Address Change

International students MUST update their address within ten days of a change of address to maintain their legal immigration status. For more information go to isss.umn.edu/NSGen/address.html.
5.6 COMPLIANCE

Immunizations
According to OSHA regulations, CDC guidelines, and University of Minnesota policy, Academic Health Center (AHC) students are required to have a health clearance as a condition of enrollment. You must complete this requirement by the 6th week of the semester or a registration hold will be placed on your student account. In addition, Internship or Applied Practice Experience locations may require additional immunizations based on the location and/or work being performed. Finally, international experiences may also require other immunizations; international requirements are listed here: Travel

More details and the downloadable Student Immunization Record form are available from Boynton Health Service at boynton.umn.edu/immunization-requirement. You can also stop by Boynton to schedule services, click here for more information boynton.umn.edu.

HIPAA (Health Insurance Portability and Accountability Act)
HIPAA is a federal law related to the privacy of an individual's health care information.

All students in the Academic Health Center (AHC), including School of Public Health students, must complete the University's online HIPAA Privacy training. The University of Minnesota provides online training courses on proper handling of health information and information security; everyone must complete this training, even if they don't work directly with Protected Health Information. This is because students may have incidental contact with Protected Health Information, and because students may encounter HIPAA violations, and are required to know how to respond to these violations.

This training consists of two separate training courses that you may complete online: (HIP016) HIPAA Training; and (ISA17) University Information Security Awareness Training.

Login to https://training.umn.edu/ and select My Training to see if you have been assigned the training, or click Course Catalog and enter the course name or number above.

Criminal Background Checks
Students should be aware that Minnesota law may require certain facilities to conduct a criminal background check for all personnel with direct, and/or unsupervised client contact. Facilities that are covered by this law include hospitals, boarding care homes, outpatient surgical centers, nursing homes, home care agencies, residential care homes, board/lodging establishments providing health supervision services, and work with minor aged children. Students seeking internships or Applied Practice may be required to undergo a background check as well, depending on the agency or facility's internal policies. The School will assist students with these requirements; students should call the Student Services Center at (612)626-3500 or go to A-395 Mayo for assistance.

Community Engagement Agreement
Many students in the School of Public Health volunteer in the community. Liability insurance is available through the University provided that the student registers for PUBH 0020 (a zero-credit class) and has the approval of their academic faculty advisor. Registration for PUBH 0020 will be officially documented on the student’s transcript; however, the zero-credit course has no tuition, no fees, no credits, and no grades. It is important to understand that a zero-credit registration for a community engagement activity is not a substitute for a required course or field experience.

Prior to registration, students are required to provide information about the experience by completing the Community Engagement Agreement available at secure.ahc.umn.edu/publichealth/spreshold. The agreement is complete once it has been approved by the student’s advisor and the Registrar and Director of Academic and Student Affairs.

To complete the Student Engagement Agreement a student must provide the following information:

- Name of the organization
- Address
- Organization phone number
- Supervisor within the organization
- Description of the activity
- Description of how this activity relates to their development as a public health professional
- Semester and date of experience
- Electronic signature of academic advisor

When the agreement is approved, the student will be contacted by email and provided with a registration permission number.

Health Insurance Requirement for AHC Students Participating in Applied Practice/Clerkship/Practicum Experiences
School of Public Health students are expected to have health insurance coverage while participating in their Applied Practice, clerkship, or practicum experiences. This is a University of Minnesota Academic Health Center requirement. A school/program or site may ask a student for proof of health insurance while participating in their AP, clerkship, or
practicum experience. If the student cannot provide proof of health insurance, indicating they are not in compliance with this requirement, they will be pulled from the experience.

The complete policy can be found at on the AHC Office of Education website.

6. GROUPS, ASSOCIATIONS AND SOCIETIES

6.1 STUDENT GROUPS

School of Public Health Student Senate  sph.umn.edu/current/senate/

The Student Senate is comprised of graduate students from within the School of Public Health: it strives to serve as a representative body for students in SPH. The Student Senate provides a voice for students and allows them to get involved in university government, plan social activities, network with departments, work with faculty, demonstrate leadership skills, assist student organizations in hosting school-wide events, and develop creative solutions to new challenges. Student Senate also provides various grants to students and SPH student groups.

Professional Student Government  umnpsg.org/

The professional student governance on the Twin Cities campus of the University of Minnesota rests with the Professional Student Government (PSG). All currently registered professional students at the University of Minnesota are members of PSG.

PSG represents and serves students in the Carlson School of Management, Law School, Medical School, Dental School, School of Nursing, College of Pharmacy, School of Public Health, College of Veterinary Medicine, College of Education and Human Development, and Humphrey School of Public Affairs. PSG is a resource for its 10-member Councils, the primary contact point for administrative units, a professional student policy-making and policy-influencing body, and as a center of inter- and intra-collegiate interaction among professional students.

Council of Graduate Students (COGS)  cogs.umn.edu

The Council of Graduate Students (COGS) is the official student governing board of the Graduate School, representing all Graduate Students at the U of M. The U administration looks to COGS for consultation and direction on all matters pertaining to the Graduate School experience, including Graduate Assistant issues.

Center for Health Interdisciplinary Programs (CHIP)  chip.umn.edu/

The Center for Health Interdisciplinary Programs or CHIP is a department of the Office of Education in the Academic Health Center Senior Vice President’s Office. The CHIP Student Center serves all AHC students. CHIP exists to foster interdisciplinary relationships and teamwork between Academic Health Center students. CHIP provides educational, leadership, and service opportunities for students.

Minnesota International Student Association (MISA)  facebook.com/misa.umn/

The Minnesota International Student Association (MISA) is a non-profit organization that aims at working in the interest of international students at the University of Minnesota. MISA represents the international community of the University of Minnesota Campus. There are over 6000 international students on this campus, whose length of stay varies from three months to several years. MISA plays a vibrant role in students’ social lives, by being the forum for international students on the U of M campus and by organizing events throughout the year.

Other Groups  sua.umn.edu/groups/

SPH is home to a number of student organizations. Some are registered campus groups and others are more focused on a division or program. In addition, there are more than 400 student groups on campus are registered with the University’s Student Unions and Activities Office, including academic societies, cultural centers, sports clubs, political action groups and fraternities and sororities. These organizations provide students with endless involvement opportunities and the chance to interact with others who share a similar interest.

If you want to know more about current SPH groups or are interested in forming a group within the School of Public Health, please contact sph-ask@umn.edu.
6.2 PUBLIC HEALTH RELATED ASSOCIATIONS AND AGENCIES

American College of Healthcare Executives
ache.org
The American College of Healthcare Executives is an international professional society of more than 30,000 healthcare executives who lead hospitals, healthcare systems and other healthcare organizations.

American Public Health Association
apha.org
The American Public Health Association (APHA) is the oldest and largest organization of public health professionals in the world, representing more than 50,000 members from over 50 occupations of public health.

Association of Schools and Programs of Public Health
aspph.org/
The Association of Schools and Programs of Public Health (ASPPH) is the only national organization representing the deans, faculty, and students of the accredited member schools of public health and other programs seeking accreditation as schools of public health.

Centers for Disease Control and Prevention
cdc.gov
The Centers for Disease Control and Prevention (CDC) is recognized as the lead federal agency for protecting the health and safety of people - at home and abroad, providing credible information to enhance health decisions, and promoting health through strong partnerships. CDC serves as the national focus for developing and applying disease prevention and control, environmental health, and health promotion and education activities designed to improve the health of the people of the United States.

Council on Education for Public Health
ceph.org
The Council on Education for Public Health (CEPH) is an independent agency recognized by the US Department of Education to accredit schools of public health and public health programs offered in settings other than schools of public health.

Commission on Accreditation of Healthcare Management Education
healthcareadministrationedu.org
The Commission on Accreditation of Healthcare Management Education (CAHME) is the only organization that accredits individual academic programs that grant master’s degrees in healthcare management in the United States and Canada.

Minnesota Public Health Association
mpha.net/
Founded in 1907, the Minnesota Public Health Association (MPHA) is a statewide professional organization actively serving Minnesotans, our members, and the public health profession through its efforts and activities. MPHA is an affiliate of the American Public Health Association.

National Institutes of Health
nih.gov
Originally a one-room Laboratory of Hygiene in 1887, the National Institutes of Health today is one of the world’s foremost medical research centers, and the Federal focal point for medical research in the U.S.

National Board of Public Health Examiners
nbphe.org
National Board of Public Health Examiners (NBPHE) established in 2005 as an independent organization, the purpose of which is to ensure that public health professionals have mastered the foundational knowledge and skills relevant to contemporary public health.

6.3 ALUMNI SOCIETIES

School of Public Health Alumni Society
sphalumni.umn.edu
The University of Minnesota School of Public Health Alumni Society has members around the world. Consisting of 12,000+ alumni, the SPH Alumni Society plays a key role in the School and public health community as they continue to shape public health policy, conduct ground-breaking research, lead innovative public health solutions and contribute to the future of public health.

Since its inception in 1982, the School of Public Health Alumni Society has worked to serve alumni and students, promote excellence in programs and serve the needs of the School. Membership is automatically conferred upon all graduates, former students who have completed a minimum of 12-18 credits, faculty and administrators of the school.

The SPH Alumni Society is committed to building relationships with students through various activities, including the SPH Mentor Program, partnering with SPH Student Senate, and bringing alumni to students to provide professional development opportunities to students.
The Minnesota MHA Alumni Association was established in 1948 to facilitate ongoing support of the Healthcare Administration program and to continue fellowship among alumni. With 3200+ alumni members, the Association supports MHA students through scholarships, professional connections, and learning opportunities, and strives to provide MHA alumni with ongoing opportunities for education, engagement and philanthropy.
7. DIVISION OF EPIDEMIOLOGY AND COMMUNITY HEALTH (EPICH)

7.1 WELCOME

The Division of Epidemiology and Community Health is one of four Divisions that make up the School of Public Health at the University of Minnesota. The Division Head is Dr. Dianne Neumark-Sztainer. The Division of Epidemiology and Community Health is home to six majors in the School of Public Health:

- Clinical Research MS
- Community Health Promotion MPH
- Epidemiology MPH
- Epidemiology PhD
- Maternal and Child Health MPH
- Public Health Nutrition MPH

EpiCH Student Services:

Kathryn Schwartz-Eckhardt: Director of Epidemiology and Community Health Student Services – Primary contact for prospective students, and curriculum development in master’s and PhD level programs

Christine Vu: Admissions Coordinator – Primary contact for prospective students in master’s and PhD level programs

Shelley Cooksey, Student Advising Manager– Primary contact for current students in master’s and PhD level programs

Marlin Farley, Student Advising Coordinator– Primary contact for current students in master’s and PhD level programs

Laurie Zurbey: Academic Support Coordinator – course scheduling, data management, staff support

E-Mail: epichstu@umn.edu
Phone: 612-626-8802
Fax: 612-624-0315
Campus Mail: WBOB, #300, Delivery Code 7525
US Mail: 1300 South Second Street, Suite 300, Minneapolis, MN 55454

7.2 THE WEST BANK OFFICE BUILDING (WBOB)

The offices are located in the West Bank Office Building (WBOB) at 1300 South 2nd Street in Minneapolis. Students can find directions to WBOB at https://intranet.sph.umn.edu/about/divisions/epidemiology-community-health/location/.

Forms

Forms are located at: https://www.sph.umn.edu/current/resources/school-and-university-resources/. Microsoft Word documents of all the forms are also available upon request. Contact the EpiCH Student Services Staff at epichstu@umn.edu to obtain the Word documents via e-mail.

Evening and Weekend Access

Division graduate students who do not have a paid appointment in the Division can have access to the student lounge after work hours and on weekends. The student lounges (room 466) is where the student computers are located. Students obtain access by filling out a form to have their UCard programmed for access to the third and fourth floors of WBOB. Students are given the option to sign up for building access at Orientation. After orientation, contact the EPICH Student Services staff for information at epichstu@umn.edu.

NOTE: There is approximately a one-week turnaround time to get a student’s UCard programmed, so please plan accordingly.
Computer Lab
The Division computer lab in WBOB includes several PC’s available for student use. The computer lab is located in the student lounge in room 466. The general policy for use of these computers is that they are for Division graduate students for work pertaining to their degree program. All of the computers have SAS and STATA. Printers are available.

