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/.

Land acknowledgement
The School of Public Health at the University of Minnesota Twin Cities is situated on the ancestral land of the Dakota people. Minnesota comes from the Dakota name for this region, Mni Sota Makoce — “the land where the waters reflect the skies.” We acknowledge the ongoing debt that we owe to the Dakota people and we strive to create healthy dialogue, relationships, and practices that address this injustice, as well as others related to the Indigenous people of this state.

Diversity statement
At SPH, we believe that everyone has the right to live a healthy life. We recognize that systemic racism and oppression has led to health disparities, and we commit to making diversity, equity, inclusion, and justice central to our mission. This comprehensive approach is intended to influence every aspect of our school including education, hiring, fundraising, research, and community engagement.

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.

6/22/2021
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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 around the globe.

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 ranks among the top ten in the nation, and annually 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 swift action to emerging and persistent challenges, including structural racism, gun violence, an expanding aging population, and a changing climate. As one of the world’s premier schools of public health, 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:
● Creation of the mathematical models that help guide Minnesota’s response to COVID-19
● 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.

School of Public Health Faculty List

For a listing of faculty, research and specialties refer to the Faculty Directory on the SPH website.

Health Sciences

The Health Sciences is home to six colleges and schools (including the School of Public Health), more than 150 centers and institutes, 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 a health sciences education center. This means that our health professionals and students work and learn together and take a skilled systems approach to solve 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 as outlined on the CEPH website. 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 ensuring 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.

MPH Competencies, established and required from the Council on Education for Public Health (CEPH), can be found in Appendix A. intranet.sph.umn.edu/wp-content/uploads/2019/01/foundational-ceph-compentencies-sept-5.pdf.

1.2 SCHOOL OF PUBLIC HEALTH STUDENT SERVICES CENTER

Location: Mayo Memorial Building, Room A395

Email: sph-ask@umn.edu

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

School of Public Health Student Services Center

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
- Commencement
- SPH Apparel Sale
- Orientation

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. 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.

The Career and Professional Development website at 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 interviewing and presentation skills. Appointments are also available via video or phone. To schedule an appointment, please visit the Career Center Scheduling website or email sphcareers@umn.edu.

Jobs & Internships: Our online job posting system includes listings for internships, graduate assistantships and fellowships, volunteer, part-time, and full-time career opportunities. Check it out here.

Career Resources: General career-related links, guides, and tip sheets on a variety of job-search related topics can be found here.

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 https://www.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 University-supported eduroam wifi all create a perfect place for students to meet, study, or simply relax.
- **Study Room**: White boards, tables, chairs, computers with 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 designed 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 SPH provides $100 worth of printing (1,000 pages) for each Fall and Spring semester on your U Card. This value can only be used in the SPHere computer lab (Mayo A-151), has no cash value 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 the U Card Office website. If you experience any printing issues or need to request a refund, please contact 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. 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 the [Graduate Catalog](#).

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 the University’s [MyU](#) page. All students taking SPH courses are welcome to enroll in the SPH E-Learning Resources course site. You will have access to a variety of resources to support you in navigating University resources, such as the [Libraries](#) and [Center for Writing](#). You must have a university ID in order to access [Canvas](#).

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 [sph.elearningsupport@umn.edu](mailto:sph.elearningsupport@umn.edu).

1.8 **SURVEYS**

**Graduate Student Experience in Research University**

The [Graduate Student Experience in the Research University](#) (gradSERU) is the only comprehensive survey of graduate and professional students at the University of Minnesota. This survey provides a powerful way for students to tell us about what’s working well, and what not so well, in classrooms, labs, and campus life. It is administered every odd year in the spring semester.

The University of Minnesota takes the results seriously in order to enhance programs and curricula, improve student services and policies, strengthen research and scholarship opportunities, and ensure a vibrant and supportive environment for all students.

To ensure confidentiality, gradSERU is hosted by the [Social & Economic Sciences Research Center (SESRC)](#). Neither the University of Minnesota Graduate School nor colleges/programs have access to identifiable response data. To verify eligibility, students are required to log-in to the survey using their Student ID number.

**SPH Student Engagement Survey**

Students are also strongly encouraged to evaluate and comment on the school and its programs through the SPH Student Engagement Survey. The survey covers many aspects of the student experience including field placements, career services, financing, and overall service. Feedback is used to enhance the services and resources provided to students. Stay tuned to your UMN email address for additional information later in the semester or contact [sph-ask@umn.edu](mailto:sph-ask@umn.edu) with questions about this survey.
Career Outcomes Survey

Students are required to complete the Career Outcomes Survey before they can be cleared for their degree. 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.

To complete the SPH Outcomes Career survey go to https://umn.qualtrics.com/jfe/form/SV_doRfMjgZueRCpNP.

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:** Course planning and scheduling, policies, procedures, and degree-planning benchmarks for both the SPH and the University. Your program coordinator is your first point of contact for these questions.

2. **Academic Advising:** Topics related to programs including, but not limited to, may include identifying appropriate coursework options, project selection and career planning. Faculty serve as primary advisors for academic advising. Program coordinators and career services staff also advise students on these issues as appropriate.

3. **Applied Practice/Internship/Practicum Advising:** Specifically for the 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. **Integrated Learning Experience/Masters Project/Dissertation Advising:** The ILE advisor guides students regarding integration of competencies through a pre-determined project and demonstration of excellent written communication. Specific and targeted direction on a master’s project or PhD dissertation including but not limited to: development, completion, and, in some cases, publication. The faculty advisor plays the primary role in advising students on these issues. MS and PhD examination committee members may also assist.

**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 coordinators 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 the University of St. Thomas, 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 reflect 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 University of St. Thomas, Minneapolis, for some of these tips.

1.11 COMMENCEMENT ELIGIBILITY

Students enrolled in MPH, MHA, MS, PhD programs are eligible to participate in the May Commencement Ceremony if they are on track to complete course credit requirements by the end of the spring or summer semester or have completed the necessary course credit requirements the previous summer or fall semester. Visit the SPH Commencement website for additional details: https://www.sph.umn.edu/current/commencement/

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
https://my-account.umn.edu/claim-acct

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 Student 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 set up 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 гmail.umn.edu

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. 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 select Password Management from the self-service menu on the left.
- Select Reset Your 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 here on the OIT website.

One Stop Student Services

One Stop Student Services is a resource for how things work at the University. 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

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
2.2 UNIVERSITY OF MINNESOTA CALENDARS

The official University Calendar can be found at 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/.

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.

- **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, adding air to flat tires, and referral to a service station) to all customers legally parked PTS customers. Hours are Monday through Friday from 7:00 AM to 8:00 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.

PTS also offers Paratransit Service for anyone who is not able to use fixed transit and needs special transportation while on campus. This service operates on the Twin Cities campus. More information at pts.umn.edu/bus/university-paratransit-service.

Housing

The University’s Office of Housing & Residential Life is the best resource for finding housing on or near campus. Additionally, Off-Campus Living provides a variety of services and programs intended to meet the practical, social and advocacy needs of students living off campus.

Maps

Find your 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 third floor of the Mayo building near the Dean’s office in Mayo A-302 and the third floor of the West Bank Office Building (WBOB).
Dining

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

2.4 HEALTH AND WELL-BEING

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

Health Sciences students, which includes the School of Public Health, enrolled in a qualifying Health Sciences 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

Located on the University of Minnesota Twin Cities campus, Boynton Health (BH) is a primary healthcare clinic serving University students, staff, and faculty. BH 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

As a student you may experience a variety of stressors 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](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](mailto:sph-ask@umn.edu) 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 victims 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

Diversity and Equity

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 School of Public Health has made a commitment to making antiracism and anti-oppression a central part of our mission and operations. We recognize the moral imperative created by systemic oppression that led to health inequities. We are working to educate our community about these injustices and empower them to eradicate them through public health interventions. We believe in building public health leadership that can understand the complexities of power, privilege, and oppression, and how to work with a broad base of populations and challenges.

