

PUBLIC HEALTH ADMINISTRATION AND POLICY

MPH Degree Program

DIVISION OF HEALTH SERVICES RESEARCH AND POLICY

2005-2006 Student Guidebook

The logo for the University of Minnesota School of Public Health. It features a vertical gold line on the left side. To the right of the line, the text "UNIVERSITY OF MINNESOTA" is written in a black, serif font. Below that, "School of Public Health" is written in a bold, dark red, sans-serif font.

UNIVERSITY
OF MINNESOTA
**School of
Public Health**

All students are responsible for knowing the rules and policies that govern their academic program. To this end, the School of Public Health is providing you with this guidebook.

This guidebook contains everything you need to know to complete your degree.

Please keep it with you and refer to it often.

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 Students Services Center, School of Public Health, MMC 819 Mayo, 420 Delaware St SE, Minneapolis, MN 55455; 612.626.3500 or 800.774.8636; sph-ssc@umn.edu.

Table of Contents

School of Public Health Directory	5
University of Minnesota Calendar 2005-2006	6
Section 1. The School of Public Health	7
1.1 About the School	7
1.2 SPH Student Affairs	8
1.3 Mentor Program	11
1.4 SPH Student Commons	11
1.5 Course Evaluations and Student Survey.....	11
Section 2. The Academic Health Center	13
2.1 Overview	13
2.2 Office of Education.....	13
2.3 CHIP Student Center	14
Section 3. The University of Minnesota	15
3.1 Mission.....	15
3.2 Twin Cities Campus [UMNTC].....	15
3.3 U of M Services	16
Section 4. Registration	23
4.1 Full-Time Status.....	23
4.2 Registration Process	23
4.3 Registration Changes, Additions, and Cancellations	24
Section 5. Tuition, Fees, Billing, and Finances.....	25
5.1 Tuition and Fees	25
5.2 Billing	25
5.3 Financial Aid and Scholarships	26
5.4 Graduate Assistantships.....	26
Section 6. University Guidelines and Policies	28
6.1 Student Responsibility and Conduct	28
6.2 Academic Advisor Responsibility.....	28
6.3 University of Minnesota Board of Regents' Policies.....	29
6.4 Satisfactory Progress	29
6.5 University Senate Uniform Grading and Transcript Policy	29
6.6 Scholastic Dishonesty and Plagiarism	32
6.7 Health Insurance	33
6.8 Privacy	34
6.9 Immunizations.....	35

6.10	Criminal Background Checks	35
6.11	Use of Human Subjects in Research.....	35
6.12	International Student Requirements.....	36
Section 7.	Groups, Associations, and Societies	38
7.1	Student Groups.....	38
7.2	Public Health Related Associations and Agencies.....	39
7.3	Alumni Societies.....	39
Section 8.	Division of Health Services Research and Policy.....	40
8.1	Introduction.....	40
8.2	Joint/Dual Degree and Collaborative Programs.....	40
8.3	Division Travel Policy for HSRP Division Students.....	42
8.4	HSRP Division Faculty and Coordinator Staff.....	44
8.5	HSRP Division Course Descriptions.....	45
Section 9.	Public Health Administration and Policy MPH Degree Program.....	52
9.1	Mission and Program Objectives.....	52
9.2	Master of Public Health Graduation Requirements	53
9.3	Accelerated Program Option Coursework.....	58
9.4	Standard Program Option Coursework	59
9.5	MPH/JD Program Option Coursework	60
9.6	Standard First-Year Class Schedule	61
9.7	Independent Study	62
9.8	Field Experience.....	62
9.9	Master’s Project.....	64
9.10	Description of Master’s Project Options.....	65
9.11	Graduate Follow-up Survey.....	68
9.12	PHAP Awards and Honors.....	68
9.13	PHAP Community Leaders Advisory Council	69
9.14	Appendices.....	70

School of Public Health Directory

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University of Minnesota Calendar – 2005-2006

The official University Calendar can be found at <http://onestop.umn.edu>.