Copier and Fax Access
The Division does not allow copy machines or fax machines to be used for personal use. Personal copies can be made for a cost at various locations throughout campus. Unfortunately, there is not a copier for use in WBOB. Students should also refer to section 1.4.

7.3 DIVISION COMMUNICATION WITH STUDENTS

The Division communicates information to students in the following ways:

- **E-mail:** Students are expected to check their U of M email regularly. Communication between the Division and students regarding changes in programmatic requirements or announcements, as well as advisor, faculty, and student-to-student contacts is usually through e-mail. If you do not register for courses you will lose access to your e-mail account and will need to contact the Technology Helpline to restore your access. Alumni maintain lifetime access to their University e-mail account as long as the account is accessed on a regular basis.

- **My U Portal:** This is a form of communication and information exchange within the University. Students are expected to check their portal regularly. Access to the portal is available at https://www.myu.umn.edu.

- **Weekly SPHere:** A weekly electronic publication for students. This publication contains important deadline reminders as well as updates on students and faculty research and activities.

- **University News:** The University of Minnesota student newspaper is called The Daily and is available campus-wide.

7.4 SEMINARS

The Division of Epidemiology and Community Health sponsors scientific seminars between September and June to exchange ideas and research findings pertinent to the field. Because the Division has a large faculty, staff and student body, the seminar provides a forum for exchange of information among people who may not otherwise meet or work together. All faculty and students are strongly encouraged to attend regularly.

Division faculty members and other scientific staff are asked to present at least one seminar every two years. Each year, the seminar brings in several scientists from outside the Division.

Notices are posted in the Division’s third floor reception area as well as sent out electronically. Most seminars are held 10:00-11:00 a.m., on select Fridays, in Room 364 of WBOB. Seminars by visiting scientists may be at other times. Students can check the EpiCH Web site for seminar information by going to https://intranet.sph.umn.edu/about/divisions/epidemiology-community-health/epich-seminar-and-in-services/

7.5 ACADEMIC CREDIT FOR INDEPENDENT OR DIRECTED COURSEWORK

Independent and directed coursework can be taken to fulfill elective credits and can take many forms depending upon the student’s interests and needs. All independent/directed coursework needs the support of a Division of EpiCH faculty member who agrees to serve as an “instructor/advisor” for the independent or directed course. The expectation is that the student has something specific to propose prior to approaching a faculty member.

To fulfill the course requirements, the student and instructor should agree on the type, scope, and length of a final academic "product" whether it is a paper(s), an annotated bibliography, curriculum, training modules, media piece(s), etc. It is expected that the faculty member and student will meet regularly during the term.

It is very unusual for students to take more than four credits total of independent or directed coursework (over and above any credits earned for the Applied Practice Experience (AP) or Integrated Learning Experience (ILE)/thesis requirement). Students are expected to fulfill the majority of their elective credits through regularly-scheduled courses.
Examples of Independent and Directed Coursework

1. Students interested in a theory, an evaluation method, or a skill not covered in depth in a specific course could arrange for an independent study course with a faculty member knowledgeable in that area and/or willing to work with the student.

2. The student wants to attend a conference, workshop, or mini-course, but there is no academic credit involved. The student must find a faculty member willing to work with the student to develop academic work over and above the actual event to fulfill some elective credits. This must be arranged ahead of time, not after the event has occurred.

Additional comments
Arranging an independent/directed course depends upon the student putting together an academically rigorous proposal and finding a faculty member to serve as an instructor. The faculty instructor does not have to be the student’s academic advisor or Integrated Learning Experience (ILE) advisor. The instructor must be a member of the major associated with the course number; see below.

The student should also receive prior approval from the EPICH Student Services staff to count the independent/directed work as an elective course.

Choosing Course Numbers
Independent study, directed study, and readings courses are available within the Division of Epidemiology and Community Health. The student and instructor should agree on the course number/title that most closely matches the work being proposed. Course options are:

- PubH 7091 Independent Study: Community Health Promotion (only CHP faculty can serve as instructor)
- PubH 7391 Independent Study: Epidemiology (only Epi MPH or Epi PhD faculty can serve as instructor)
- PubH 7392 Readings in Epidemiology (only Epi MPH or Epi PhD faculty can serve as instructor)
- PubH 7691 Independent Study: Maternal and Child Health (only MCH faculty can serve as instructor)
- PubH 7991 Independent Study: Public Health Nutrition (only PHN faculty can serve as instructor)
- PubH 8392 Readings in Clinical Research (only Clinical Res. graduate faculty can serve as instructor)
- PubH 8393 Directed Study: Clinical Research (only Clinical Res. graduate faculty can serve as instructor)

NOTE: Other majors in the School of Public Health may have independent/directed coursework opportunities in their areas. Check with the Divisions of Environmental Health Sciences, Health Policy Management, and/or Biostatistics. You could also do an independent/directed course with another graduate-level program. Remember that the EPICH Student Services staff has to approve it as an elective.

Procedures

1. Student meets with the faculty member to discuss the requirements for the independent/directed course.

2. Student fills out an Independent/Directed Study Contract form outlining the requirements for the course and has the form signed by their academic advisor and Independent/Directed Study instructor. This information is vital to receive proper credit for this course (i.e., a grade). The instructor needs to agree to work with the student and both need to agree on the requirements. You can request this form by contacting us at epichstu@umn.edu.

3. Student gives the completed/signed Independent/Directed Study Contract to the EPICH Student Services staff. Once the completed form is received you will be sent registration information.

4. At the end of the semester, the instructor assigns a final grade. The grade will then be entered on the official transcript. It is the student’s responsibility to make sure that all requirements are completed so a grade can be submitted.

7.6 DIVISION RESOURCES AND POLICIES

Incomplete Grades
Students should also refer to section 3.3.

For MPH students, all required courses (with the exception of Applied Practice Experience (AP), internship, or Integrated Learning Experience (ILE) thesis credits must be completed during the term of registration. Students must complete all course requirements by the end of the registered term so that faculty can submit a grade by the appropriate due date. A grade of incomplete “I” shall be assigned at the discretion of the instructor when, due to extraordinary circumstances, the student was prevented from completing the work of the course on time. The assignment of an incomplete grade requires an electronic contract between the instructor and student specifying a deadline by which the student will complete the course requirements. In no event may the written agreement allow a period of longer than one year to complete the course requirements. If the requirements of the contract are not met by the contract deadline a final grade will be submitted based on the work submitted to date. Applied Practice Experience (AP), internship, and Integrated Learning Experience (ILE) projects that are not completed by the end of the term of graduation will receive a grade of "K" indicating "work in progress."
PhD Students only: The symbol “I” may be assigned by an instructor to indicate “incomplete,” in accordance with the provisions announced in class at the beginning of the semester and outlined on the course syllabus, when in the instructor’s opinion there is a reasonable expectation that the student can successfully complete the work of the course. An “I” remains on the transcript until the instructor replaces it with a final A-F or S-N grade. Course instructors are encouraged to establish a time limit for the removal of incomplete grades.

Six Credit Minimum Exemption
The University of Minnesota has a policy that students must register for a minimum of six credits in order to hold a Graduate Assistant position. The policy states that "exemption from [this requirement] is determined on a semester by semester basis" and that "eligibility criteria are to be determined by each graduate program...these criteria will be well publicized and administered equitably among all Graduate Assistants in the program."

The Division Training Committee (DTC) approved the following policy: “Students will almost always be granted a one semester exemption so they can finish their work toward the end of their degree program, but must petition the DTC for more than one semester's exemption and this would be given under only extraordinary, extenuating circumstances. Extending coursework in order to remain a graduate assistant will not be sufficient reason.” Students who wish to request an exemption should contact Kathryn Schwartz-Eckhardt. It may take several weeks for this request to be reviewed so please submit your request at least one month prior to the start of the term.

Graduate Assistants who wish to be exempt from FICA withholding must register for at least three credits per term (one credit for PhD candidates working on a dissertation).

Sitting in on a Class
Students are not permitted to attend a class for which they are not registered. This means that if you are unable to register for a class before it begins for any reason you may not attend the class.

Support for Student Travel (effective 5/2017)
1. The Division will provide up to $600 per student in a 12 month period [a maximum of $3,200 available for all students during the fiscal year] for travel to a scientific meeting under the following conditions:
   - The student is currently enrolled in the Epi PhD/MS/MPH, CHP MPH, MCH MPH, PubH Nutr MPH, or Clinical Research MS program and must be the presenter of the paper or poster. The student has been enrolled in their program as least one term at the time of the conference; the work was done during the time the student was in their program.
   - The meeting can be local, regional, national or international but must have relevance to the student's field of study.
   - There are no other sources of support specifically allocated for such travel. For example, whenever a training grant provides funds for travel for its fellows, those fellows will not be eligible for travel support under this policy. However, students whose work was supported by a research grant with no funds specifically for student travel will be eligible for travel support under this policy. Principal Investigators are encouraged to provide support for student travel from their grants since their grants benefit as well as the students.

2. All requests for travel support must be in writing. The request should be addressed to the Chair of the Division Training Committee and given to Kathryn Schwartz-Eckhardt, who will process the request. The request should include:
   - The dates, location and purpose of the meeting and describe the student’s role. A link to information about the conference should also be included.
   - A copy of the abstract and letter of acceptance must be attached to the request. In addition, a letter from a member of the Division’s faculty indicating that he/she is familiar with the student’s work, judges it to be of good quality, and supports the student’s request. The faculty letter should also provide any necessary clarifications on the student’s role to ensure that the role of the student in the presentation is clear. The student must be the primary author. If the student is not also the first author, we need a reason why the student is presenting.
   - The request must be made in advance of the scientific meeting. Since the DTC only meets once per month, it is suggested that complete requests be submitted at least six weeks prior to the scientific meeting.
   - A summary of the travel expenses (cost of air fare, hotel price, registration fees, etc.).
   - Students need to include information about any other sources of funding they have applied for, even if the funds have not been awarded yet, including SPH Student Senate funds.

3. Allocations under this policy will of course be subject to the availability of funds for this purpose.

Payment for TA English Program
If a non-native English-speaking Division student is required by their degree program to fulfill a teaching assistantship position (i.e. Epidemiology PhD students), the Division will pay one-half the cost of instruction the first time the student takes the
course (the University’s Office of Academic Affairs pays the other half). Students not passing the exam must pay the costs of any additional instruction.

**SAS Access**
Students can purchase the SAS program for a fee if it is necessary for them to complete research. Additional information on ordering the software is available at [https://it.umn.edu/sas](https://it.umn.edu/sas). Please note that all of the computers in the student computer lab (466 WBOB) have SAS.

**J.B. Hawley Student Research Award**
The Division has established the J.B. Hawley Student Research Award, a small grant mechanism to support research projects. This is a wonderful opportunity for students and post-doctoral fellows to obtain funds for their research, gain experience in grant proposal writing, and receive faculty feedback on their ideas. During the academic year, we will have two separate award categories. The standard award is open to all students and post-doctoral fellows; the doctoral award is only open to doctoral students in Epidemiology. We anticipate two rounds of requests for proposals (one per semester). The chair of the Research Awards Committee will distribute detailed e-mail solicitations for applications.

**STANDARD AWARD**

**Who May Apply?**
Students currently enrolled in degree programs in Epidemiology, Community Health Promotion, Maternal and Child Health, Clinical Research, or Public Health Nutrition or post-doctoral fellows in Epidemiology. Proposed projects do not have to be thesis or Integrated Learning Experience (ILE) projects, and may be for any research that involves the applicant (e.g., evaluation of a program for an Applied Practice Experience (AP)). Those who have received previous funding from a Hawley Award will not be eligible for further support until they have submitted the required one-page report for their prior award (see below).

**How Much?**
$3,500 maximum, including fringe benefits when applicable. PhD students may request a maximum of $7,500 to support thesis research.

**How Can It Be Used?**
The award may be used to support research activities including supplies and equipment. It cannot be used for stipends or salary support for the applicant.

Please note that before making any expenditure with the award (i.e., ordering, purchasing, hiring, or contracting for services) the applicant must meet with accounting personnel in the Division to ensure that procedures are followed.

**How Long?**
Normally projects are funded for one year.

**DOCTORAL AWARD**

**Who May Apply?**
Students currently enrolled in the doctoral program in Epidemiology. Proposed projects do not have to be thesis projects, and may be for any research that involves the applicant. Those who have received previous funding from a Hawley award will not be eligible for further support until they have submitted the required one-page report for their prior award (see below).