We 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. This sense of inclusiveness covers all of a person’s identities as well as their intersections.

The Director of Equity, and Inclusion, Lauren Eldridge, works with students, staff, faculty, alumni, and community members to advance antiracism, equity, and justice within the SPH. She can be contacted at leldridg@umn.edu. The Coordinator of Diversity, Equity, and Inclusion is Gayle Smaller Jr., and he can be reached at smaller@umn.edu.

For more information please visit:

- University policy on Equity & Diversity
- Office for Equity and Diversity:
- SPH office for Diversity, Equity, & 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

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. If you have a disability and would like to discuss accommodations, please contact Todd Helmer, the SPH contact with the DRC, at helme062@umn.edu to schedule an initial appointment or consultation.

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 The Graduate School and works with other units connected to diversity and multiculturalism.

The Gender and Sexuality Center for Queer and Trans Life  gsc.umn.edu
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 19th Avenue S (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  mcae.umn.edu
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  eoaa.umn.edu
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.

**Bias Response & Referral Network**

The Bias Response and Referral Network (BRRN) responds to reports of bias incidents on the Twin Cities campus. The BRRN's goal is to contribute to a campus climate that is welcoming, inclusive, and respectful for all. The BRRN provides support resources to impacted parties, promotes education and dialogue, and affirms the University's commitment to equity and diversity, free speech, and academic freedom.

## 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](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](http://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 Bookstores, located in Coffman Union, sells course materials 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 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 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 [it.umn.edu]
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

Safe Campus [safe-campus.umn.edu]
The safety of students, faculty, staff, and visitors is the University’s top priority and is engaged in wide-ranging safety efforts from health emergencies and sexual misconduct prevention to transportation and workplace/lab safety. In all of these efforts, everyone has a role to play. The Safe Campus website provides information you need to help maintain our U of M culture of safety.

U of M Police Department [publicsafety.umn.edu]
The University of Minnesota has a full-service police department; in the event of an emergency dial 9-1-1.

624-WALK Service [publicsafety.umn.edu/home/security]
University Security 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 Twin Cities campus. To request an escort by trained security personnel, please call (612) 624-WALK (9255) shortly before the desired departure time and walk safe.

Safe-U Emergency Notification [safe-campus.umn.edu/emergency-notifications]
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.

The 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 [sua.umn.edu]
A full-service U.S. Post Office is located on the ground floor of Coffman Union.

Copies/Fax Machines [printing.umn.edu]
A University Copy Center is located in Mayo D104 as well as other locations throughout the University.

Student Legal Service [sls.umn.edu]
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**

In order to be considered full-time, degree seeking students must register for at least six credits in both fall and spring semesters; and 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 One Stop website, 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 academic advisor, 4000-level courses may also be applied toward a 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.
- You can find your registration queue date and time on the web at myu.umn.edu.
- You will need your Internet ID (x.500) 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 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 section of this guidebook for more information. Stricter policies may be enforced by individual 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 for the course, 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. For more information about grading policies, see the University Senate Grading and Transcripts: Twin Cities, Crookston, Morris, and Rochester Policy.

#### 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>

- 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 course.
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/.

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.

**Interpretation of Policy on Incompletes for Students Called to Active Military Duty**

When appropriate, instructors may prefer to arrange for the student to take an incomplete. Senate policy requires that an incomplete be made up within one calendar year of the end of the term in which the incomplete is given. When students are called to active military duty and reach agreement with their instructor(s) to take an incomplete, they will have up to one calendar year following their discharge from active duty to complete their incomplete(s). Complete policies and procedures are available in the SPH Student Services Center.

**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 re-evaluation 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 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 Registrar. Instructors are notified via email that an F or N was submitted due to failure in meeting the incomplete contract deadline.

Students can initiate an electronic Incomplete Contract form using the SPH Grades portal found here: https://publichealth.ahc.umn.edu/sphgrades/.

The information needed for each contract is:

- Student ID
- Course number
- Course section
- Instructor name
- Reason for the Incomplete Contract
- Outstanding assignments
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 (advise ment 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.

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 of Education & Student Engagement. 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.

Registration Requirement and Exceptions

Students are required to register for at least two semesters 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.
Time Frame for Degree

The maximum time allowed by the School of Public Health completion for a master’s degree is five years. The five-year period begins with the first term of enrollment after admission to a degree program within the School of Public Health. If you have the flexibility to take a full-time course load, it is possible to complete the curriculum in a shorter amount of time depending upon the program requirements.

The maximum time allowed by the School of Public Health and the Graduate School for a doctoral degree is eight years. The eight-year period begins with the first term of enrollment after admission to a degree program within the School of Public Health.

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 through the U of M Office of Measurement Services called Explorance Blue http://srt.umn.edu/blue. The system will send email notifications to students when they can access and complete their course evaluations. All students will have access to their final grades through OneStop two weeks after the last day of the semester.

Student privacy is protected through compliance with University policy, data processing procedures and in-house security. Responses will remain anonymous and will not be released to the course instructor until after final grades have been submitted (approximately three weeks after the semester ends). Aggregate summary statistics are provided to instructors and program directors in order to enhance future course experiences. More information can be found at: https://oms.umn.edu/srt/students/about/student-privacy

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 and Student Engagement. 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.

MPH and MHA 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 & Student Engagement 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.

MS and PhD students must contact their program coordinator for detailed information on transferring coursework.

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 [CHP students only] (3 cr)
PubH 6914 Community Nutrition Intervention [PHN students only] (3 cr)

Biostatistics
PubH 6414 Biostatistical Literacy (3 cr) [Fall 2018 and beyond] AND a programming class from the following list [students must check with their advisor or program coordinator to ensure they are taking the correct required programming course]

PubH 6107 Excel and Access in Public Health Settings (1 cr)
PubH 6123 Violence Prevention and Control: Theory, Research and Application (2 cr)
PubH 6325 Data Processing with PC-SAS (1 cr)
PubH 6420 Introduction to SAS Programming (1 cr)
PubH 6755 Planning and Budgeting for Public Health (2 cr) PubH 6813 Managing Electronic Health Information (2 cr) PubH 6845 Using Demographic Data for Policy Analysis (3 cr)
PubH 7264 Fundamentals Exploring and Visualizing Data in R (1 cr)
PubH 7461 Exploring and Visualizing Data in R (2 cr)

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 examinations are given twice each year (January and August). Equivalency exams satisfy competency requirements for the following core courses only:

PubH 6020 Fundamentals of Social and Behavioral Science

Contact: Jennifer Linde at linde074@umn.edu
<table>
<thead>
<tr>
<th>Course Title</th>
<th>Exam Details</th>
</tr>
</thead>
</table>
| PubH 6751 Principles of Management in Health Services Organizations           | - Number of questions on exam: 3
- Type of questions: Essay
- Open or closed book: Open                                                 |
| Contact: Jim Begun at begun001@umn.edu                                       |                                                                              |
| PubH 6102 Issues in Environmental and Occupational Health                    | - 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                                                |
| Contact: Matt Simcik at msimcik@umn.edu                                      |                                                                              |
| PubH 6320 Fundamentals of Epidemiology                                       | - Number of questions on exam: 31
- Type of questions: Multiple choice, show-your-work problems
- Open or closed book: Open                                                  |
| Contact: Rachel Widome at widom001@umn.edu                                  |                                                                              |
| PubH 6450 Biostatistics I                                                    | - Number of questions on exam: 41
- Type of questions: Multiple choice and true false format. During the exam you are encouraged to use a textbook and a calculator.
- Open or closed book: Open                                                  |
| Contact: Sally Olander at brown198@umn.edu                                  |                                                                              |
| PubH 6741 Ethics in Public Health: Professional Practice and Policy          | - Number of questions on exam: 10
- Type of questions: Short answer                                             |
| Contact: Sarah Gollust at sgollust@umn.edu                                   |                                                                              |
4. TUITON, FEES, BILLING, AND FINANCES

4.1 MY FINANCES TAB ON MY U

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, free e-check method, and where you can sign up for direct deposit. For residents of Wisconsin, North Dakota, South Dakota, and Manitoba, you may apply for reciprocity through your home state or province so your billing statement will have the correct amounts.