FALL SEMESTER 2005

August	25	SPH New Student Orientation
	26-Sept 1	SPH New Student Academic Warm-up
September	5	Labor Day holiday – University closed
	6	Classes begin
November	24-25	Thanksgiving holiday – University closed
December	14	Last day of instruction
	15-17, 19-21	Final examinations
	21	End of Fall semester

SPRING SEMESTER 2006

January	16	Martin Luther King holiday – University closed
	17	Classes begin
March	13-17	Spring break – no classes
May	5	Last day of instruction
	8-13	Final examinations
	13	End of Spring semester
	15	School of Public Health Commencement

MAY SESSION 2006

May	22	3-week session classes begin
	29	Memorial Day holiday – University closed
June	9	Last day of instruction for 3-week May session

SUMMER SESSION 2006

June	12	8 and 10-week session classes begin
July	4	Independence Day holiday – University closed
August	4	Last day of instruction for 8-week session
	18	Last day of instruction for 10-week session

1. THE SCHOOL OF PUBLIC HEALTH

1.1 About the School

Although the School of Public Health has existed officially since 1944, the presence of public health education at the University of Minnesota dates back to the 1860s. We are, therefore, one of the oldest areas of study in the institution.

Our school is one of two educational bodies in the university that has "public" in its title (the other is the Humphrey Institute of Public Affairs). The word "public" is key because it emphasizes that this school focuses on the health of groups of people and populations, rather than the treatment of sick individuals.

The second half of our title is "health" - we emphasize the prevention of injury and illness, rather than the treatment of disease. Our preventive approaches include research and education programs that examine the external (environmental) nature of human health risks; methods to control such risk factors; the effects of human behavior on health risks; methods to change unhealthy behavior; the design and management of illness and injury prevention programs; and research into the economics and effective delivery of health care services.

The School of Public Health thus offers a broad interdisciplinary approach towards maintaining the health of the people in Minnesota and throughout the world.

As a result of strong research and professional education programs, the School of Public Health at the University of Minnesota consistently ranks among the top accredited schools of public health in the country.

The interdisciplinary nature of public health means that our faculty frequently work with units throughout the university, including other schools within the Academic Health Center (AHC) such as the College of Veterinary Medicine and the Medical School, as well as the Humphrey Institute of Public Affairs, the Carlson School of Management, the Minnesota Extension Service, the College of Agriculture, the Institute of Technology, and others.

MISSION

The mission of the School of Public Health is to preserve and enhance the health of the public through education, research, and service programs designed to discover and transmit new knowledge aimed at the prevention of disease and disability, the improvement of health, and the planning, analysis, management, evaluation, and improvement of systems for the delivery of health services.










GOALS

Education: It is a goal of the School of Public Health to educate students to serve the health needs of communities. The School will provide suitable educational opportunities to augment the students' knowledge of public health principles and to assist them in developing appropriate skills and attitudes. The School shall participate in the continuing education of health professionals and in the education of the citizens of the State, the Nation, and the World.

Research: It is a goal of the School of Public Health to conduct research and to stimulate scholarly activity, with the aim of enhancing the well-being of the public.

Service: It is a goal of the School of Public Health to provide a broad range of consultative and direct services to organizations in support of the School's educational and research programs. It will respond, as appropriate, to community and individual health needs through publications and faculty participation in educational and research endeavors.

1.2 School of Public Health Student Affairs

STUDENT AFFAIRS STAFF			
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Office Hours: Monday – Friday, 7:45 AM - 4:30 PM

Telephone: 612.626.3500 or 800.774.8636

Fax: 612.624.4498

Mailing Address: Student Services Center
School of Public Health
Mayo Mail Code 819
420 Delaware Street SE
Minneapolis, MN 55455-0381

Location: Mayo Building, Room D305

E-Mail: sph-ssc@umn.edu

STUDENT SERVICES CENTER (SSC)

The Student Services Center is a school-wide office that coordinates functions including:

- Recruitment
- Applications
- Orientation and Academic Warm-Up
- Class Scheduling
- Student Tracking
- SPH Scholarships
- Graduation clearance
- Commencement

You will be directed to the Student Services Center (SSC) many times. The Student Services staff want to make your student experience as fulfilling as possible. We sponsor social and community-building activities, host professional development and networking events, provide centralized educational support, manage SPH scholarships, and seek and communicate opportunities to enrich your SPH life. We work closely with the major coordinators to create a set of school-wide and major-specific services that we hope meets your needs for high-tech and high-touch delivery. You will be interacting with us directly or indirectly throughout your education here.