**How Much?**
$7,500 maximum, including fringe benefits when applicable.

**How Can It Be Used?**
The award may be used to support research activities including supplies and equipment. It cannot be used for stipends or salary support for the applicant.

Please note that before making any expenditure with the award (i.e., ordering, purchasing, hiring, or contracting for services) the applicant must meet with accounting personnel in the Division to ensure that procedures are followed.

**How Long?**
Normally projects are funded for one year.

**What is the Format for the Proposal?**
1. Cover Letter
Please indicate in the letter whether the project will help support an Integrated Learning Experience (ILE), master’s thesis, PhD thesis, or Applied Practice Experience (AP).

2. Face Page (1 page)
   a. Title
   b. Investigator information, including name, address, telephone, and e-mail address
   c. Your degree program
   d. Collaborating investigators (faculty, staff, students), if any

3. Research Proposal (4 pages maximum; font: 12-point Times or larger)
   a. Background and Significance (1 page maximum):
      Describe the background and justification for the study and state the research questions/hypotheses.
   b. Research Methods (2 pages maximum):
      Describe the study design and detailed methods. Be sure to include information on each of the following issues (and others, as appropriate):
      • Study population
      • Sample selection and recruitment
      • Measurements
      • Data analysis plan (required for both quantitative and qualitative research)
      • Timeline
      • Sample size (justified by formal statistical calculations or other means)
   c. Human Subjects (no page limit):
      All proposals must address protection of human subjects and have the project approved by the University of Minnesota’s Institutional Review Board (IRB) prior to receiving funds. However, a project will be reviewed by the Research Awards Committee prior to receiving final IRB approval.
   d. References (no page limit):
      Citations for articles referenced in the background and significance and research methods portions of the proposal should be listed after the Human Subjects section of the proposal.

4. Detailed Budget (2 page maximum):
   The proposed budget should include precise amounts requested in various categories (e.g., postage, supplies, printing, personnel, etc.). Provide a brief justification for the amount requested in each category and state why these funds are needed to conduct the proposed research. The budget should clearly itemize and justify expenditures. If the request is part of a larger project, the proportion to be supported by this award and the rationale and need for this funding mechanism, should be specified clearly.

   The following items are NOT allowed: stipends or salary for the applicant, computer purchase, publication costs (e.g., page charges, reprints), and presentation costs (e.g., travel to a conference, conference fee).

5. Letter of Endorsement from Faculty Advisor (1 page):
   A primary or adjunct faculty member in the Division of Epidemiology and Community Health must provide a brief letter to accompany the proposal, specifically endorsing the applicant’s request. First, applicants must discuss their proposals with the faculty advisor, who must review the proposal before it is submitted. Then, the faculty advisor’s letter of funding endorsement must state that the faculty member has read and provided input on the proposal. The faculty member must also indicate his/her opinion of the quality and importance of the research.

6. Appendices, if needed (no page limit)

**Submission**
Submit your proposal to the Chair of the Research Awards Committee, Division of Epidemiology and Community Health, Suite 300, 1300 South Second Street, Minneapolis, MN 55454-1015

**Review Process**
All applications will be reviewed by the Division of Epidemiology and Community Health Research Awards Committee, which includes faculty members representing the major fields. Each proposal will be evaluated according to its scientific and technical merits and public health implications. The most important criteria are (1) importance of the area, (2) quality of proposed research, (3) investigator’s experience and resources to accomplish the project, and (4) relevance to public health.

If you have questions regarding preparation of a proposal, please contact the Chair of the Research Awards Committee. Information regarding the status of human subjects (IRB) applications must be provided to the Committee. Award funds will
Final Report
A one-page report to the Research Awards Committee on progress and outcome is due on the one-year anniversary date of the award.

Martinson-Luepker Student Travel Award
The Martinson-Luepker Student Travel Award will support Division of Epidemiology and Community Health students pursuing an international Applied Practice Experience (AP) placement in fulfillment of curriculum requirements for a Applied Practice Experience (AP) or Integrated Learning Experience (ILE) project. Funds will be provided to help support the cost of air fare to the international location. Students may request up to $1500 U.S. Students must apply for this award. As part of this application, students should fully describe their proposed Applied Practice Experience (AP) project, including location, populations to be worked with and proposed program activities. The application form can be obtained from EPICH Student Services staff epichstu@umn.edu.

Division of Epidemiology and Community Health Student Support Policies

Doctoral Student Support Policy, for those matriculating Fall 2003 or later
1. Students can be accepted to the program with varying levels of support including no guaranteed support, guaranteed support for the initial year, or support for multiple years.
2. Support levels will be set at the level of an NIH Pre-Doctoral Fellow or, if not an NIH Fellow, not more than 50% RA/TA position. This means that those who accept a pre-doctoral fellowship may not also accept an RA or TA position in the Division. Scholarship or block grant awards are not included.
3. Students on fellowships perform their TA requirement as part of the fellowship, with terms to be negotiated with the training director.
4. Requests may be made to the DGS for levels of RA/TA support up to 75% for students who have passed their preliminary examinations and are working on their thesis. These requests are required to show that such additional work does not delay the thesis defense and graduation.
5. Physicians who are licensed to practice medicine in the United States will have an RA/TA stipend set at the doctoral level. Those who are not licensed to practice will be paid at the Masters level RA/TA position stipend.
6. There is no limit on the number of years of support; however, adequate progress toward degree completion is required for continued support.
7. Students may increase support to 75% during the Summer term.
8. This policy only applies to positions held within the Division. For example, a student with a 50% research assistantship in the Division would also be able to hold a 25% research assistantship in the Medical School.
Approved 7/1/03, revised 06/08

Doctoral students matriculating prior to Fall 2003 should see the EpiCH Student Services staff to discuss their student support policy.

Master’s Student Support Policy
No one may hold a graduate assistantship of more than 50% (75% in the Summer) in the Division of Epidemiology and Community Health. Adopted 12/17/03, and applies to students matriculating Fall 2004 and after. This policy only applies to positions held within the Division. For example, a student with a 50% research assistantship in the Division would also be able to hold a 25% position in Medical School because that is not in the Division.

Policy for Graduate Assistant Pay Scale for Post-Baccalaureate Professional Students
Post-baccalaureate professional students in doctoral-level programs (e.g. dental, medical, law, veterinary students) who have completed two years of their professional studies will be paid at the rate of those who have completed a master’s degree. Those who have not completed the first two years will be paid at the rate of those whose highest degree is a bachelor’s degree. This policy is effective beginning Spring semester, 2004. Adopted 12/17/03.

Requesting Letters of Support – 10 Tips for Students
The following tips may help you get a positive—and productive—response when you request a letter of support from a faculty member for a fellowship, an internship, a scholarship, graduate school admission, or a professional position.

1. First Contact: Email Is O.K. Make the e-mail brief. Mention the opportunity for which you are applying, the deadline, what you are requesting, and what you are willing to send for further information (e.g., CV, bullet points, a draft letter). If there is a chance the faculty member will not remember you, mention where you have met.
2. **Think Ahead.** Many faculty members in EpiCH have 10 or more advisees, so they may not be able to respond immediately to student requests. If they receive a request with short notice, they may not be able to respond positively, so contact them well ahead of deadlines so they can schedule your request. 

**Deadlines:** Clearly convey the deadline for the materials you are requesting. It is also fine to re-contact the faculty member a week before the deadline as a gentle reminder. Such contact should include, in addition to the reminder about the deadline, your reiteration that you are happy to provide additional information about yourself, or the opportunity and details about where and how to submit the reference (in case the original contact information was misplaced).

3. **Request Letters From People You Know.** A letter from someone who does not know you well may not be a strong letter, as the lack of familiarity is usually reflected in the text. Many requests for references also require individuals to specifically indicate how well they know an applicant. Reviewers may not give much weight to a referral from someone who does not know the applicant well—and they may wonder why the applicant did not select someone who knows her/him well. For example, they could think that either the applicant does not know anyone well OR everyone who knows the applicant well would write a lousy letter—both imagined scenarios are bad.

**Try to gauge if the person can write a “good” letter for you.** A strategy is to ask this question directly: don’t ask “will you write a letter for me?” Instead, ask “will you write a supportive letter for me?” A hard life lesson is that some faculty members may be unable to strongly recommend you, and it is best to find that out—before you agree that the person will write a letter. Most faculty members will reveal any hesitation they have and it is important to listen to it and accept it. A tentative, or a poor, letter can have a strong negative impact on an application.

4. **If You Contact Someone Who Does Not Know You Well, Be Professional.** An exception to item #3 is when you have to ask Program Directors or Division Heads for letters of support because their support is required by the applicant organization. If you don’t know such people well, and must request a favor, use his/her last, rather than first, name (i.e., Dr. Smith instead of Judy) when you make your first approach. In EpiCH, you will likely be told to use his/her first name, but your professionalism will be noted and appreciated.

5. **Don’t Assume Faculty Members Know Anything About The Applicant Organization.** There are hundreds of fellowships, scholarships, etc. for which faculty members are asked to write letters. Faculty members have little or no connection with many organizations beyond writing letters for students. They often receive what, to them, are garbled messages, with acronyms instead of full organization names, and find them incomprehensible. Don’t rely on acronyms or assume any knowledge about the opportunity for which you are applying, even if it is at the SPH or UMN. 

**To inform faculty members,** it is fine to e-mail them URLs and PDFs about the applicant organization, but also include a 1-page synthesis of relevant information. You are asking the faculty member to volunteer time: don’t ask him/her to also go to a website and/or open multi-page PDFs. Those materials can be optional—your one-pager should be all your letter writer needs, along with your CV and some guidance about the text of the letter.

6. **Don’t Assume Faculty Members Know You Well Enough To Write A Great Letter Or That They Have Time For a One-Hour Interview To Prepare For The Letter.** A great strategy is to offer to provide bullet points about your qualities, eligibility, and interest in the opportunity that can be used by the faculty member to frame the letter. You may even offer to write a draft letter. You are in the best position to draft a successful letter and it is not uncommon to provide such help for letters of reference.

7. **Make Sure Faculty Members Have The Contact Information.** Clearly indicate where the letter or rating sheet should be sent! One of the most common—and frustrating—mistakes made by students is to omit this information, resulting in unnecessary contacts, delays, and poor impressions.

8. **Make Sure You Are Eligible For The Opportunity And That You Intend To Apply Before You Ask for a Letter.** Unfortunately, it is common for faculty members to write letters, only to be told by students that they found out they were ineligible or decided not to apply after all.

9. **Make Sure The Materials You Provide Do Not Have Typos and Grammatical Errors.** The written word is influential: we often base our impressions about someone’s intellectual qualities on the quality of his/her writing. While this may not be fair, it is what academics (and others) do. You are asking for a laudatory letter of reference, so make sure that your CV, 1-pager, bullet points/draft letter, are clearly and properly written.

10. **Thank The Faculty Member For Writing The Letter And Follow-Up.** It is surprisingly common for students to not thank a faculty member after an application is complete and even less common for students to let faculty members know if they received the scholarships, fellowships, internships, jobs, etc. for which they applied. Faculty members commit time to letters of reference because they want students to succeed—they are rewarded with thanks and updates.
Division of Epidemiology and Community Health Websites
EpiCH website ...................................................... http://www.sph.umn.edu/academics/divisions/epich/
EpiCH Student Guidebook and Forms ................................................................. https://www.sph.umn.edu/current/resources/epich/
Course syllabi .......................................................... https://www.sph.umn.edu/current/resources/syllabi/
EpiCH faculty information ........................................... https://directory.sph.umn.edu/division/epidemiology-community-health

7.7 DIVISION ADVISING INFORMATION

Team approach to Advising at the Master’s level
At the master’s level students are advised by a team which includes their academic advisor, staff from the EpiCH Student Services office, an AP advisor, and the Program Director for their major. The role of the academic advisor is to advise students on things like their career goals and objectives, provide advice for securing an Applied Practice Experience (AP), and help students with their initial Integrated Learning Experience (ILE) planning. The role of the EpiCH Student Services staff is to assist students with course planning, petitions, and to provide general procedural advice. The role of the AP advisor is to guide the student in the learning agreement process and to help determine appropriate competencies that will be met as well as what products will be acceptable for that placement. The Program Director will meet with students as a group to discuss issues related to the entire major and is also available to assist students with any issues they might be having with the program.