OneStop hosts “how-to guides” for common transactions. You can find financial how-to guides here.

4.2 TUITION AND FEES

Please go to onestop.umn.edu/ for complete tuition and fee information. Additional information regarding tuition for specific SPH programs can be found the SPH website: https://www.sph.umn.edu/prospective/tuition-finances/

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 statements 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 sections of the One Stop website regarding 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 on the SPH website. In particular, check this page for information on paying for your education. Scholarships specific to SPH divisions and/or programs can be found in the division and/or program section of this guidebook.

Financial aid information can be found at onestop.umn.edu under the finances tab or by emailing onestop@umn.edu. Students with 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/Program specific awards and traineeships, division-related donor scholarships, Dean's Scholarship</td>
<td>Your program coordinator (see program section in this guidebook)</td>
<td></td>
</tr>
<tr>
<td>Medical scholarships, MN tuition scholarship, general donor funded scholarships</td>
<td>SPH Student Services</td>
<td><a href="mailto:sph-ask@umn.edu">sph-ask@umn.edu</a></td>
</tr>
<tr>
<td>Federal loans, financial aid package</td>
<td>Brian Olson - Office of Student Finance</td>
<td><a href="mailto:olson282@umn.edu">olson282@umn.edu</a></td>
</tr>
</tbody>
</table>

**Loan Deferment**

A temporary postponement of loan payments is available only under certain conditions. Students requesting a loan deferment can get their form signed by One Stop Student Services: 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 the 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 temporary leaves)
- 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**

SPH students may have the opportunity to use a graduate assistantship 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. The Career & Professional Development Center staff can assist you with your search. Click here for more information.

For graduate assistant policies and benefits, visit Graduate Assistant Employment: umn.edu/ohr/gae

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

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:

- Engage with SPH Orientation events 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.
- Contact a program coordinator, program director, 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: [http://writing.umn.edu/howto/sources/definitions.htm](http://writing.umn.edu/howto/sources/definitions.htm). Students should be careful to properly attribute and cite others’ work in their writing. For guidelines for correctly citing sources, go to [https://www.lib.umn.edu/howto/citationguides](https://www.lib.umn.edu/howto/citationguides).

The Associate Dean of Education & Student Engagement 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 in the policy library.

This policy library holds policies that apply to the entire University system (all five campuses), as well as policies that apply specifically 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.

Below are the Board of Regent’s 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
- 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 Violation
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. 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 on the Office for Community Standards website.

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 & Student Engagement.

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 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. There are many grey areas, so students proposing such work are strongly encouraged to collaborate with their advisor and contact the IRB to determine whether their project requires approval.

Additional guidelines are required for students involved in international fieldwork. If you plan to use data collected as part of your international applied practice experience for your master’s project, you are strongly encouraged to contact the IRB before your applied 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. See Section 3.3 of this guidebook for additional information.

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.

Before requesting a Leave of Absence, students must review the U of M Administrative Policy at https://policy.umn.edu/education/gradstudentleave. Forms must be submitted to the School of Public Health Student Services Center, A355 Mayo Memorial Building, MMC 819, 420 Delaware Street SE, Minneapolis, MN 55455.

5.3 COMPLAINTS AND GRIEVANCES

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

- 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.
- Complete various evaluation and assessment such as gradSERU, the SPH Student Engagement Survey, and course evaluations.

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 Elizabeth Wattenberg, Associate Dean of Education & Student Engagement at watte004@umn.edu.

The School of Public Health is committed to ensuring that all of our students experience high-quality instruction and a positive and supportive environment in which to work and learn.

If you have a concern about your academic experience (e.g., grading, advising, instructional) and/or you believe a member of the University community has violated an official University rule, policy and/or established practice, please refer to the University’s Board of Regents policy and related informal and formal resolution processes.

The University’s process encourages efforts to address concerns at the local level whenever possible. For assistance, students may contact the SPH Student Services staff or the SPH Associate Dean for Education & Student Engagement. For a confidential consultation outside of SPH channels, students may contact the Student Conflict Resolution Center (SCRC).
The Equal Opportunity and Affirmative Action Office is designed to handle reports of bias, discrimination, harassment, and sexual violence. EOAA is a resource for the entire University community.

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 Director 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 Director 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 Director of DEI, or another SPH administrator, will meet with the aggrieved student to collect information regarding an incident or issue.
2. The Director of DEI 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). The Director 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 Director will identify and recommend options for resolution.
5. The Director of DEI will consult back with students 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 Director of DEI 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 Director 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 training, and act with the highest honor towards all private information.

For further information, go to [https://www.healthprivacy.umn.edu/](https://www.healthprivacy.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 DC

In addition:

- University 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 visit International Student and Scholar Services (ISSS) at isss.umn.edu.

### International Student Preparation Course

The International Student Preparation Course 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 International Student Preparation Course at least one week before their immigration check-in. More information can be found by visiting the ISSS website.

### Immigration Check-In

All new international students must visit the University of Minnesota International Student & Scholar Services office (ISSS) shortly after arrival in Minnesota. 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; this means SPH master’s and doctoral 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, Health Sciences students are required to have a health clearance as a condition of enrollment. You must complete this requirement by the sixth 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: https://boynton.umn.edu/clinics/travel.

More details and the downloadable Student Immunization Record form are available from Boynton Health at boynton.umn.edu/immunization-requirement. You can also stop by Boynton Health 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 Health Sciences, 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 all 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 experiences 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, email sph-ask@umn.edu, 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 https://publichealth.ahc.umn.edu/sphcommunity/index.cfm. The agreement is complete once it has been approved by the student’s advisor and the SPH 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 Health Sciences 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 Health Sciences 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 on the Health Sciences Education website https://drive.google.com/file/d/1uwjO4w0b2-xidGDntLx27bSvh3HM0Q/view.

6. **GROUPS, ASSOCIATIONS AND SOCIETIES**

6.1 **STUDENT GROUPS**

School of Public Health Student Senate

The Student Senate is composed 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. The Student Senate also provides various grants to students and SPH student groups.

Professional Student Government

gopherlink.umn.edu/organization/PSG
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 (CHIP) is a department of the Office of Education in the Health Sciences Senior Vice President’s Office. The CHIP Student Center serves all Health Sciences students. CHIP exists to foster interdisciplinary relationships and teamwork between Health Sciences 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/engage/student-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 900 student groups on campus 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**  
[cahme.org](http://cahme.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](http://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](http://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](http://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**  
[https://www.sph.umn.edu/alumni/sph-alumni-society/](https://www.sph.umn.edu/alumni/sph-alumni-society/)

Your connection to the School of Public Health doesn’t end at graduation.