MULTICULTURAL SERVICES

The School of Public Health (SPH) is committed to having a diverse student body that reflects the composition of the population and communities to be served and to ensuring that all students are prepared to work in a multicultural society and world. The SPH strives to be a welcoming place where all students have the opportunity to participate fully in the life of the school and to reach their full academic potential.

The Office of Multicultural Services plays an important role in meeting the SPH mission of preserving and enhancing the health of the public through education, research, and service programs designed to discover and transmit new knowledge aimed at the prevention of disease and disability, the improvement of health, and the planning, analysis, management, evaluation, and improvement of systems for the delivery of health services.

Multicultural Services is involved in the following ways:

Student Access and Support

- Assists with the recruitment of talented students with a special emphasis on student of color recruitment.
- Provides support to students of color by insuring they are informed and encouraged to utilize all campus resources.
- Advocates for financial resources to aid students in their pursuits.

School of Public Health Climate

- Provides assistance and support for diversity training and policies for the school.
- Serves as a resource to faculty interested in ensuring a classroom climate and curriculum that promotes diversity and multiculturalism.
- Works with faculty and administration to address issues raised by students.

Community Connections

- Builds collaborative relationships with the community, especially communities of color, and works with the community to identify prospective students.
- Develops communication and interaction with a multicultural community and alumni network.
- Plans and implements community outreach activities to recruit students of color.
- Serves as a resource for students interested in working in communities of color.

CAREER SERVICES

Career Services, located in Mayo D305, offers a variety of resources to assist you in your efforts to locate and apply for professional positions – from internships to fellowships to full-time career positions. As a student and later as an alumnus/alumna, you are able to take advantage of the following free resources to help you achieve your career goals:

Career Services Website

The Career Services Web site at www.sph.umn.edu/career has many links to help you start your new career, including:

- Our online job posting system listing internships, graduate assistantships and fellowships, and career opportunities.
- Links to numerous public health organizations that will help you become familiar with professional membership and career opportunities in public health.
- General career-related links and tip sheets on a variety of job-search related topics.

Career Conversations

Regularly scheduled “Career Conversations” will be listed on the Career Services Web site and announced to students by email. These are counselor-led career-related discussions, covering topics such as resume writing, networking, interviewing, and salary negotiation. All students and alumnae are welcome to attend these sessions.

Career Resource Center

The Career Resource Center (located in Mayo D-305) is filled with information to help you in your job search efforts. In addition to an *Alumni Resource Directory*, filled with names of alums who are working in the field and are willing to be contacted by students, you will find handouts, books, videos, and other resources to provide guidance on networking, resume writing, interviewing and negotiating, job and internship opportunities.

Individual Career Counseling

Barbara Laporte, the career counselor for the School of Public Health, has a Master’s degree in Human Development and over 10 years of career counseling experience. As a student or alumnus/a, you may schedule individual appointments with Barb to discuss career-related issues, learn more about career resources, discuss ideas for internships and field experiences, review your resume or curriculum vitae, and/or practice interviewing skills. To schedule an appointment, call Barb at 612-626-5443, or email her at lapor006@umn.edu.

Other Resources

Throughout the year, you will have the opportunity to take advantage of other career-related events. In the fall, you may choose to participate in the Mentor Program (see www.sph.umn.edu/career/mentor/ for more information). Other activities will be announced via e-mail, and may include employer visits, alumnae panel discussions, and/or campus-wide career fairs.

You are on your way to an exciting and fulfilling career! We look forward to helping you get started!

RECRUITMENT SERVICES

The Recruitment Services Office seeks to make the School of Public Health a welcoming place to all prospective students and is the center for recruitment activities at the School of Public Health. Recruitment staff meets with prospective students to learn about their interests and goals, and discusses the School of Public Health's learning opportunities. Recruitment Services also coordinates preview days, information sessions, and other special events, as well as attends career fairs and recruitment venues to meet with prospective students.