Guidelines for Faculty/Student Interactions
Faculty members often develop close working relationships with students, especially advisees. Often a relationship is formed that provides benefits to both the faculty member and the student. Faculty should be cognizant of the power differential in these types of relationships and set appropriate boundaries. Although faculty members may not intend that a request of a student be an obligation, they should be aware that such requests might place a student in a difficult position. Some students are intimidated by faculty members and may not feel free to decline such requests. Since faculty/student interactions often are situations that are ambiguous, included below are examples to help you think through a variety of situations that you may encounter:

- **A faculty member asking you to drive them somewhere, including the airport, home, or main campus.** Such a request does not fall under a student’s duties. A situation when this may be acceptable is when the student has the same destination.

- **A faculty member asking you to work extra hours or late hours.** Students should be expected to work the hours for which they are paid. Students may volunteer to work extra hours to gain more experience (e.g. grant writing), gain authorship on a paper or help meet a deadline – but should not be expected to work these extra hours.

- **Your advisor asking you to housesit, take care of children or pets, or help them move.** While some students may not mind house sitting, taking care of children or pets, or helping someone move, others may only agree to do these jobs because they feel obligated or worry that saying no will somehow affect their relationships with faculty members. To avoid problematic situations, a faculty member may post a flyer requesting a sitter or mover for pay without the faculty member’s name attached to the request – ensuring that respondents really want the job.

Faculty members who are uncertain about the appropriateness of requests they have for students should consult with the DTC Chair. Students should talk with their Program Director, DGS, or EpiCH Student Services staff if they have concerns about the appropriateness of requests from faculty members.

The University of Minnesota’s Board of Regents policy on Nepotism and Consensual Relationships (including student and faculty relationships) can be found at http://regents.umn.edu/sites/regents.umn.edu/files/policies/Nepotism%26Personal.pdf.

Confidentiality
Student records—including materials related to advisees—are protected under Federal Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99; 1974) and the Student Data Privacy Act. Student information should be secure – not left in an unlocked location. If advisors have a concern about a particular student, only EPICH Student Services staff, appropriate Program Director/DGS, or DTC Chair should discuss the situation and have access to records. Any confidential information shared by a student with a faculty member must remain confidential – whether the student approaches you as an advisor, instructor, Program Director, DGS, or DTC Chair. Talking about individual students in hallways and other public areas should be avoided.

If a faculty member feels he/she must consult with another faculty member about a student, consider talking about the issue without providing the name of the individual student. If the student’s name must be shared, tell the student ahead of time that you intend to talk with the Program Director (or other appropriate person) about the issue in question. Some issues, such as
Guidelines for Changing Advisors

Master’s Students
At the master’s level, students may change academic advisors if they have serious personality or other conflicts with their assigned advisor. In that case, they should discuss their reasons and their preferences for a different advisor with the program director or the EpiCH Student Services staff. The change will be finalized at the discretion of the program director.

PhD Students
Many PhD students shift their courses of study and focus over their graduate careers, but doing so does not necessarily require a change in advisors. Faculty advisors can facilitate students’ academic development, by working directly with them or by encouraging them to gain experience with other faculty members (e.g., through research or teaching assistantships or grant-writing opportunities). Sometimes students work more closely with one (or more) members of their committees than with their advisors. Faculty advisors can also suggest changes in committee membership to accommodate a change in dissertation focus.

Once PhD students have begun work on their dissertation, changing advisors should be rare, and limited to circumstances of personality conflicts, major ethical problems, or substantial shifts in areas of interest. Students wishing to change graduate advisors should consult with the Director of Graduate Studies (DGS). Likewise, faculty who are considering a change in their role as an advisor should consult with the DGS. Changes in graduate advisors should be approved by the DGS and forwarded to the EpiCH Student Services staff who will file the change with the Graduate School.

Guide to Mission, Definitions and Expectations of Advising

Mission Statement
The School of Public Health strives to provide advising that promotes collaboration among students, staff and faculty to enhance students’ academic and professional development in the field of public health. The School’s goal is educational and experiential excellence that prepares students for successful careers improving the health of populations.

Defining Advising
Refer to section 1.9 for more information.

Advising Expectations for Students
SPH students are expected to…

- Regularly read and respond to University email (ideally once per day); email is the official mode of communication at the University of Minnesota
- Review program objectives and educational documents at least once per semester, (i.e. Student Guidebook, etc.), or when directed by EPICH Student and Support Services staff or Program Director/DGS; students are responsible for knowing the requirements of the degree program
- Actively contribute to a welcoming and supportive SPH climate
- Initiate meetings with advisor(s) at least once per semester; regularly communicate with faculty advisor(s) and/or EPICH Student Services staff about program progress
- Respond to inquiries from faculty or staff in a timely manner (ideally within 5 – 7 business days)
- Behave in a professional and courteous manner; fulfill educational and advising commitments, such as appointments, project deadlines, etc.

Advising Expectations for Faculty
Faculty advisors are expected to…

- Refer advisee to EPICH Student Services staff for course planning/scheduling, policy and procedural information
- Review program objectives and educational documents at least on an annual basis, (i.e. Student Guidebook, etc.), or when directed by EPICH Student Services staff or Program Director/DGS
- Actively contribute to a welcoming and supportive SPH climate
- Initiate meetings with advisee at least once per semester; regularly communicate with students on program progress
- Respond to student inquiries in a timely manner (ideally within 5 – 7 business days)
- Provide reasonable office hours and/or appointments and be generally available to student inquiries; communicate with students about extended absences or travel
- Serve as a model and example of respectful behavior
- Provide referrals to school and university resources when appropriate (e.g. Student Mental Health Services)
8. EPIDEMIOLOGY MPH DEGREE PROGRAM

8.1 FALL 2019 PROGRAM CURRICULUM

- Standard Program [48 credit minimum]
- Accelerated Program [42 credit minimum] for students who have a prior earned doctoral level degree

Guide to Curriculum Notes
Some courses have specific grade and grading basis requirements. For this reason, please pay close attention to the following notes.

1. Epidemiology MPH students must take these courses on an A-F grade basis.
2. Epi MPH students must earn a minimum grade of B- in the following courses: 6341, 6342, 6343, 6350, 6450 and 6451. Students who earn less than a B- in these courses are required to repeat the course and cannot graduate until they earn at least a B- The Program Director of Epidemiology may override this rule based on evidence of exceptional circumstances, such as illness or family emergencies.

<table>
<thead>
<tr>
<th>Course</th>
<th>Notes</th>
<th>Title</th>
<th>Offered</th>
<th>Credits</th>
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<tbody>
<tr>
<td>PubH 6325 or</td>
<td>PubH 6420</td>
<td>Data Processing with PC-SAS</td>
<td>Fall/Spring</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>PubH 6341</td>
<td>Epidemiologic Methods I</td>
<td>Fall</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>PubH 6342</td>
<td>Epidemiologic Methods II</td>
<td>Spring</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>PubH 6343</td>
<td>Epidemiologic Methods III</td>
<td>Fall</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>PubH 6350</td>
<td>Epidemiologic Methods III Lab</td>
<td>Fall</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>PubH 7394 OR PubH 6344</td>
<td>Integrated Learning Experience (see section 1.7) OR Completing the Integrated Learning Experience</td>
<td>Any Term, Spring</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>PubH 7396</td>
<td>Applied Practice Experience: Epidemiology (see section 1.6)</td>
<td>Any Term</td>
<td>1-2</td>
</tr>
</tbody>
</table>

Choose one of the following:

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<thead>
<tr>
<th>Course</th>
<th>Notes</th>
<th>Title</th>
<th>Offered</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PubH 6381</td>
<td>1</td>
<td>Genetics in Public Health in the Age of Precision Medicine</td>
<td>Fall</td>
<td>2</td>
</tr>
<tr>
<td>PubH 6385</td>
<td>1</td>
<td>Epidemiology and Control of Infectious Diseases</td>
<td>Spring</td>
<td>2</td>
</tr>
<tr>
<td>PubH 6386</td>
<td>1</td>
<td>Public Health Aspects of Cardiovascular Disease</td>
<td>Spring</td>
<td>2</td>
</tr>
<tr>
<td>PubH 6387</td>
<td>1</td>
<td>Cancer Epidemiology (Spring odd years)</td>
<td>Spring 2021</td>
<td>2</td>
</tr>
<tr>
<td>PubH 6389</td>
<td>1</td>
<td>Nutritional Epidemiology (Fall even years)</td>
<td>Fall 2020</td>
<td>2</td>
</tr>
<tr>
<td>PubH 6605</td>
<td>1</td>
<td>Reproductive and Perinatal Health</td>
<td>Spring</td>
<td>2</td>
</tr>
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Biostatistics Courses [8 credits]

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<thead>
<tr>
<th>Course</th>
<th>Notes</th>
<th>Title</th>
<th>Offered</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>PubH 6450</td>
<td>1</td>
<td>Biostatistics I</td>
<td>Fall</td>
<td>4</td>
</tr>
<tr>
<td>PubH 6451</td>
<td>1</td>
<td>Biostatistics II</td>
<td>Spring</td>
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Public Health Core [9 credits]

Note: Courses designated as part of the Public Health Core must be taken for a letter grade (A/F)

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<th>Notes</th>
<th>Title</th>
<th>Offered</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>PubH 6020</td>
<td>1</td>
<td>Fundamentals of Social and Behavioral Science</td>
<td>Fall/Spring/Summer</td>
<td>2</td>
</tr>
<tr>
<td>PubH 6102</td>
<td>1</td>
<td>Issues in Environmental and Occupational Health</td>
<td>Fall/Spring/Summer</td>
<td>2</td>
</tr>
<tr>
<td>PubH 6250</td>
<td>1</td>
<td>Foundations of Public Health (online)</td>
<td>Fall/Spring</td>
<td>2</td>
</tr>
<tr>
<td>PubH 6741</td>
<td>1</td>
<td>Ethics in Public Health: Professional Practice and Policy</td>
<td>Fall/Spring/Summer</td>
<td>1</td>
</tr>
<tr>
<td>PubH 6751</td>
<td>1</td>
<td>Principles of Management in Health Services Organizations</td>
<td>Fall/Spring/Summer</td>
<td>2</td>
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Basic Science Course [4 credits]

Not required for students with a prior earned doctoral in a health-related discipline. Nurses or other health professionals may be exempt; see section 1.5.

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<tbody>
<tr>
<td>PubH 6355</td>
<td></td>
<td>Pathophysiology of Human Disease</td>
<td>Fall</td>
<td>4</td>
</tr>
</tbody>
</table>

Electives: take enough elective credits to get you to the minimum required credits for your program
8.2 FALL 2019 INFECTION DISEASE CONCENTRATION CURRICULUM

- Standard Program [48 credit minimum]
- Accelerated Program [42 credit minimum] for students who have a prior earned doctoral level degree

Guide to Curriculum Notes
Some courses have specific grade and grading basis requirements. For this reason, please pay close attention to the following notes.

1. Epidemiology MPH students must take these courses on an A-F grade basis.
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The Program Director of Epidemiology may override this rule based on evidence of exceptional circumstances, such as illness or family emergencies.