Since our school’s founding in 1944, we have graduated over 12,000 alumni. These individuals are important members of the public health community as they shape public health policy, conduct ground-breaking research, lead innovative public health solutions and shape the future of public health.

Your SPH education is a valuable, lifelong investment. During school, and after graduation, we invite and encourage you to stay connected to the school, its resources and each other to make the most out of your degree from SPH.

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.

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.

Connect to the SPH Alumni Society and all it has to offer today.

**MHA Alumni Association**  
[sph.umn.edu/alumni/mha/](http://sph.umn.edu/alumni/mha/)

The University of 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. EXECUTIVE PUBLIC HEALTH ADMINISTRATION & POLICY MPH DEGREE

EPHAP/PHAP Student Services:

Rebecca Wurtz, MD, MPH: Director of E-PHAP/PHAP MPH programs – rwurtz@umn.edu

Chris Miller, MAED: Coordinator E-PHAP programs– Primary contact for current and perspective students- mill3394@umn.edu

The traditional PHAP program –Current and perspective students can email the program coordinator at hpmphap@umn.edu.

7.1 MISSION AND PROGRAM OBJECTIVES

The Executive Public Health Administration & Policy (E-PHAP) program focuses on managing organizations and influencing policy to improve population health. The program is targeted toward students interested in working with government agencies, nonprofits, or private health care organizations that seek to advance public and population health.

This program prepares students to:

- Lead, manage and evaluate population health programs and agencies.
- Design and implement research to guide evidence-based decision-making.
- Evaluate and inform public policy that impacts population health.

The E-PHAP program’s core competencies can be found in Appendix B.

7.2 E-PHAP MASTER OF PUBLIC HEALTH GRADUATION REQUIREMENTS

Coursework and Credits

E-PHAP Program—42 credits

Public Health Core Area Requirements

Refer to section 3.5

Core E-PHAP Courses

Students must complete the required E-PHAP core courses. Courses designated as part of the E-PHAP core must be taken for a letter grade (A-F) and students are required to achieve no less than a B- grade.

In addition to the core MPH courses, AP (PubH 7796), and masters project (PubH 7794), students must attend the five on-campus sessions which are held in January and September of the first and second year in the program. Students must complete the four courses associated with them:

- PubH 7710 Setting Priorities and Framing Public Health Issues (2 cr)
- PubH 7720 Data to Drive Public Health (2 cr)
- PubH 7730 Laws, Rules, and Regulations for Public Health (1 cr)
- PubH 7740 Leading and Evaluating Public Health Change (2 cr)

Students must complete the following required E-PHAP online courses:

- PubH 6724 The Health Care System and Public Health (3 cr)
- PubH 6735 Introduction to Public Health Policy (3 cr)
- PubH 6755 Planning and Budgeting (2 cr)
- PubH 6765 CQI (3 cr)

A student can substitute a required E-PHAP core course by transferring credits from a graduate level course, with a grade of B- or better, from an accredited university or college that meets the educational objectives of the course for which it is substituted. Students must provide a syllabus of the course at the time they took it and an official transcript to the program coordinator. A
student may seek to transfer credits with the approval of the program director. The program director makes the final determination if the course can be substituted. All student requests that depart from the degree curriculum requirements outlined in this Guidebook must be submitted via the Academic Policy Petition form. The Petition form can be obtained at https://mail.google.com/mail/u/1/?tab=wm&qibl#search/petition+form?projector=1. Students should also refer to section 3.4

Courses approved for transfer into the program must be graduate or professional degree level courses taken at an accredited institution within the last five years. Courses older than 5 years may be allowed for individuals with prior earned advanced degrees who have been actively working in their field of study as demonstrated by their current resume.

Electives

E-PHAP students have 3-6 credits of electives (depending partially on which biostatistics course the student takes and whether the student chooses to take the Master’s Project Seminar). There are several ways to fulfill elective requirements.

- Enroll in online classes through the UMN SPH
- Enroll in online courses in other UMN schools. Students should discuss the course with the E-PHAP program director to confirm that it meets requirements for a public health course.
- Take one or more courses at the University of Minnesota Summer Public Health Institute (PHI) (this requires 1-3 weeks on-campus) held at the end of May and the beginning of June each year.
- Take an independent study course with a UMN SPH faculty member.
- Take an on-campus course at the SPH or other UMN graduate school (e.g. Humphrey School) if the student lives nearby. Some of the UMN schools, particularly the Carlson School of Management, limit their enrollment to students admitted to their degree programs; however, courses may open for other students a month before the semester starts.
- Take a graduate level online or on-campus course through another university. This includes summer public health institutes at other universities, such as Harvard, University of Michigan, University of Washington, Johns Hopkins, and University of North Carolina.

Courses taken outside the UMN SPH need to be consistent with the student’s and E-PHAP’s educational goals and must be reviewed and approved before the student enrolls in order for the student to get credit.

Time Frame to Complete Degree

Students should refer to section 3.3

Application for Degree

MPH students are required to complete an Application for Degree form online at the MyU website under the “Academics” tab. You must submit the application for degree by the first day of the month in which you intend to graduate (for example, by January 1st for a January graduation).

7.3 Applied Practice Experience (AP)

Overview & Requirements

The Applied Practice Experience (AP) is a cornerstone of the MPH degree. It’s an opportunity to see what really happens in public and population health agencies and organizations, a chance to apply knowledge and skills learned in course work, to learn new skills, to network, and to test professional paths.

The SPH’s main source of information about APs is found at https://www.sph.umn.edu/current/applied-practice/. This guide supplements that information for E-PHAP students.

Requirements for the AP

Students must:

- Create an “AP Learning Agreement.” See "Creating an AP Learning Agreement" below.
- Register for PUBH 7796 in the semester in which they will complete the majority of the AP. For Executive PHAP students, the AP will probably be spread out over several semesters. You can register for PUBH 7796 in any one of those semesters.
- Complete at least 90 hours in the AP.
- Evaluate the experience after it is complete. See “Student and preceptor evaluations and final grade” below.
- Submit two products to the school.

AP time requirements

Students must spend a minimum of 90 hours engaged in the AP; it’s okay to spend more time. As the AP can be done on a
full-time or part-time basis. For example, a student can work full time for 3 weeks, part-time for 6 to 8 weeks, or a few hours a week for a year. Most Executive PHAP students spread their AP out over an extended period of time.

You don’t have to be physically present on-site for all 90 hours. If you are working on a brochure, or a white paper, or analyzing data, or preparing a meeting, work can be done off-site.

**What does not count as an AP**

An AP is not a research project. Students do not need to collect/analyze data. However, the preceptor may ask the student to collect or analyze data as part of evaluating a program, conducting an internal quality improvement assessment, or analyzing the incidence of disease. This type of data collection is not considered research: it does not result in generalizable knowledge and is not published in a form broadly available to the public.

If the AP contains a human subject’s research component, the project must get IRB approval before it starts.

Working with a faculty member on a research project (e.g., data analysis, data entry, manuscript writing) contained within the university is not an AP. Part of the purpose of the AP is to get students out of the academic setting. However, projects in university-affiliated settings are okay if they are primarily focused on community engagement, typically with external partners or clients (for example, community-facing projects at SHADAC or the Rural Health Research Center). University health promotion or wellness centers may also be appropriate sites.