1.3 Mentor Program

Preparing for a career in public health extends well beyond the classroom. A vital part of that preparation can be learning from the experiences of others.

That is the idea behind our Public Health Mentor Program, which we co-sponsor with the Minnesota Public Health Association. Each year we match about 125 students with alumni and other professionals who share their interests.

Students get to learn from the professional experiences of their mentors. Mentors get to play a role in training future public health leaders. These matches often prove to be enriching relationships for students and professionals alike.

For more information, go to www.sph.umn.edu/career/mentor/home.html.

1.4 SPH Student Commons

Note: A new student commons is currently under construction on the 1st floor of the Mayo building and will be available for SPH student use in early 2006. A temporary student commons is located in Mayo A270.

Make use of the student commons to relax or study with your student colleagues. Obtain the door access code from the Student Services Center (D305). The Student Commons has the following amenities:

- Lounge area with tables, couches, chairs, microwave, refrigerator, and a telephone for free local calls.
- Wireless internet, PC computers with internet connectivity and Microsoft Office, and a printer.

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

- We try to keep the temperature moderated. If you must open a window, please close it when you leave.
- There are cleaning supplies on hand for your use. Keep the room neat in consideration of others.
- Please protect the security of access. Do not give the code to anyone. Do not let anyone watch over your shoulder while you enter the code. Do not let anyone enter behind you that you do not know to be a SPH student. Never prop the door open for any reason. The student commons is for SPH students only.
- If you are aware of a breach of security or if you see something in the commons that needs repair, please report it to the SSC (D305 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 improper activity in progress, call 9-1-1.

STUDENT LOCKERS

Student lockers are available on the 1st floor of the Mayo building. Get an assigned locker and combination during the first week of fall semester from the Student Services Center (SSC) in Mayo D305.

1.5 Course Evaluations and Student Survey

COURSE EVALUATIONS

Students provide very important input into the continued development of the School of Public Health's teaching program. Students will be asked to complete evaluations for all SPH courses. When the evaluation forms are distributed in class, faculty and TAs should leave the room and allow students to complete the process. Many instructors designate a student in the class to collect the forms and deliver them to the Student Services Center (SSC) so there is no possibility of interference.

Comments are always welcome, but students have two weeks after the end of the semester to complete this as part of the formal evaluation process. The evaluation forms are:

University Evaluation Form

The computer-scored University of Minnesota Student Evaluation of Teaching (SET) – Form D – SR (Student Release) questionnaire is provided by the Office of Measurement Services at the University of Minnesota and preserves student anonymity without fail. Please note that race, gender and other demographic information on this bubble sheet is not used by the SPH in any way; instructors do not see any of this information in the summary they receive.

School of Public Health Evaluation Forms

Students receive a second evaluation form in one of two versions:

- *SPH Comment Form*
- *End of Semester Class Evaluation Form* (used only in EpiCH division classes)

These two forms have not been as protective concerning confidentiality. In most cases, student's written comments are seen directly by the instructor (some divisions have begun typing comments) and there is no guarantee that your confidentiality will be maintained. Students who are concerned that their remarks may be identified and attributed may use one of the processes below as an alternative to completing the form in the classroom:

- Talk with a major coordinator and ask her/him to forward your comments confidentially.
- Bring a typed sheet with your comments to the Student Services Center (SSC) in D305 Mayo. Be sure to note the class name, number, and instructor on the sheet.
- Complete a Course Evaluation Comment Form in the SSC (typewriter available).

The SPH evaluation form asks for student comments on:

- The teaching methods used
- Availability of the Instructor and TA
- Subject matter of the course
- Reading material and text
- Performance requirements (attendance, papers, discussion, tests, presentations)
- Grading methods
- Guest instructors

SPH ANNUAL STUDENT SURVEY

Students also are strongly encouraged to evaluate and comment on the school and its programs through our annual end of year SPH Student Survey. The survey covers many aspects of student experiences including field placements, career services, financing, and overall School service.