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<td>PubH 6325 or PubH 6420</td>
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<td>Data Processing with PC-SAS</td>
<td>Fall/Spring</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Intro to SAS Programming</td>
<td>Fall/Summer</td>
<td>1</td>
</tr>
<tr>
<td>PubH 6341</td>
<td>① ②</td>
<td>Epidemiologic Methods I</td>
<td>Fall</td>
<td>3</td>
</tr>
<tr>
<td>PubH 6342</td>
<td>① ②</td>
<td>Epidemiologic Methods II</td>
<td>Spring</td>
<td>3</td>
</tr>
<tr>
<td>PubH 6343</td>
<td>① ②</td>
<td>Epidemiologic Methods III</td>
<td>Fall</td>
<td>4</td>
</tr>
<tr>
<td>PubH 6350</td>
<td>① ②</td>
<td>Epidemiologic Methods III Lab</td>
<td>Fall</td>
<td>1</td>
</tr>
<tr>
<td>PubH 7394 OR PubH 6344</td>
<td></td>
<td>Integrated Learning Experience (see section 1.7) OR Completing the Integrated Learning Experience</td>
<td>Any Term</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Spring</td>
<td>2</td>
</tr>
<tr>
<td>PubH 7396</td>
<td></td>
<td>Applied Practice Experience: Epidemiology (see section 1.6)</td>
<td>Any Term</td>
<td>1-2</td>
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Infectious Disease Core [6 credits]

<table>
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<tr>
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</thead>
<tbody>
<tr>
<td>PubH 6365</td>
<td>①</td>
<td>Global Challenges in Infectious Disease Epi</td>
<td>Fall</td>
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</tr>
<tr>
<td>PubH 6383</td>
<td>①</td>
<td>Vaccines</td>
<td>Spring</td>
<td>2</td>
</tr>
<tr>
<td>PubH 6385</td>
<td>①</td>
<td>Epidemiology and Control of Infectious Diseases</td>
<td>Spring</td>
<td>2</td>
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</tbody>
</table>

Infectious Disease Electives: select one course from the following list [2-3 credits]

<table>
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<tr>
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<tbody>
<tr>
<td>PubH 6010</td>
<td>①</td>
<td>Public Health Approaches to HIV/AIDS</td>
<td>Fall</td>
<td>3</td>
</tr>
<tr>
<td>PubH 6182</td>
<td>①</td>
<td>Emerging Infectious Disease: Current Issues, Policies, Controversies</td>
<td>Spring</td>
<td>3</td>
</tr>
<tr>
<td>PubH 6183</td>
<td>①</td>
<td>Theory and Practice in Foodborne Disease Outbreak Detection, Investigation and Control</td>
<td>Spring</td>
<td>2</td>
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<tr>
<td>VMed 5180</td>
<td>①</td>
<td>Ecology of Infectious Disease</td>
<td>Fall</td>
<td>3</td>
</tr>
<tr>
<td>VMed 5181</td>
<td>①</td>
<td>Spacial Analysis in Infectious Disease Epidemiology</td>
<td>Spring</td>
<td>3</td>
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Biostatistics Courses [8 credits]

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<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PubH 6450</td>
<td>① ②</td>
<td>Biostatistics I</td>
<td>Fall</td>
<td>4</td>
</tr>
<tr>
<td>PubH 6451</td>
<td>① ②</td>
<td>Biostatistics II</td>
<td>Spring</td>
<td>4</td>
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</table>

Public Health Core [9 credits]

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</thead>
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<tr>
<td>PubH 6020</td>
<td>①</td>
<td>Fundamentals of Social and Behavioral Science</td>
<td>Fall/Summer</td>
<td>2</td>
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<tr>
<td>PubH 6102</td>
<td>①</td>
<td>Issues in Environmental and Occupational Health</td>
<td>Fall/Summer</td>
<td>2</td>
</tr>
<tr>
<td>PubH 6250</td>
<td>①</td>
<td>Foundations of Public Health (online)</td>
<td>Fall/</td>
<td>2</td>
</tr>
<tr>
<td>PubH 6741</td>
<td>①</td>
<td>Ethics in Public Health: Professional Practice and Policy</td>
<td>Fall/Summer</td>
<td>1</td>
</tr>
<tr>
<td>PubH 6751</td>
<td>①</td>
<td>Principles of Management in Health Services Organizations</td>
<td>Fall/Summer</td>
<td>2</td>
</tr>
</tbody>
</table>
Basic Science Course [4 credits]

Not required for students with a prior earned doctorate in a health-related discipline. Nurses or other health professionals may be exempt; see section 1.5.

| PubH 6355 | Pathophysiology of Human Disease | Fall | 4 |

Electives: take enough elective credits to get you to the minimum required credits for your program

5000-level or greater in courses related to health science or statistics; courses at the 4000-level may be allowed as electives but there are specific guidelines related to their approval. Contact a Student Advising Manager prior to registering for a 4000-level elective.

The following courses are offered by the Epidemiology MPH program and are recommended as elective courses:

- PubH 6370 Social Epidemiology (offered spring semester in even years, 2020, 2022, etc.)
- PubH 6381 Genetics in Public Health in the Age of Precision Medicine
- PubH 6385 Epidemiology and Control of Infectious Diseases
- PubH 6386 Public Health Aspects of Cardiovascular Disease
- PubH 6387 Cancer Epidemiology (offered spring semester in odd years, 2021, 2023, etc.)
- PubH 6389 Nutritional Epidemiology (offered fall semesters in even years, 2020, 2022, etc.)

The list below is a compilation of courses other Epidemiology MPH degree-seeking students have taken in the past five years as electives. Elective courses can be taken from other departments such as, but not limited to, Veterinary Medicine (VMed), Health Informatics (HInf), Educational Psychology (EPsy), Statistics (Stat), Biochemistry (BioC), Writing Studies (WRIT), Molecular, Cellular, Dev. Biology and Genetics (MCDG), Genetics, Cellular and Developmental Biology (GCD), Microbiology (MicB), Microbiology, Immunology and Cancer Biology (MiCa). See section 1.3 for more information.

- PubH 6081 Sex, Sexuality and Sexual Health
- PubH 6000 Topics: Urban Health and Social Policy
- PubH 6034 Evaluation
- PubH 6045 Skills for Policy Development
- PubH 6049 Legislative Advocacy Skills for Public Health
- PubH 6055 Social Inequalities in Health
- PubH 6078 Public Health Policy as a Prevention Strategy
- PubH 6131 Working in Global Health
- PubH 6133 Global Health Seminar
- PubH 6182 Emerging Inf Dis: Current Issues, Pol. & Controversies
- PubH 6365 Global Challenges in Infectious Disease Epidemiology
- PubH 6375 Screening for Disease: A Double-Edged Sword?
- PubH 6383 Vaccines
- PubH 6562 Info Technology in Healthcare
- PubH 6589 Medical Technology Evaluation
- PubH 6605 Reproductive and Perinatal Health
- PubH 6606 Children’s Health: Issues, Programs, and Policies
- PubH 6607 Adolescent Health: Issues, Programs, and Policies
- PubH 6627 Sexuality Ed: Criteria, Curricula, & Controversy
- PubH 6673 Grant Writing for Public Health
- PubH 6702 Integrative Leadership Seminar
- PubH 6724 The Health Care System and Public Health
- PubH 6730 International Comparative Health Systems
- PubH 6732 Topics and Methods in Global Health Assessment
- PubH 6765 Continuous Quality Improvement
- PubH 6803 Conducting a Systematic Literature Review
- PubH 6809 Advanced Methods in Health Decision Science
- PubH 6832 Economics Health Care System
- PubH 6865 PubH Systems Analysis and Development
- PubH 6877 PubH Systems Analysis and Development Practicum
- PubH 6880 Introduction to Public Health Informatics
- PubH 6906 Global Nutrition (2 cr)
- PubH 6933 Nutrition and Chronic Diseases (2 cr)
- PubH 7252 Qualitative Research Methods (1 cr)
- PubH 7253 Introduction to GIS (1 cr)
- PubH 7415 Introduction to Clinical Trials (3 cr)
- PubH 7420 Clinical Trials: Design, Implementation, and Analysis (3 cr)
PubH 7430  Statistical Methods for Correlated Data (3 cr)
PubH 7435  Latent Variable Models, (3 cr)
PubH 7440  Intro to Bayesian Analysis (3 cr)
PubH 7445  Statistics in Genetics and Molecular Biology (3 cr)
PubH 7450  Survival Analysis (3 cr)
PubH 7461  Explore/Visualizing Data in R (2 cr)
PubH 7470  Statistics for Translational and Clinical Research (3 cr)
PubH 7475  Statistical Learning and Data Mining (3 cr)
PubH 7485  Methods for Causal Inference (3 cr)
PA 5271  Geographic Information Systems: Appl in Planning and Policy Analysis (3 cr)
GEOG 5561  Principles of Geographic Information Systems (3 cr)
GEOG 5511  Principles of Cartography (3 cr)
GCD 8073  Advanced Human Genetics
KIN 5720  Physical Activity Epidemiology (3 cr)
HINF 5430  Health Informatics I
Nurs 5040H  Seeking Solutions to Global Health Issues
VMed 5180  Ecology of Infectious Diseases
VMed 5181  Spatial Analysis in Infectious Disease Epidemiology (3 cr)
VMed 8090  Epi of Zoonoses & Dis Common to Animals and Humans (3 cr)

Note: Due to content overlap, Division of Epidemiology and Community Health students taking both 6325 and 6420 may only use one of the courses for degree credit.

Note: Due to the content overlap, Epi MPH students cannot use PubH 6320 as an elective if they are taking PubH 6341.

8.3 OTHER MPH DEGREE REQUIREMENTS

Public Health Core Area Requirements
Students should refer to section 3.5.

Pre-approved Courses Meeting Public Health Core Area Requirements
NOTE: All MPH students are required by the School of Public Health to take PubH 6741 (Ethics in Public Health: Professional Practice) as part of their MPH public health core classes. In addition, all students enrolled in the MPH Epidemiology program are required to complete an online Collaborative Institutional Training Initiative (CITI) course. Most practicing epidemiologists are engaged in research activities involving human subjects. The CITI courses provide additional training on ethical conduct of research, including protection of human subjects, and collection and management of sensitive data.

The CITI training is a no-credit, no-fee online training module, offered through the University of Minnesota IRB (not a separate class that needs to be registered for). To fulfill this requirement, students may choose one of two options:

- Social/Behavioral or Humanist Research Investigators and Key Personnel—Basic Course OR
- Good Clinical Practice and Human Research Protections for Biomedical Study Teams—Basic Course

These courses can be accessed at: https://research.umn.edu/units/irb/education-training/required-training. Upon completion of these courses, students receive a Completion Report. Print a copy of this for your records, and send a duplicate copy to the EpiCH Student Services staff at epichstu@umn.edu.

Registration Requirement
Students are required to register for at least 2 semesters and 20 credits in the School of Public Health.

Applied Practice Experience (AP)
All students matriculating in an MPH program must complete a formal, supervised Applied Practice Experience; see section 8.6.

Integrated Learning Experience (ILE)
MPH students must complete an Integrated Learning Experience, demonstrating familiarity with the tools of research or scholarship in the major, the capacity to work independently, and the ability to present the results of the investigation effectively.

Comprehensive Examination
MPH students must complete an oral examination as specified by the Epidemiology major.
Time Frame
The maximum time allowed by the School of Public Health for completion of an MPH degree is five years. The five-year period begins with the first term of enrollment after admission to a degree program within the SPH.

Course Transfer Credits
Students should refer to section 3.4.

Course Substitutions and Waivers
All student requests that deviate from the degree curriculum requirements outlined in this Guidebook must be made on a Petition form. The Petition form can be found at http://policy.umn.edu/forms/otr/otr172.pdf.

Students should note that the process for approving a course substitution or waiver could take up to one month, so plan accordingly.

Course Substitution Procedures:
The process outlined below should be followed when requesting that a course substitute for a required course in the degree program.

1. Obtain the course syllabi of the required course in your degree program and the proposed substitute course and a transcript on which the proposed course grade has been posted (if the proposed course has already been completed).

2. Complete the Petition form with the following information in each section:
   - Briefly state the exception or approval to be considered: describe the course requested for substitution including the course title, number of credits, term and year taken, and the name of the institution where the course was taken. Also list the course/requirement in your degree program for which you are asking for the substitution.
   - Provide an explanation or reason to grant your request below: Indicate what skills and/or content overlaps between the required course(s) and the proposed substitute course(s).

3. Compile the above materials and submit these materials to the EpiCH Student Services staff (epichstu@umn.edu) who will forward it to the appropriate Credentials Committee for review. The student will be notified via e-mail of the committee’s decision.

4. If the substitute course is to replace a School of Public Health Core course (administration—PubH 6751, behavioral/social science—PubH 6020, biostatistics—PubH 6414/6450, environmental health—PubH 6102, epidemiology—PubH 6320/6341, ethics—PubH 6741, Foundations of Public Health—PubH 6250, there is an additional step to get School-level approval. To complete this next step, provide the materials to your EpiCH Student Services staff. Upon receipt of those materials, the staff will review the request with the Program Director and then if approved by the Program Director, the request will be forwarded to the SPH Student Services Center to be presented to the appropriate SPH Educational Policy committee members. The student will be notified via e-mail of the committee’s decision. If the Program Director does not approve of the request, the EpiCH Student Services staff will inform the student that the request will not be forwarded to the SPH Educational Policy Committee for review.