Working on a clinical project (e.g., analyzing clinical data) or in a clinical setting in a healthcare organization (e.g., as a scribe or receptionist) is not considered a public health AP. However, working in a health care organization on a community health assessment, in a hospital epidemiology program, doing performance improvement, or in another project that applies the principles of population health may be an acceptable AP.

Working as a clinician (doctor, nurse, dentist, veterinarian, physical therapist, pharmacist, etc.) does not count as an AP, even if the work is done in a non-traditional or resource-poor (e.g., in a volunteer clinic or on a mission trip) setting.

**7.4 Finding an AP**

**Thinking about AP opportunities**

APs for E-PHAP students should have an “E-PHAP” orientation: policy and management. Students should think about their professional goals, their strengths, the skills they want to develop, and their interests in identifying potential sites for APs. The AP is a chance to try something completely new, to test a professional interest, to learn new skills, and to make new professional contacts. An important consideration of the AP is the choice of organization; students should work to identify an agency that complements career goals, interests, and abilities. The experience can provide a foundation for future employment and resume building.

Think about guest speakers and topics you have encountered in your courses. What did you want to learn more about? Who were you inspired by?

**Goals of the AP for E-PHAP students**

The AP is a chance to test something completely outside of your day-to-day work, especially if you are considering a career change. Use your student status to get a chance to volunteer for a few hours a week at a government agency, or for a not-for-profit, or on a community project.

However, it’s okay to do an AP at your current place of work, but you must take on a project or a role outside of your day-to-day responsibilities. So, for example, if you work at a health department in communicable disease surveillance, take on a project in emergency management. If you work as a clinician in a health care organization, work with hospital epidemiology or on a community assessment project.

**Should I find the site or the preceptor first?**

The answer to this question is “yes.” If you are most interested in a particular site (for example, Minnesota Department of Health or Be the Match), start with the site, and use AP resources, Career Services, the alumni office, and site resources (for example, an Internship tab under Work for Us on the site’s website) to identify potential preceptors.

If you know you want to work with a specific person (for example, a community leader, an elected official, a person you admire), approach the person first.

**Finding a site**

On the Student AP Information Page, [https://www.sph.umn.edu/current/applied-practice/students/](https://www.sph.umn.edu/current/applied-practice/students/) read the section entitled Find an Applied Practice Site. In the AP Module, select the “Search for past field experiences” link, and search a long list of sites.
where students have done Field Experiences/APs in the past. You can search by program, state, and topic area.

Other potential opportunities are shown on the SPH Job Posting System. In addition, the E-PHAP coordinator will forward opportunities he becomes aware of.

APs at a student’s current worksite

APs can be completed at the student’s place of current employment, but the work should be independent from his or her regular work. Any questions around meaningful differences between daily work and the proposed AP should be resolved with your advisor. The student should aim to acquire new skills, experience different parts of the organization, and/or contribute in new ways.

Using a course as an AP

At the time of this writing, no courses have been designated as AP equivalents.

International APs

There are lots of opportunities for international APs, but they require more planning, and may cost more money. Students should start with this UMN site to get general information: Interning abroad. Clearly, it’s more difficult for most E-PHAP to spend weeks abroad doing an internship, but if that is something you’d like to arrange, we can work with you to find opportunities.

Students exploring international AP opportunities need to begin the process at least six to eight weeks before departure, and need to be aware of requirements specific to international travel. Unique opportunities, like working at the WHO, require even more planning: students who’d like to try to work at the WHO should start contacting potential site preceptors there in the fall of their first year.

The Learning Agreement online application has a specific section to address questions relevant to international APs. University policy requires that all students participating in University-related international education provide a 24/7 emergency contact at the university. That person is usually the E-PHAP director for E-PHAP students. There are other training and documentation expectations for students doing international APs. Information is available in the AP Module.

The school, the university, and external funders provide a few international travel/study scholarships: https://www.sph.umn.edu/prospective/tuition-finances/scholarships-funding/#study-abroad-support. The University also offers the Judd Fellowship to support international APs: https://global.umn.edu/funding/judd/#guidelines-tab.

7.5 Preparing for the AP

AP site preceptor

The preceptor is a person at the AP site who supervises the student’s work. A current PHAP or E-PHAP student can’t be the preceptor for another student. See Appendix D for the letter to a potential preceptor if the person has questions about roles and responsibilities.

Identifying the competencies to address during the AP

Students will identify three foundational and two E-PHAP program competencies (see Appendix B) to achieve during the AP.

Figure 1. Foundational competencies self-assessment in AP module

A Competency Assessment Tool (CAT) (Figures 1 and 2) is provided in the AP module to help students identify competencies. The tool asks students to evaluate themselves on their level of mastery of the foundational and program
competencies on this scale:

- No knowledge or ability
- Classroom knowledge only
- Have applied ability and some experience
- Advanced ability

Figure 2. PHAP competencies self-assessment in the AP module

Once the student has evaluated their competencies, the tool automatically ranks the competencies starting with those for which the student has the least knowledge/experience (Figure 3).

However, the student doesn’t need to work on the competencies that are ranked highest. The student should select competencies that reflect the work and products that the student will actually be producing during the AP.

Creating an AP learning agreement

All students must complete an AP learning agreement (LA) in the school’s AP Module prior to beginning the experience. The online LA asks students to identify the site preceptor and the competencies the student is going to work toward.

Important note: Dr. Wurtz—not your Academic Advisor—is the Faculty Advisor for all APs. (see Figure 4 below). Dr. Wurtz must review the evaluations and the products and determine the grade at the end of the AP.
The LA should be reviewed with and approved by the E-PHAP program coordinator prior to the student submitting it in the AP Module. The LA will automatically be sent to the site preceptor for his/her/their review and approval, and to the E-PHAP program director (Dr. Wurtz) for her review/approval, and then finally to the E-PHAP coordinator for his approval.

Figure 4. Faculty advisor

Registering for PubH 7796 “Applied Practice Experience for PHAP”

Once the LA has been signed, the E-PHAP program coordinator will send the student an email with a permission number to register. Students register for the AP in the semester in which they will do the majority of the work. For E-PHAP students, this may be any of a number of semesters—consider tuition reimbursement programs from employers and calendar year tax write-offs when considering when to register. Students should register for 2 credits and opt for an S/N grading basis (the AP is judged on a satisfactory/unsatisfactory basis). If you don’t complete the work in that semester, you will receive a “K” (placeholder) grade until the work is complete.

Getting paid and scholarships

A student may be paid for an AP but that is the exception rather than the rule.

The SPH and other organizations may provide funding to support an AP (e.g., for travel to a distant site, or a stipend for living expenses); however, these funds are very limited and mostly focused on international APs (see above under International APs).

Background checks

Refer to section 5.6

Minnesota law requires certain facilities to submit paperwork for a criminal background check for all personnel with direct unsupervised (outside the hearing or vision of a supervisor at the facility) client contact. If you are placed in such a facility, you may be asked by the institution to submit paperwork, or the institution may require that you have this check facilitated by the School of Public Health. Facilities covered by this law are hospitals, boarding care homes, outpatient surgical centers, nursing homes, home care agencies, residential care homes, and board/lodging establishments providing health supervision services.

If a background check is required, the SPH Student Services Center can arrange to have the background check performed. Call them at 612/626-3500, or go to A395 Mayo for assistance. Students should refer to section 5.6.

7.6 Completing Your AP

Behavior at the AP site

Treat the AP as a job—show up on time, ready to contribute. Learn from the people and surroundings. Do more than your share. The AP should benefit both the student and the site. Be flexible and respectful. The preceptor works with the student in addition to his/her/their daily responsibilities. Be respectful of his/her/their time.