2. THE ACADEMIC HEALTH CENTER

2.1 Overview

In 1851, the seeds of the Academic Health Center were planted with territorial legislation that created the University of Minnesota and named medicine and science among five original academic disciplines. Over the past century and a half, it has taken root, grown, and flourished to become one of the most comprehensive health education and research centers in the United States.

The AHC now comprises seven schools and colleges of medicine, public health, nursing, dentistry, pharmacy, and veterinary medicine as well as allied health programs in physical therapy, occupational therapy, medical technology, health information science, and mortuary science. Interdisciplinary efforts include the Center for Spirituality and Healing, the Center for Bioethics, the Cancer Center, the Center for Infectious Disease Research & Policy, the Center for Animal Health & Food Safety, the Center for Drug Design, and the Biomedical Genomics Center.

Our schools educate 70 percent of Minnesota's health care professionals. We are also an economic engine driving Minnesota's leading industry, health care services and products, which includes 7,000 businesses that employ more than 200,000 Minnesotans and generate at least \$15 billion a year. We develop new health technologies independently and in collaboration with Minnesota biomedical companies. Our researchers bring \$242 million in sponsored revenues into Minnesota each year.

In January 1997, the University of Minnesota Hospital and Clinics merged with Fairview Health Services, a system of 7 hospitals and 30 clinics. Most of our faculty physicians are members of University of Minnesota Physicians, a multi-specialty clinical practice with a primary affiliation with Fairview-University Medical Center, one of the nation's top research and teaching hospitals.

On July 14, 2000, the University of Minnesota Board of Regents approved a new Academic Health Center vision, which broadly reflects the issues experienced by individual schools and our external community to ensure that our significant role in professional health education is met. The vision includes the following seven principles:

- Create and prepare the new health professionals for Minnesota;
- Sustain the vitality and excellence of Minnesota's health research;
- Expedite the dissemination and application of new knowledge into the promotion of health and delivery of health care in Minnesota;
- Develop and provide new models of health promotion and care for Minnesota;
- Reduce health disparities in Minnesota and address the needs of the state's diverse populations;
- Use information technology to transform how we educate, conduct research, and provide service to individuals and communities in Minnesota; and
- Build a culture of service and accountability to Minnesota.

2.2 Office of Education

The vision for the Office of Education is to promote excellence in student learning outcomes by supporting faculty and programs that include community-based education, interdisciplinary education, technology-enhanced learning, and faculty development. Much of the work of this office builds upon input and ideas that were developed by intercollegiate task forces and committees prior to the establishment of the Office.

The mission of the Office of Education is to promote excellence in learning through the support of AHC Educational Programs. This mission is supported by specific guiding principles for the office.

In addition, the initiatives of the Office of Education are grounded in strategic goals for the AHC that were identified as part of the six-year AHC Strategic Plan, specifically those that pertain to interdisciplinary health professional

education, addressing the State's changing workforce needs, and the development of technology tools to health professional students and faculty.

Since 2000, the Office of Education team has grown to include personnel who can lead key initiatives to address our mission and goals. This team works closely with a number of intercollegiate committees and work groups to obtain input and collaborative decision-making for each initiative.

2.3 CHIP Student Center

The Center for Health Interdisciplinary Programs or CHIP is a department of the Office of Education in the Academic Health Center Senior Vice President's Office. The CHIP Student Center serves AHC students in the schools of dentistry, dental hygiene, health care administration, medical technology, medicine, mortuary science, nursing, occupational therapy, pharmacy, physical therapy, public health, and veterinary medicine.

CHIP exists to foster interdisciplinary relationships and teamwork between Academic Health Center students. CHIP provides educational, leadership, and service opportunities for students.

CHIP Mission Statement

- To enable Academic Health Center (AHC) students to form an interdisciplinary community that will foster continued teamwork as future health care professionals.
- To offer services, programs, and activities designed to complement and enhance the experience of University of Minnesota AHC students.