5. Students can demonstrate foundational knowledge in public health (a broad introduction to public health) and waive the requirement for PubH 6250 by documenting a prior master's or bachelor's level degree or minor in public health.

Application for Degree
MPH students are required to submit an Application for Degree form online. There are strict deadline dates before a student can be cleared for graduation. You must submit the form by the end of the first business day of the month in which you want your degree conferred. You must apply on-line by going to www.myu.umn.edu: ACADEMICS: DEGREE PROGRESS: APPLY TO GRADUATE

8.4 STANDARD SAMPLE SCHEDULES

The EpiCH Student Services staff are responsible for making sure you are taking the appropriate courses so if you would like to meet with the EpiCH Student Services staff at any time to ensure you are on track for graduating, please don’t hesitate to make an appointment. Doing so will ensure that you are on track for graduation and will ensure that any complications are resolved in a timely manner.
Note: Part-time schedules are available upon request from your EpiCH Student Services staff. Careful planning must be considered when attending part-time to make sure courses that are sequential in nature are taken in the appropriate order. Contact EpiCH Student Services staff at epichstu@umn.edu for assistance with your schedule.

Please keep in mind that these are just sample schedules and you can deviate from them. If you are uncertain about how any deviation from the proposed sample below may affect your schedule over the next two years please contact your EpiCH Student Services staff at epichstu@umn.edu.

Full-Time Standard Program Option [48 credits]

<table>
<thead>
<tr>
<th>Fall Semester I</th>
<th>Title</th>
<th>Credits</th>
</tr>
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<tbody>
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<td>PUBH 6325</td>
<td>Data Processing with PC-SAS</td>
<td>1</td>
</tr>
<tr>
<td>PUBH 6341</td>
<td>Epidemiologic Methods I</td>
<td>3</td>
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<tr>
<td>PUBH 6355</td>
<td>Pathophysiology of Human Disease</td>
<td>4</td>
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<tr>
<td>PUBH 6450</td>
<td>Biostatistics I</td>
<td>4</td>
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<table>
<thead>
<tr>
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<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PUBH 6102</td>
<td>Issues in Environmental and Occupational Health</td>
<td>2</td>
</tr>
<tr>
<td>PUBH 6250</td>
<td>Foundations of Public Health (online)</td>
<td>2</td>
</tr>
<tr>
<td>PUBH 6342</td>
<td>Epidemiologic Methods II</td>
<td>3</td>
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<tr>
<td>PUBH 6451</td>
<td>Biostatistics II</td>
<td>4</td>
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<tr>
<td>Electives</td>
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<tr>
<th>May or Summer Session I</th>
<th>Title</th>
<th>Credits</th>
</tr>
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<tbody>
<tr>
<td>PUBH 7396</td>
<td>Applied Practice Experience (AP)</td>
<td>1</td>
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<thead>
<tr>
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<th>Title</th>
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<tbody>
<tr>
<td>PUBH 6020</td>
<td>Fundamentals of Social and Behavioral Science</td>
<td>2</td>
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<tr>
<td>PUBH 6343</td>
<td>Epidemiologic Methods III</td>
<td>4</td>
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<td>PUBH 6350</td>
<td>Epidemiologic Methods III Lab</td>
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<tr>
<td>PUBH 6381</td>
<td>Genetics for Public Health*</td>
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<tr>
<td>PUBH 6741</td>
<td>Ethics in Public Health: Professional Practice and Policy</td>
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<tbody>
<tr>
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<td>Or</td>
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<tr>
<td>PUBH 6344</td>
<td>Completing the Integrated Learning Experience</td>
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* This course is an example of one of six course options

Full-Time Accelerated Program Option [42 credits]

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<td>PUBH 6102</td>
<td>Issues in Environmental Health (1st half semester)</td>
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<tr>
<td>PUBH 6325</td>
<td>Data Processing with PC-SAS</td>
<td>1</td>
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<td>PUBH 6341</td>
<td>Epidemiologic Methods I</td>
<td>3</td>
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<tr>
<td>PUBH 6450</td>
<td>Biostatistics I</td>
<td>4</td>
</tr>
<tr>
<td>PUBH 6751</td>
<td>Principles of Management in Health Services Organizations (2nd half semester)</td>
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<table>
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<tbody>
<tr>
<td>PUBH 6250</td>
<td>Foundations in Public Health (online)</td>
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<td>PUBH 6342</td>
<td>Epidemiologic Methods II</td>
<td>3</td>
</tr>
<tr>
<td>PUBH 6386</td>
<td>Public Health Aspects of Cardiovascular Disease*</td>
<td>2</td>
</tr>
<tr>
<td>Course</td>
<td>Title</td>
<td>Credits</td>
</tr>
<tr>
<td>--------------</td>
<td>----------------------------------------------------------------------</td>
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</tr>
<tr>
<td>PUBH 6451</td>
<td>Biostatistics II</td>
<td>4</td>
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<tr>
<td>PUBH 6741</td>
<td>Ethics in Public Health: Practice &amp; Policy</td>
<td>1</td>
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**May or Summer Session I**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>PUBH 6020</td>
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<td>Applied Practice Experience (AP)</td>
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**Fall Semester II**

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<td>PUBH 6343</td>
<td>Epidemiologic Methods III</td>
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<td>Epidemiologic Methods III Lab</td>
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<td>PUBH 7394</td>
<td>Integrated Learning Experience: Epidemiology</td>
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* This course is an example of one of six course options

**Full-Time Infectious Disease Concentration Program Option [48 credits]**

**Fall Semester I**

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<tr>
<td>PUBH 6341</td>
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<td>PUBH 6355</td>
<td>Pathophysiology of Human Disease</td>
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<td>PUBH 6450</td>
<td>Biostatistics I</td>
<td>4</td>
</tr>
<tr>
<td>PUBH 6751</td>
<td>Principles of Management in Health Services Organizations (2nd half semester)</td>
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**Spring Semester I**

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<th>Course</th>
<th>Title</th>
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<tr>
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<td>Foundations of Public Health (online)</td>
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<td>PUBH 6342</td>
<td>Epidemiologic Methods II</td>
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<td>PUBH 6383</td>
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<td>PUBH 6385</td>
<td>Epidemiology and Control of Infectious Disease</td>
<td>2</td>
</tr>
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<td>PUBH 6451</td>
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**May or Summer Session I**

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<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
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<td>PUBH 7396</td>
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**Fall Semester II**

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<th>Title</th>
<th>Credits</th>
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</thead>
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<td>Fundamentals of Social and Behavioral Science</td>
<td>2</td>
</tr>
<tr>
<td>PUBH 6343</td>
<td>Epidemiologic Methods III</td>
<td>4</td>
</tr>
<tr>
<td>PUBH 6350</td>
<td>Epidemiologic Methods III Lab</td>
<td>1</td>
</tr>
<tr>
<td>PUBH 6365</td>
<td>Global Challenges in Infectious Disease Epidemiology</td>
<td>2</td>
</tr>
<tr>
<td>PUBH 6741</td>
<td>Ethics in Public Health: Practice &amp; Policy</td>
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**Spring Semester II**

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<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
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<td>PUBH 7394</td>
<td>Integrate Learning Experience</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>PUBH 6344</td>
<td>Completing the Integrated Learning Experience</td>
<td>2</td>
</tr>
<tr>
<td>PUBH 6182*</td>
<td>Emerging Infectious Disease: Current Issues, Policies, &amp; Controversies</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Electives</td>
<td>2-4</td>
</tr>
</tbody>
</table>

* This course is an example of one of five course options
8.5 WAIVER REQUEST FOR PATHOPHYSIOLOGY OF HUMAN DISEASE

Students with a prior earned doctorate in a health discipline are not required to take PubH 6355, Pathophysiology of Human Disease, and do not need to request an exemption. The following procedures apply for students wishing an exemption from the course. It is the student's responsibility to:

1. Request the waiver at least two weeks prior to the start of the term the course is taught; and

2. Provide the EpiCH Student Services staff with a copy of the syllabus (syllabi) of the course(s) already taken with equivalent content. The student also must supply a copy of their transcript(s). EpiCH Student Services staff will forward the syllabus (syllabi) and transcript(s) to the course instructor(s) for approval.

The instructor(s) will then review the course packet to verify that previous course work fulfills the learning objectives for Pathophysiology of Human Disease. If, upon inspection, the instructor affirms the course content is similar, he/she will grant the waiver and provide the EpiCH Student Services staff with documentation for the student's file either approving or denying the request for exemption.

The granting of an exemption from 6355 does not reduce the total number of credits required in the student's program. However, it allows the student to take other elective credits.

Note: PubH 6355, Pathophysiology of Human Disease, is taught during the Fall semester. The deadline to provide materials to EpiCH Student Services staff is Friday, August 2, 2019.

8.6 APPLIED PRACTICE EXPERIENCE (AP)

Goals
The Applied Practice Experience (AP) is a hands-on opportunity to implement public health knowledge and skills in a public health practice setting. The goal of the AP is to demonstrate the application or practice of at least five public health competencies, as established by the Council on Education for Public Health (CEPH). At least three of the competencies must be foundational; the remainder may be foundational or program specific. CEPH foundational competencies and MPH Epidemiology foundational competencies are listed below.

Timing
The AP should complement the epidemiology training and therefore is recommended after completion of Epidemiologic Methods I and II and Pathophysiology. Most students will elect to do their AP during the Summer semester between their first and second years, although there may be flexibility for individual situations which may require an academic petition; these should be discussed with the AP Faculty Advisor (see below).

Selection of AP placement(s)
Although most students will select one site to fulfill their AP requirements, some students may select more than one site to fulfill their total requirements. The responsibility of arranging for the AP rests with the student although there are a number of resources available to help students select an appropriate placement and activity. Potential resources for AP placement sites include the student's academic advisor or other faculty members with content expertise in a certain area. Other students and staff can also serve as a potential resource. The School of Public Health also has a number of resources, including listings of past applied practice experiences.

In selecting a potential site, students should consider the following questions:

- Is this a public health practice setting? Examples of acceptable placements include the Minnesota Department of Health or other governmental agencies, non-profit or community organizations or health care organizations. Some students may elect to do their AP internationally. University-affiliated settings may be acceptable if there is a community engagement or community health promotion component.
- Can the student tie this activity to foundational or program-specific competencies?

Students may conduct their AP on a paid or volunteer basis. Students who want to complete an international AP must complete the University of Minnesota university purpose travel registration process. Students must discuss self-identified travel plans (international experiences that are not promoted by the University) with an appropriate Education Abroad Office, University faculty and/or staff member prior to confirming travel plans. To familiarize yourself with student expectations and definitions while abroad, visit the Student Travel and Education Abroad: Health and Safety Policy.

The Applied Practice Experience and product cannot duplicate (be exactly the same as) the Integrated Learning Experience (ILE). However, the ILE product can result from the student's AP. For example, students who prepare a protocol or survey for their AP
can analyze results of their survey for the ILE. Students may work on a certain activity at a site (such as MDH) for their AP and different activity at the same site for their ILE.

AP Registration
Students must enroll for at least one credit to fulfill SPH MPH program requirements. Students may elect to enroll for an additional 1 credit, which can be applied to the total credit requirement for the MPH degree, resulting in a net reduction of elective credits needed to complete the degree. Although there are no specific SPH requirements for number of hours at the AP site, we estimate that most students will need to devote a minimum of 90 hours at the AP site to meet the minimum AP requirements. Students interested in completing a more significant experience should anticipate spending an additional 45 hours of work for every additional AP credit for which they enroll. This course is graded on an S-N basis only. Students must have a final approved AP Learning Agreement and be registered for the credit(s) before they begin working at their AP site.

Registration and Completion
Once a potential placement is identified, the student should make contact with the organization to define a proposed specific project or area, time commitment, and site preceptor. The site preceptor will supervise the student during their AP. The student, after consulting with their proposed site preceptor, should propose competencies that will be met and the products that the student will take the lead in developing.