Wear clothes that are appropriate to the worksite. This may mean ties for men; no jeans, no open-toed shoes.

Misconduct, harassment, or discrimination

Harassment of any kind is not tolerated by the E-PHAP program, the SPH, or the University. In the event a student suspects or experiences sexual harassment, sexual assault, misconduct, or discrimination by preceptors or any of their AP colleagues, please refer to the University’s Sexual Harassment in an Internship (PDF) to learn more about the University policies, processes, and resources.
The AP module has extensive resources available for students who suspect or experience harassment, available here: https://www.sph.umn.edu/current/applied-practice/students/misconduct-harassment-discrimination/

**AP products**

AP products “are tangible materials, tools, or results” created by the student (from the Applied Practice website). Products are created to benefit the practice site. The products are also used to document the student’s achievement of competencies. Students should work with their preceptor and other personnel at the site to identify two products to complete during their time at the site.

Examples of products include:

- Policy brief or analysis
- Literature review or white paper
- Creating a database
- Preparing a document: a training manual, a fact sheet, a brochure, educational/health promotion materials, a FAQ sheet
- Organizing and managing events such as a farmer’s market, community meetings, or conference (“product” might include flyers announcing event, after-event assessments)
- Site specific reports or evaluations
- Community health needs assessment
- Evaluation plan
- Guidance document
- Data collection form
- Meeting minutes
- PowerPoint presentation
- Poster presentation
- Curriculum
- Developing a website or adding content to one (the “product” might consist of url and screen shots)
- Evaluation templates
- Prioritization or opportunity grid
- Preparing (or working on) a grant proposal or budget or a budget report
- Fundraising strategic plan
- Preparing and/or administering a survey or questionnaire
- Communication campaigns (“product” might consist of campaign plan, newsletters, examples of tweets or blog posts, flyers, etc.)
- IRB proposal (for community-based research project)
- If asked to assess a specific product, event, organization, etc., even an email report would count as a “product”
- Participating in gathering information from focus groups, key informant interviews
- Photographic essay
- Developing or administering a survey

Because certain activities (e.g., developing a database, participating in focus groups, facilitating meetings) don’t translate well into “products” and because some agencies/organizations may not want you to share a sensitive document (e.g., surveillance data, a SWOT analysis, etc.), you may have to record your work in one or more journal entries or summary documents which become your work “product.”

Journal entries should include the site, the date(s) of the activity(ies), a name/title/brief description of the activity(ies) (e.g., “prepared database,” or “facilitated community organizing meeting”), and a brief description of the activity(ies), and the competency(ies) demonstrated by the activity(ies) and how the student met the competency. The overall description should be between 200 and 350 words long. If journal entries are being used in lieu of “products,” the student must create two separate journal entries for the two separate products. Reflection papers are not acceptable products.

Each student must produce two or more products, and all five competencies have to be “documented” by a product. Naturally, since you are only required to produce two “products” and you are supposed to demonstrate five competencies, each product can demonstrate more than one competency. In other words, two products with five competencies might look like this:

- Three competencies demonstrated in Product #1
- Two competencies demonstrated in Product #2.

Three products with five competencies might look like this:
Two competencies demonstrated in Product #1
One competency demonstrated in Product #2
Two competencies demonstrated in Product #3

When the student has completed the AP, he/she/they will submit the products via the AP Module to the school.

Student and preceptor evaluations and final grade

When the AP is complete, the student will be asked to review the site and preceptor. The student’s completed review of the site and preceptor will be viewable by the student, E-PHAP faculty advisor, and E-PHAP coordinator. The preceptor does not have to grade the products or submit a grade for the student.

Similarly, the preceptor will be asked to review the student. This review will be viewable by the student, preceptor, E-PHAP faculty advisor, and E-PHAP program coordinator.

Grading the AP

Once the preceptor and the student have completed evaluations, the AP faculty advisor will enter a grade of Satisfactory or Unsatisfactory based on the preceptor’s evaluation for the semester in which the student has registered for the AP.

When you’re done with your AP

Please send a thank you note to your preceptor. We depend on your preceptors and sites for the next group of students.

AP Timeline for E-PHAP Students

Late in your first year in the program (October/November): Starting thinking about where you might do an AP, the skills you want to gain, what you want to gain professionally from it, or who you might want to work with.

1. At the beginning of second year (January): If you are having difficulty in identifying a potential site, look at the old Field Experience module to identify sites at which previous students have done their field experience. (Prior to 2018, the AP was called a Field Experience.)
2. March/April: Meet with potential site preceptors to discuss objectives and activities.
3. April/May/June: Once a student has identified a site and a preceptor, the student drafts the Learning Agreement and the E-PHAP coordinator reviews and approves.
4. April/May: Submit the Learning Agreement through the AP Module.
5. Mid-way through second year: Start work on AP.
6. At some point during your AP, register for PubH 7796 and pay for the two credits.
7. At some point during your AP, submit your two “products” via the AP module.
8. After the last day listed on your AP Learning Agreement, you and your preceptor will automatically receive an email to remind you to complete an evaluation. Complete your evaluation and urge your preceptor to do the same. A grade cannot be given until both evaluations and the products have been submitted.
9. Send a thank you note to your preceptor.

Frequently Asked Questions

● Who has to do an Applied Practice Experience?

All MPH students must do an applied practice experience.

● What do I do if conflicts develop at the AP site?

If any disagreements occur at the AP site (for example, the preceptor feels that the student is not participating in expected activities, or the student feels that he/she is not doing meaningful work), the student and the preceptor should try to resolve the disagreement. If you’d like to do more work, or more complex work, talk to your supervisor. If disagreement persists, they should contact the E-PHAP director. Also, see the section 5.2 University of Minnesota policies on student conduct, sexual harassment, etc.

● How do the AP and the Master’s Project relate to one another?

The AP can serve as inspiration for the Master’s Project (MP): the student can return to the AP site to do the MP, or do a project that would benefit the AP site, or analyze data developed during the AP. The student can also do a master’s project completely unrelated to the AP.
**7.7 Master’s Project Integrated Learning Experience (ILE)**

**Purpose of the master’s project**

All E-PHAP students must complete a master’s project. According to the Council on Education in Public Health, UMN SPH’s accrediting body, the master’s project (MP) provides the opportunity to “produce an appropriately rigorous discovery-based paper or project at or near the end of the program of study” (From the Accreditation Criteria for Schools of Public Health, Amended June 2016: [https://ceph.org/assets/2016.Criteria.pdf](https://ceph.org/assets/2016.Criteria.pdf)). The MP is the final requirement for completing your Master of Public Health in E-PHAP. The MP should display your mastery of E-PHAP program competencies and your ability to effectively communicate, both in writing and in oral presentation. The core competencies of the E-PHAP program are shown in Appendix B. Keep these in mind as you start to explore projects. MP expectations MPs vary in their content and scope. But no matter what you decide to do, the project must meet the following expectations:

- A high-quality paper and oral presentation.
- Demonstration of expertise in a content area (e.g., maternal health outcomes) and a methodology (e.g., qualitative data analysis).
- A minimum of 120 hours of work on the project. Experience shows that it usually takes many more hours.
- Work that is original and contributes something new to the field of public health.

**Group projects**

Two or more students may work together on a larger scale project, but each student must spend 120 hours on it. These projects usually have one advisor. Final products can be combined (e.g., separate chapters of a larger analysis) or independent. For combined products, each student should contribute approximately 20 pages to the final written product. However, for example, the introduction and reference list could be shared. Early in the project, students should meet as a group with the advisor to define shared and separate responsibilities. Students should consider a formal agreement on responsibilities, timelines, etc. We can provide templates for group agreements.

**Community-based projects**

We encourage students to work with local health departments, other local agencies, or community-based organizations on a MP. Students working in this setting will likely have a community-based advisor in addition to their faculty advisor. The student, faculty advisor, and community advisor should work together to develop the proposal and the student’s work should be overseen by both the faculty and community advisors.

**Advice from your peers**

Each year, we ask the students finishing their MPs what they wish they had known when they started their projects. Throughout this guide, we have highlighted their advice in textboxes, such as this one:

**Steps to a Successful MP**

Although this manual gives a lot of direction and advice, the MP can be summarized in these 16 simple steps:

1. Identify a topic. Steps 1 and 2 are interchangeable.
2. Identify an advisor and readers (your MP committee). Steps 1 and 2 are interchangeable.
3. Write a MP proposal that includes introduction (also called background), public health importance, proposed methods, and timeline.
4. Have your proposal approved by your advisor and readers and submit it to the Program - Deadline March 15 of second year in the program; any time before that is also okay.
5. If necessary, obtain IRB approval before you begin work.
6. Do “data collection” (the exact nature of step 6 will depend on the nature of your MP).
7. Do “data analysis” (the exact nature of step 7 will depend on the nature of your MP).
8. Write up results. Write discussion and conclusion.
9. Assemble pieces (abstract, introduction, public health importance, methods, results, discussion and conclusion) into a draft of your master’s project paper. Note that the introduction and public health importance will evolve as you work toward the finish.
10. Provide a first draft to your Advisor.
11. After your Advisor has provided feedback and approval to circulate, give draft to readers for review.
12. Modify paper based on committee feedback (repeat steps 10-12 until entire MP Committee approves paper).
13. Submit final, committee-approved electronic .pdf version of paper to the E-PHAP program coordinator along with MP Completion Form.
15. Celebrate. (Step 15 can be repeated.)

Types of MPs
While there are many types of projects that meet the expectations for a MP, they usually fall into one of several categories. In addition to describing the types of projects, examples of courses that teach the skills needed and HPM faculty members who have expertise in that areas that are listed.

Primary collection of data
Students can design a data collection research project from beginning to end, writing a protocol, collecting and analyzing data, and writing a conclusion. Either quantitative or qualitative data collection is appropriate. This option allows students to learn the research process and be involved in primary research. However:
- This always takes substantially longer than you would expect.
- If data collection involves human subjects and is not an internal QI project, the student MUST receive Institutional Review Board (IRB) approval before starting the project. See section 5.2

This requires additional time and paperwork, and the student should plan for this additional effort. In addition, if the project is done in the context of another organization or institution with an IRB (such as a healthcare organization or health department), the student will need to obtain that institution/organization’s IRB approval also. Finally, data collection almost always takes longer than anticipated due to circumstances often outside the student’s control. Have early discussions with advisor to assess the MP timeline.

Potential advisors
Secondary analysis of data collected as part of another research project, students may do a secondary analysis of human subject data that has already been collected; this is far easier, but still gives students the experience of formulating a hypothesis, and organizing, analyzing, and interpreting data. Usually the student finds a research project that has been partially completed, or identifies a new research question to apply to the existing data. Secondary analysis of data collected for another purpose may require an expedited review or waiver by the UMN IRB and the project’s home institution or organization’s IRB (if the project is being done for a health department or a hospital, for example). See Human Subjects Research and IRB Approval.

Analysis of publicly available population data
Students may analyze publicly available population data (e.g., from IPUMS, NCHS, the census, or other public source); this type of project does not require IRB review but allows the student to formulate a hypothesis and organize, analyze, and interpret data.

Community needs assessment
A community health needs assessment “identifies the gaps between what is and what should be.” It is usually done by an agency or organization planning to address those gaps. Thus, the student who wants to do a community needs assessment project should work with an agency/organization that would help the student define the scope of the project. There are many “how to” resources, including the Community Toolbox: http://ctb.ku.edu/en/table-of-contents/assessment/assessing-community-needs-and-resources/conducting-needs-assessment-surveys/main.

Program evaluation
Program evaluation systematically collects and analyzes data (about processes and outcome) of health programs and policies to answer questions about their effectiveness. Again, this is usually done in the context of an agency or organization that wants to assess its effectiveness. This type of project has the added value of being relevant and of value to the agency or organization.

Critical literature review
Students may do a systematic, comprehensive, integrative review of the published literature in a specific area that is relevant to public health administration and policy. A systematic review is not simply a book report of published literature. Systematic reviews require an explicit and rigorous methodology to identify relevant studies and to summarize and evaluate their data. Students doing a systematic review as a master’s project should have a person with systematic review expertise as their project advisor.

Policy analysis
Policy analysis systematically examines policy alternatives to a public health issue or problem. Students evaluate the potential for various policies to achieve stated goals and objectives. This option may take several forms, including a case study, policy analysis, historical or ethical inquiry, or others. Students may include qualitative data collection (e.g. focus groups or key informant interviews) or secondary analysis of data as part of their policy analysis.

Cost effectiveness analysis
Cost-effectiveness analysis evaluates the costs and benefits of specific interventions—usually a new intervention versus existing practice, although several existing practices can also be evaluated.

Continuous quality improvement project
Students may conduct a quality improvement project in a public health agency, health care setting, or community organization using the methods and techniques of quality improvement. Such projects include but are not limited to process mapping, statistical process control, lean and six sigma analysis, and rapid cycle improvement projects. If the student(s) intends to publish or present the research outside of the context of the agency/organization they must obtain IRB approval for the project.

Business plan
A student may create a structured and analytic business plan for a business that they wish to start. The plan should include a description of the business, its products and services, a market analysis and marketing strategy, and a financial plan.

Other types of projects
Other types of projects will be considered on a project-by-project basis. Potential other projects include a documentary film or audio series, a grant application, or organizing a conference and writing up the proceedings.

Master’s Project Committee
The MP Committee consists of an advisor and two readers. Below we detail the roles and responsibilities for student, advisor, and reader. Students should choose their advisors and readers thoughtfully. Faculty members and outside readers will get to know you and your skills, and may serve as professional references in the future.

Advisor
Each student identifies a MP advisor, who must be a regular member of the School of Public Health (SPH) Division of Health Policy and Management faculty (faculty profiles available at http://sph.umn.edu/faculty1/hpm/). Adjunct HPM faculty may be advisors if approved by Dr. Wurtz. Your project advisor plays a crucial role in your MPH career and sometimes in your future career. Students need to be proactive in searching out a MP advisor.

The student should have some ideas about what they’d like to do for a project before “meeting” with the advisor for the first time. HPM Faculty know that E-PHAP students are distance students and are happy to meet by phone. The advisor provides guidance on the choice of topic, points the student to resources that might be helpful, critically reviews the research topic, methods, and conclusions. In many ways, the advisor’s role is to push you to do even better than you thought possible. The advisor is responsible for making sure the MP meets the E-PHAP program’s expectations for quality, rigor, and deadlines. Ideally, the person is a subject matter expert in the student’s masters project discipline. The student can send an email to their advisor when he/she/they agree to be the advisor which outlines the advisor’s role and responsibility. The document can be found on the PubH 7784 website. Students working on community-based projects will likely have a community advisor in addition to the faculty advisor. The student, faculty advisor, and community advisor should work together to develop the proposal and the student’s work should be overseen by both the faculty and community advisors.