Preliminary Learning Agreement
A Preliminary Learning Agreement that outlines the AP activities, products, competencies, and other details should then be completed (request from epichstu@umn.edu) and approved by the site preceptor and AP advisor. The Competency Assessment Tool will help identify which competencies students plan to address through the AP. The faculty member designated to serve as the Epidemiology AP advisor is Dr. DeAnn Lazovich. In the Preliminary Learning Agreement, students will document the five competencies, products, and how the products fulfill the competencies and submit the agreement to EpiCh Student Services. The Preliminary Learning Agreement will then be forwarded by EpiCH Student Services to the AP advisor for approval. Upon review of your Preliminary Learning Agreement, the Epidemiology AP advisor may agree with your plan by email, or want to meet with you to further discuss your proposal, including the competencies and products. Once the Preliminary Learning Agreement has been approved by the AP Advisor, students should then complete and register their Learning Agreements online through the SPH website. The grading option is S/N.

The Learning Agreement
In the AP learning agreement, you will provide the demographic data: where, when, who, etc. and identify the competencies that will be fulfilled through the experience. At the completion of your AP experience, you will upload your AP product(s) for your AP adviser to review. You should discuss with your site preceptor and AP advisor what products may be uploaded. For example, if you are working on a confidential data set that cannot be shared outside the agency, you may wish to submit a summary report or other acceptable alternatives.

Step by step instructions for starting the AP:
1. Meet with your advisor to identify a site and site preceptor. Work with the site preceptor to identify the five competencies you will address through the AP and the two products that will result from the experience with your preceptor prior to starting the preliminary learning agreement.
2. Document the five competencies, products, and how the products will meet the selected competencies in the Preliminary Learning Agreement and submit the agreement to EpiCh Student Services. The Preliminary Learning Agreement will then be forwarded to the AP advisor for approval. You may need to meet with the AP advisor to review and finalize the competencies and products you agreed on with your preceptor. It is important that you and your preceptor agree on the expectations for the AP.
3. Once the project has been approved by the AP advisor, initiate and submit the online Learning Agreement prior to beginning the experience.
4. Your Preceptor will approve the AP learning agreement, followed by your AP Advisor, and finally the EpiCH Student Services staff.
5. Once the agreement is signed, register for 1 credit. Your registration will be set up by the EpiCH Student Services staff and you will be notified when you are eligible to register.
   a. Note: You are required to enroll for the Applied Practice Experience credit and submit the agreement before beginning the AP. You may only commence the AP after you are registered for the credit and the transcript shows registration for the AP credit.
   Ideally, you will complete the AP during the term for which you are registered, but if necessary, a portion of your AP can be done in another term.
   b. Note: Some facilities require a criminal background check. If students need a background check they can contact the Student Service Center at sph-ask@umn.edu.
6. Start the applied practice experience.

Products
Students must complete and submit a minimum of two products for the AP, and demonstrate that the student has applied the
specific competencies during the AP. Each product may fulfill only certain competencies, but the products in total must fulfill at least five competencies, as indicated above. Competencies and products may differ from student to student.

Examples of products may include written assignments, data files/spreadsheets, site-specific reports that result from data analysis, training manuals or curriculum, policy briefs, grant proposals, health promotion materials, program evaluation reports, surveys or other data collection materials, posters or draft manuscripts for scientific conferences or journals. As a general guideline, products that are created as part of the AP should be seen as benefiting the practice site in some capacity.

The student, site preceptor, and AP Advisor should agree on what products will be produced before the AP begins. The intended products and proposed competencies may change over the course of the AP, as long as there is mutual agreement (student, site preceptor, and AP (Faculty Advisor), and the new products can still be demonstrated to address at least five competencies, as indicated above.

Assigning a Grade
At the conclusion of the AP, the student and site preceptor will submit electronic evaluations and the student should submit a final copy of the products to the site preceptor and AP Faculty Advisor, Dr. DeAnn Lazovich. The AP Faculty Advisor is ultimately responsible for determining if the products have met necessary competencies and assigning a final grade. Prior to assigning a grade, it is expected that the AP Faculty Advisor will communicate with the site preceptor about the student’s performance and the specific products, to get the preceptor’s opinion on whether the student has met AP requirements.

Students receive a "Satisfactory/not-satisfactory" grade for their AP. If the site preceptor and AP Faculty Advisor are satisfied, a final grade of "Satisfactory" will be assigned. If the site preceptor and AP Faculty Advisor are not satisfied, the situation will be handled on a case-by-case basis; in such circumstances, the student’s situation should be discussed with the EpiCH Student Services staff and MPH Program Director.

CEPH Foundational Competencies:

Evidence-based Approaches to Public Health
1. Apply epidemiological methods to the breadth of settings and situations in public health practice
2. Select quantitative and qualitative data collection methods appropriate for a given public health context
3. Analyze quantitative and qualitative data using biostatistics, informatics, computer-based programming and software, as appropriate
4. Interpret results of data analysis for public health research, policy or practice

Public Health & Health Care Systems
5. Compare the organization, structure and function of health care, public health and regulatory systems cross national and international settings
6. Discuss the means by which structural bias, social inequities and racism undermine health and create challenges to achieving health equity at organizational, community and societal levels

Planning & Management to Promote Health
7. Assess population needs, assets and capacities that affect communities’ health
8. Apply awareness of cultural values and practices to the design or implementation of public health policies or programs
9. Design a population-based policy, program, project or intervention
10. Explain basic principles and tools of budget and resource management
11. Select methods to evaluate public health programs

Policy in Public Health
12. Discuss multiple dimensions of the policy-making process, including the roles of ethics and evidence
13. Propose strategies to identify stakeholders and build coalitions and partnerships for influencing public health outcomes
14. Advocate for political, social or economic policies and programs that will improve health in diverse populations
15. Evaluate policies for their impact on public health and health equity

Leadership
16. Apply principles of leadership, governance and management, which include creating a vision, empowering others, fostering collaboration and guiding decision making
17. Apply negotiation and mediation skills to address organizational or community challenges

Communication
18. Select communication strategies for different audiences and sectors
19. Communicate audience-appropriate public health content, both in writing and through oral presentation
20. Describe the importance of cultural competence in communicating public health content

Interprofessional Practice
21. Perform effectively on interprofessional teams

Systems Thinking
22. Apply systems thinking tools to a public health issue

Epidemiology MPH List of Competencies

A student who completes the University of Minnesota Epidemiology MPH Program should be able to:

1. Demonstrate a basic understanding of the distribution, by person, place and time, and the risk factors for the major public health problems now facing humans.

2. Conduct a literature search and critically evaluate the published epidemiologic research with regard to internal and external validity as well as public health importance.

3. Use the information derived from the literature search to develop a research question, formulate testable hypotheses and perform sample size calculations.

4. Design a valid epidemiologic study that reflects an understanding of:
   (a) the best temporal design for the data,
   (b) the pathophysiology of the disease, and
   (c) principles of good ethical and legal practice as they relate to study design and data collection, dissemination, and use.

5. Collect and/or manage data from screening, surveillance and public databases and from epidemiologic investigations including outbreak investigations.

6. Use statistical software to analyze epidemiologic data using appropriate statistical techniques.

7. (a) Summarize and present the results of an epidemiologic study in both tabular and figure formats.
   (b) Identify potential sources of confounding and bias.
   (c) Describe effect modification if applicable and draw appropriate conclusions.

8. Communicate the study findings in oral and written reports appropriate for both lay and professional audiences.

Relationship Between Applied Practice Experience (AP) and Integrated Learning Experience (ILE)
The Integrated Learning Experience (ILE) and Applied Practice Experience (AP) should represent separate activities, although they may be related. The ILE should involve more independent work than the Applied Practice Experience (AP). An Integrated Learning experience could evolve from an Applied Practice Experience (AP) with an organization, but should be defined separately; the same work cannot be counted for both the AP and the ILE. If they are related, careful consideration must be given in wording the contract to differentiate the requirements of the Applied Practice Experience (AP) from the Integrated Learning Experience.

We suggest that students do an AP at one organization, and their ILE with a different organization. While it is not required, doing them with different organizations has several advantages. It gives the student an insight into two organizations, expands the number of people the student can use for future references for jobs, and increases the number of places they may turn to for job opportunities. If students do choose to conduct their AP and ILE with the same organization, they should discuss this decision with their faculty advisor to help ensure these represent distinct activities. Students with questions can also discuss their decision with the Epidemiology Program Director.

8.7 INTEGRATED LEARNING EXPERIENCE (ILE)

Purpose
ILE must be a high-quality product that demonstrates the student’s proficiency with written and oral communication, and that the student can write and present a logical, thoughtful document that communicates clearly. The ILE allows students to demonstrate familiarity with the tools of research and scholarship in the field of Public Health epidemiology. This product should address multiple epidemiology program competencies, as well as foundational competencies (listed above). Examples of program competencies the ILE should address include:

- Use statistical software to analyze epidemiologic data using appropriate statistical techniques (#6)
- Summarize and present the results of an epidemiologic study in both tabular and figure formats, identify potential sources of confounding and bias (#7)
- Communicate the study findings in oral and written reports (#8)

Project Options

The ILE for students in the Epidemiology MPH program may take one of two forms:

- A written report, often in the form of a manuscript suitable for publication in a peer-reviewed journal that demonstrates the student's ability to do quantitative analyses, utilizing data collected by the student or obtained from another source. This option is chosen by the vast majority of students. Examples of quantitative analysis projects might include the collection, analysis, and interpretation of data collected by the student, or secondary analysis and interpretation of data collected by a research project within the Division or data from a public access source such as NHANES.

- A grant proposal to the National Institutes of Health that includes a literature review and/or quantitative analyses. The grant proposal option follows the specific format required by NIH.

For students who choose to do a data analysis/written report for their ILE, there are 2 options that affect the choice of advisor:

1) The first option, detailed below, is to identify an Epidemiology MPH project advisor and topic based on shared interests. The project advisor works with the student to develop and complete the project. The project is completed based on a timeline that is agreed upon by the project advisor and student.

2) The second option is for the student to sign up for PubH 6344, "Completing the Integrated Learning Experience: Secondary Data Analysis" and use the datasets available in the course to complete the ILE. The course instructor will provide guidance during the course for completing the ILE by the end of the semester. A committee will be formed for the student as part of this course. Students who register for this option will present their project paper during Finals Week at the end of Spring Semester.

Choosing a Topic

When choosing a topic, students should seek a balance between the following:

- Interest in the topic: The project requires independent effort and self-motivation. Students who have a strong interest in the topic they choose will be more likely to complete the project in a timely fashion.

- Feasibility (availability of data, timeline): It is reasonable to expect that the project will require at least a full semester to finish, but there is substantial variability. Projects that require primary data collection may take longer to complete. Before embarking on the project, students and advisors should be aware of any potential factors that may slow or delay the project.

- Skills required or to be gained: The ILE is both a learning opportunity and an opportunity to demonstrate mastery of core competencies in epidemiology. It may provide a chance to develop new skills useful in a career as an epidemiologist and public health professional.

Finding an Advisor/Project

All students who choose to do a data analysis/written report and who do not sign up for PubH 6344 must have a faculty advisor to guide and approve the steps in the ILE process. This advisor does not have to be the same person as the student's academic advisor. However, the ILE advisor must be an Epidemiology MPH faculty member; see section 1.9 for a list of eligible faculty. Because of the extensive time commitment involved in advising ILE, students need to seek a match of academic interests and/or personal compatibility with a project advisor. Since this may take several months students are encouraged to begin the process in late summer/early Fall. Students who choose an option that involves working closely one-on-one with a project advisor can expect their project advisor to:

- Be available, with reasonable advance notice, for consulting with the student at all stages of the project;

- Review and approve all project protocols and methods; and

- Provide guidance about the format and content of the final product.
There are a variety of strategies that students might use to find a project and project advisor.

- Find faculty working in your area of interest—make an appointment with a faculty member who may share your interests or introduce yourself to faculty who provide guest lectures in courses that you are taking.
- Identify research projects in your area of interest—there are many ongoing research projects both in and outside the Division of Epidemiology and Community Health that might provide the opportunity you are seeking.
- Identify topics in connection to a research assistant position—many students who have the opportunity to work as a research assistant are able to develop a research question within the context of a study with which they are working.
- Seek help from your academic advisor—your advisor may be able to put you in touch with individuals working in your area of interest.

Registration for Integrated Learning Experience Credits

When a faculty member agrees to serve as the ILE advisor, the student should complete and submit an Integrated Learning Experience Declaration Form to the EpiCH Student Services staff. The ILE Declaration Form includes a page where students are expected to identify the competencies that will be fulfilled through the completion of this project. Students will not be allowed to register for PubH 7394 Integrated Learning Experience: Epidemiology until this form is turned in. It is expected that students register for 2 credits, and that the great majority of students will complete this requirement during Spring semester of their second year.