The specific responsibilities of the advisor include:
- Helping the student frame the project topic and methods.
- Advising the student on the project proposal.
- Approving the MP proposal before the student submits it to the E-PHAP program.
- Supervising the student’s work on the project, reviewing all work prior to sending to readers.
With other members of the MP Committee, reading and commenting on drafts of the final project write-up.

Approving the final version of the write-up before the student presents it and submits it to the E-PHAP program.

Attending, if possible, the student’s oral presentation.

Grading the student’s project.

If your advisor wants to know what his/her/their responsibilities are (although most HPM faculty are familiar with these responsibilities), send them a copy of the Letter for Advisors available on the Cohort E-PHAP site.

Readers

In addition to the advisor, each student must find two readers who will read and approve the student’s proposal and read and approve the student’s MP paper. Readers may be a faculty member from the SPH, from elsewhere in the University, or a community member who is some knowledge in the area of the student’s MP topic. Sometimes, there is a “natural” choice for a reader. For example, if you are working with a community organization, invite someone from that organization to be a reader. Current SPH students, even if they are in a position to supervise a student’s work at a community organization or program, cannot be readers. Try to choose readers whose background and skills complement (rather than duplicate) that of your advisor. For example, if your advisor is not a content expert in your topic, choose at least one reader who is a content expert. If your project requires a particular methodological technique and your advisor does not have this skill, find a methodologist in this area to be a reader.

The specific responsibilities of the reader include:

- Helping the student frame the project topic and methods.
- Advising the student on the project proposal.
- Approving the MP proposal before the student submits it to the E-PHAP program.
- With other members of the MP Committee, reading and commenting on drafts of the final project write-up.
- Approving the final version of the write-up before the student presents it and submits it to the E-PHAP program.
- Attending, if possible, the student’s oral presentation. If your reader wants to know what his/her/their responsibilities are, send them a copy of the Letter for Readers on the Cohort E-PHAP site.

Students’ obligations to their MP Committee

The MP is the student’s project, not the advisor’s or the readers’ project. The student must own the project and be responsible for acting in a professional manner in the proposal, research, paper “Take ownership of and responsibility for your project.”

Preparation, and presentation phases of the project.

- Discuss expectations for interaction at one of your initial meetings.
- “Show up” for scheduled meetings/phone calls.
- Be prepared for appointments. It is always helpful to have an agenda and even better to put it in writing. Be clear about what you want to accomplish and be specific about your needs, e.g. “Today I would like to review my research question and draft outline for my project.”
- Communicate clearly. Good and consistent communication leads to a good working relationship and a better MP.
- Consider setting up regular meetings with your advisor, with the option to cancel if progress has not been made or if feedback is not necessary at that time.
- Expect multiple drafts. You should make sure to work at least two reviews and revisions into your timeline. Ask committee members how long they need to review drafts and the final paper and plan your timeline accordingly.
- Ask for help. Don’t wait until the last minute. Ultimately, the successful negotiation of the relationships with your advisor and committee members depends on you. While you have one MP to complete, often your advisor and committee members are involved in their own projects as well as the projects and dissertations of multiple students from various programs. They have competing priorities so use their time judiciously.

7.8 PHAP AWARDS AND HONORS

Delta Omega Nomination is the national honorary society for graduate studies in public health. Membership is Delta Omega reflects the dedication of an individual to quality in the field of public health and to protection and advancement of the health of all people. The top 10% of the class, based on GPA, is nominated in the spring of their final year in the program.

7.9 PHAP COMMUNITY ADVISORY BOARD

The Community Advisory Board is comprised of public health leaders in the Twin Cities area. It meets twice a year and helps to ensure that our students are fully prepared with the knowledge needed to succeed as public health professionals.
APPENDIX A

MPH 22 Foundation Competencies
Established and Required from the Council on Education for Public Health (CEPH)
Effective Fall 2018

Note: The Foundations Competencies are met by completing the MPH core curriculum.

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 across 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
APPENDIX B

E-PHAP Competencies

Students must demonstrate competency in 2 PHAP competencies during your AP:

1. Apply an understanding of the principles of healthcare delivery systems to current public health policy and administration.

2. Develop management and leadership skills for public and population health care programs organizations, and systems.

3. Apply high quality, scientifically rigorous research to address problems in public health policy and administration.

4. Develop and analyze public health policy.

5. Analyze and dismantle organizational policies and practices that perpetuate racism and inequity.
APPENDIX C

Skills and Domains

This list is not exhaustive.

Skills
- Grant writing
- Community building
- Community engagement
- Negotiation
- GIS skills
- Budgeting
- Planning
  - Operations
  - Program
  - Strategic
- Assessment and evaluation
- Report writing
- Data analysis
  - Excel
  - Access
  - SAS, SPSS, STATA
- Data visualization
- Social media communication skills
- Writing skills
- Public speaking
- Conference planning
- Literature review skills
- Quality improvement tool use
- Managing teams/groups
- Critical thinking skills
- Systems thinking skills
- Preparing training/health education material
- Project management

Domains
- Informatics/e-health
- Legislative processes
- Preparedness/emergency management
- Maternal-child health
- Adolescent health
- Communicable disease
- Chronic disease
- Environmental health
- Health equity
- Health care systems
- Oral health
- Health insurance
- Access to care
- Transportation
- Vaccines
- School-based health
- Reproductive health
- Injury and Violence Prevention
- Tobacco
- Gun violence
- HIV/AIDS
- Cardiovascular disease
- Food safety
- LGBTQ health
- Mental health
- Senior health
- Substance use
Letter for a Preceptor

Dear Preceptor,

Thank you for considering to be an Applied Practice Experience preceptor for a student in the University of Minnesota's School of Public Health E-PHAP (Executive Public Health Administration and Policy) MPH program.

The Applied Practice Experience (AP) is a cornerstone of the MPH degree. The AP is an opportunity for students to see what really happens in public and population health agencies and organizations, and a chance to apply knowledge and skills learned in course work. All students studying for an MPH are required to do an AP.

The AP is a chance for a student to try something completely new, to test a professional interest, to learn new skills, to contribute to the work of an organization, and to make new professional contacts.

Students are required

- To identify three “foundational” and two program (E-PHAP) competencies to meet during the AP. The student will work with you to identify those competencies, and should be evaluated on whether they have met them.
- To produce two “products” as part of their AP. Products can be a document (such as health education materials, a policy brief, or a health needs assessment) or they can be something harder to document (like a database or organizing a meeting), in which case the student can create a journal that describes the product.

In our experience, APs work best if students have specific assigned responsibilities based on their skills and interest. These might include

- Helping to manage a project
- Participating in a program evaluation or CQI project
- Analyzing data
- Writing reports
- Attending relevant meetings and conferences
- Grant writing
- Being included in discussions about organization activities and priorities

Ideally, the preceptor and student meet on a regular basis for the preceptor to provide feedback and insight.

The student creates an online “Learning Agreement” (LA) which lists the five competencies the student hopes to develop during the AP. You will be asked to sign off (electronically) on the student's LA.

The student performs the AP under your supervision. At the end of the AP, you will be asked to fill out a relatively brief electronic evaluation form and assess the student’s products.

Students must spend approximately 90 hours engaged in the AP.

Thank you for being involved in our students’ education and professional development. If you have any questions, please feel free to contact me at rwurtz@umn.edu or 612.625.1387.

Rebecca Wurtz, MD, MPH
Associate Professor, University of Minnesota School of Public Health
Director, PHAP and E-PHAP Programs