Forming the ILE Committee (not relevant for students choosing to register for PubH 6344)

The examination committee must include at least two faculty members:

1. The ILE advisor, who must be an Epidemiology MPH faculty member, will chair the committee

2. The student’s academic advisor must be the second member, and that person is always an Epidemiology MPH faculty member as well. If the academic advisor is also the culminating experience advisor, then the second committee member must be another Epidemiology MPH faculty member.

3. Students may choose to have a third person on the committee, who could be from the Epidemiology program or outside the Epidemiology program, especially if that person brings additional content expertise.

Working with the ILE Committee

It is important for students to develop a strong working relationship with their committee and to keep them updated on their progress. To ensure that the process goes smoothly, students should consider the following:

- Reach an agreement with the advisor on the appropriate scope and amount of work for the project before beginning the project.
- Meet with each committee member to learn about his/her expectations for the ILE. For example, some members will expect to review interim data analyses or early drafts of the written document. Others may wish to wait until there is a relatively polished version of the document to provide feedback.
- Allow sufficient time PRIOR to the 2-week deadline for oral exam to get comments from committee members so that revisions can be made. Students should communicate with committee members after members have had a chance to read their initial complete draft, and before the final draft is prepared. This will allow committee members to identify important issues or concerns.
- Recognize that the ILE is not ready to defend until the committee says it is ready.

Human Subjects Information

Students should also refer to section 5.2.

The University of Minnesota Board of Regents policy requires that when a research activity involving human participants meets the regulatory definition of human research (https://regents.umn.edu/sites/regents.umn.edu/files/policies/HumanParticipants.pdf), the activity must be submitted to and reviewed by the IRB. All student projects meeting this definition of human research (for example, projects that involve new collection of data from human subjects or use of personal identifiers) are subject to University of Minnesota policy requirements for IRB review. For projects involving secondary analysis of de-identified data sets, where a link to identifiers still exists, IRB review is required. For certain situations where a faculty member is principal investigator on an IRB-approved study, and they want a student to analyze data from that study (where the faculty member serves as project advisor), an option to discuss with the IRB is for the PI to submit a modification to the protocol, in which the student is added as a member of the study team.
If a student and their faculty advisor are certain the project does not require IRB review, no submission to the IRB is required. When there is uncertainty about whether IRB review is required, the best approach is to always check first with the IRB. If a student has questions about whether an activity is human research, or documentation of a determination by the IRB is desired, the student should complete HRP-503 Human Research Determination Form and work with their advisor to submit in ETHOS. If a student’s project meets the definition of human research, and that project involves data/specimen analysis only, this student should complete a HRP-595 Data or Specimen Only Protocol and to work with their advisor to submit in ETHOS. If there are general questions about IRB submission for student projects or specific protocol templates, please always feel free to call the IRB main number at 612-626-5654.

Timeline

Although there are no formal data on the length of time students have taken to complete their ILE, experience indicates that they should plan for a minimum of one semester (four months). The actual length of the project will depend on a number of factors, including:

- Identifying a project and/or project advisor in a specific subject area
- Type of project: Projects requiring primary data collection, substantial data management activities, or sophisticated data analyses may require more time.
- External factors beyond student’s control: Projects may be delayed because students have to wait for access to data, work around faculty schedules, or other challenges.
- Student’s level of motivation and discipline
- Other obligations such as coursework, jobs, family, etc.

Students generally underestimate the amount of time it will take to complete their project. It is best to be conservative and plan by working backwards from expected finish date. Here are some reasonable timelines for some of the important milestones, although the length of each step varies substantially, depending on the project:

- Finding project and project advisor (2-3 months)
- Reading research literature to determine research questions (1-2 months)
- Obtaining human subjects approval (1-2 months)
- Obtaining parent study approval, if necessary (1 month)
- Obtaining and preparing data set for analysis (1-2 months)
- Conducting analyses (1-2 months)
- Writing first draft of document (1-2 months)
- Obtaining feedback from committee members and making revisions (usually repeated multiple times) (1-2 months)
- Distributing final project to committee members (at least 2 weeks before oral exam)

Written Manuscript

Project Outline

There is no mandatory format for writing ILE. Many take the form of manuscripts prepared for publication in peer-reviewed journals. Copies of former students’ culminating experiences are located near cubicle 398E on the third floor of WBOB. Students may browse through these, but cannot take them from the area.

A written report usually includes four main sections: introduction, methods, results, and discussion, with a title page and abstract preceding the introduction. The ILE has no upper page limit and may be longer than a standard published article because students need to provide enough detail to demonstrate to their committee members that they have thoroughly reviewed the literature, understand the methods that they have used, have conducted a systematic data analysis, and are able to interpret their results. Typically, the median length (excluding references, tables, figures, and appendices) is around 20 pages, double-spaced.

The Introduction often includes:

- Statement of the problem
- Brief summary of evidence to date
- Gaps in evidence to be addressed by project
- Statement of purpose of project or hypotheses
Common subsections of the **Methods** include:

- **Study description**
  - Design of parent study, if applicable
  - Study design for project research question, if different from parent study design
- **Description of participants**
  - How identified and recruited
  - Response rates
  - Inclusions/exclusions
  - Final sample size
- **Data Collection procedures**
  - Methods of data collection
  - Types of data collected
- **Definition of exposure/confounders/outcome**
  - Description of statistical analysis

The **Results** section typically provides:

- Basic description of study participants (e.g., Table 1)
- Basic description of the study outcome
- Univariate analyses of the association between exposures/risk factors of interest and study outcomes
- Multivariate analysis
- Additional analyses (e.g., sensitivity analyses, effect modification, subgroups, etc.)

The **Discussion** usually will:

- State main findings
- Discuss main findings, including how they compare to current literature
- Strengths and limitations and how limitations could affect interpretation of results
- Conclusions about contribution of project to current state of evidence, implications for future research and/or public health

**Writing tips**

Many students have little experience with technical writing and find completing ILE paper to be a greater challenge than previous writing activities, such as term papers or other academic exercises. Students should consider the following tips:

- Break the writing into manageable parts, e.g., by focusing on one section at a time. For example, some epidemiologists will first decide on the content and format of tables and figures, then write the results, methods, introduction, and discussion, in that order.
- Create a reasonable plan for writing: don’t expect to be able to draft the whole document in one session.
- Keep track of ideas for the discussion section: Because the discussion is often the last section written, it is helpful to develop a list of discussion points that can be expanded later.
- Use active rather than passive tense.
- Do not worry about perfection on the first draft, but make the best use of the committee’s time by allowing them to focus on the science of the project and not forcing them to correct pervasive spelling, grammatical, and formatting problems.
- Avoid use of jargon; write in plain English.
- Allow yourself enough time to put the first completed draft aside for several days and then to read the document as a unit.
- Follow through on revisions provided by committee members: Committee members will become frustrated if they think that the student is ignoring their comments and suggestions.

**Costs Associated with the ILE**

Students are responsible for costs associated with completing their ILE. These costs are sometimes offset in part by the organization with which the student is working. Funds may also be available from Division of Epidemiology and Community Health by applying for the J. B. Hawley Student Research Award. Students who choose the data analysis project option may find the research project with which they are associated can cover the costs of their project.

**Statistical Computing Resources:**

There are resources available for statistical computing. The Division of Epidemiology and Community Health will provide MPH, MS and PhD students working on research projects free access to the Division’s research computers.

Some students will require computer access for faculty-sponsored research that is part of their Master's or PhD project, and/or need access to the specialized analysis software only available on the Epi main system. If so, a sponsoring faculty member should
initiate access for the student and specify the time period that the access is needed. Access is renewable at the request of the faculty, and is limited to the main research computers.

**ORAL EXAMINATION**

**Scheduling the oral examination**

Students who are taking PubH 6344, Completing the Integrated Learning Experience: Secondary Data Analysis, will have the oral examination scheduled through the class instructors. Students not taking PubH 6344 are responsible for scheduling the oral exam with their committee members. Because faculty have busy schedules, it is best to do this well in advance.

Students should anticipate that the oral defense will last approximately one hour. They should reserve a small conference room for a minimum of 90 minutes. It is a good idea to reserve the room starting 30 minutes prior to the time that the presentation is to begin, to ensure that any audio-visual equipment has been set up and the presentation works as anticipated.

To schedule a room in the West Bank Office Building, please contact the EpiCH Student Services staff at epichstu@umn.edu at least two weeks prior to your oral defense date. You will need to inform them of the date and time you wish to present. The EpiCH Student Services staff will reserve a room for your defense and will confirm that room with the student and the EpiHelp tech team. The student will need to inform their committee members of the location of the defense presentation. Please note the EpiCH Student Services staff need a two week notice to get the paperwork to the project advisor prior to the defense. This paperwork cannot be prepared on the day of the exam. Students should consider sending an e-mail to committee members on the day before the exam reminding them of the day, time, and location of the examination.

**Structure of the Exam**

At least two weeks prior to the exam, students must forward a copy of their paper to their committee members for review. It is assumed all committee members have read the paper before the presentation.

The oral examination consists of a 10-15 minute PowerPoint presentation of key points from the written manuscript, followed by an approximately 20-30 minute discussion. The presentation should be similar to a conference presentation, and include: Background/Research Question, Methods, Results, and Discussion. Typically 10-15 slides should be prepared covering these areas. They may wish to have the advisor review this presentation before the exam.

In the discussion after the presentation, students should be prepared to discuss strengths and weaknesses of the methods and to interpret and defend the results. While the oral defense is not a cumulative exam of the coursework in the degree program, students should be prepared to defend their methodology and understanding of epidemiologic concepts.

**Finalizing the Paper**

After successfully completing the oral exam, the student and ILE advisor must work together to ensure that the final document is prepared and submitted to the EpiCH Student Services staff electronically. The student and project advisor should meet to discuss any revisions that need to be made to the paper. Finalizing the paper as soon as possible after the oral exam is best way to assure that student will complete the process. The student should make changes according to committee expectations. In some cases, a final review by the project advisor on behalf of the committee may be sufficient. More extensive changes may require additional review by all committee members. The project is not completed until the committee is satisfied with the quality of the oral presentation and final paper.

**Authorship**

Choosing a topic that may lead to a publishable paper is a potential benefit for both students and the faculty members who work with them. Although not all projects will result in a publication, it is a good idea for students and project advisors to discuss authorship issues early in the process, preferably before embarking on the project. Students are encouraged to consider submitting their work for publication in peer-reviewed journals; the project may be formatted to meet a specific journal’s criteria either before or after the MPH defense has occurred. Issues that should be discussed include expectations concerning authorship/co-authorship, plus who will be responsible for submitting the paper to a journal, making revisions and handling responses to reviewers, and reviewing proofs.

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**8.8 GRADUATION CHECKLIST**

**General steps for all MPH majors**

1. Student submits their GPAS **at least one semester** prior to the anticipated completion of coursework.

2. Student submits the *Application for Degree* form electronically by the end of the first business day of the month in which they intend to graduate.
3. Student completes all coursework and requirements by noon on the last business day of the month in which they wish to have their degree conferred.

4. Student completes and circulates the ILE paper and schedules the oral exam at least two weeks before the scheduled oral examination date; see section 8.7.

5. **Student notifies EpiCH Student Services, epichstu@umn.edu, of the date of the oral exam at least two weeks prior to the exam so that their study plan can be forwarded to the project advisor.**

6. After the oral exam, project advisor returns the student’s study plan to the EpiCH Student Services staff see section 8.7.

7. Student submits a copy of the ILE paper and abstract to EpiCH Student Services staff via email at epichstu@umn.edu as a word document. See section 8.7.

8. Student submits the Career Survey. See section 1.8

All Division of Epidemiology and Community Health students who fulfill, or anticipate fulfilling, the above requirements and deadlines for Fall 2019 through Summer Session 2020 are eligible to participate in the School of Public Health commencement ceremony on May 20, 2020. We encourage you to attend! See section 1.11 for additional information.

It is considered highly unethical and inappropriate to use or include in your title or professional signature any degree that you have not completed. This means you cannot use the MPH title prior to completing all your degree requirements and your degree has been conferred. The School does not recognize or confer the title "MPH Candidate".