Services for AHC Students

- 24/7 study/meeting area
- Networked computers, scanner, CD burners
- Courtesy phones
- Beverage service
- Refrigerator/microwaves
- Informal counseling and referral

Leadership Opportunities for AHC Students

- CHIP Executive Council
- CHIP Student Committees
- Student Health Advisory Committee
- CLARION National Case Competition
- Students' International Health Committee
- Student Committee on Bioethics
- Wilderness Health Committee
- PEERS substance abuse prevention program

CHIP Student Center

1-425 Moos Tower

Phone: 612.625.7100

Fax: 612.626.6025

www.chip.umn.edu

3. THE UNIVERSITY OF MINNESOTA

3.1 Mission

The University of Minnesota, founded in the belief that all people are enriched by understanding, is dedicated to the advancement of learning and the search for truth; to the sharing of this knowledge through education for a diverse community; and to the application of this knowledge to benefit the people of the state, the nation, and the world.

The University's mission, carried out on multiple campuses and throughout the state, is threefold: Research and Discovery—Generate and preserve knowledge, understanding, and creativity by conducting high-quality research, scholarship, and artistic activity that benefit students, scholars, and communities across the state, the nation, and the world. Teaching and Learning—Share that knowledge, understanding, and creativity by providing a broad range of educational programs in a strong and diverse community of learners and teachers, and prepare graduate, professional, and undergraduate students, as well as non-degree-seeking students interested in continuing education and lifelong learning, for active roles in a multiracial and multicultural world. Outreach and Public Service—Extend, apply, and exchange knowledge between the University and society by applying scholarly expertise to community problems, by helping organizations and individuals respond to their changing environments, and by making the knowledge and resources created and preserved at the University accessible to the citizens of the state, the nation, and the world. In all of its activities, the University strives to sustain an open exchange of ideas in an environment that embodies the values of academic freedom, responsibility, integrity, and cooperation; that provides an atmosphere of mutual respect, free from racism, sexism, and other forms of prejudice and intolerance; that assists individuals, institutions, and communities in responding to a continuously changing world; that is conscious of and responsive to the needs of the many communities it is committed to serving; that creates and supports partnerships within the University, with other educational systems and institutions, and with communities to achieve common goals; and that inspires, sets high expectations for, and empowers the individuals within its community.

3.2 Twin Cities Campus [UMNTC]

The University of Minnesota is a world-class university, known globally as a leader in teaching, research, and public service. It is both a land-grant university, with a strong tradition of education and public service, and a major research institution, with scholars of national and international reputation. UMNTC consistently ranks among the top 20 public universities in the United States. The classic Big 10 campus, located in the heart of the Minneapolis-St. Paul metropolitan area, provides an exceptional setting for lifelong learning.

The University community is a broad mix of ethnic backgrounds, interests, and cultures. Students come from all 50 states and from more than 100 foreign countries. Many small communities of students, faculty, and staff help to create a welcoming atmosphere on campus.

UMNTC is also a thriving center for culture and the arts, featuring outstanding galleries, museums, concerts, theatre productions, and public lectures. For sports fans, the Golden Gophers offer all the spirit and excitement of Division I college athletics.

The campus in Minneapolis is located just a few minutes east of downtown. Nestled along the bluffs of the Mississippi River, buildings in Minneapolis range from the ultramodern Weisman Art Museum to the classic and stately Northrop Memorial Auditorium. A few miles to the east in St. Paul, rolling hills and quiet lawns create a more rural setting. The Minneapolis and St. Paul parts of the campus are connected by a convenient campus shuttle system.

UMNTC also provides a life beyond the campus like few other Big 10 universities can. The dynamic communities of Minneapolis and St. Paul offer something for everyone - a nationally recognized art and theatre community, a thriving entertainment industry, a host of Fortune 500 companies, four glorious seasons of outdoor recreation, exciting professional sports, shopping, and restaurants for every taste--all located close to campus.

3.3 U of M Services

ONE STOP

<http://onestop.umn.edu>

The first resource for students having a question about the University is <http://onestop.umn.edu>. Please bookmark this site. One Stop offers links to a variety of online services and information about the University including course information, grades, registration, finances, transcripts, and general services.

E-MAIL ACCOUNTS

www.umn.edu/adcs/info/accounts.html

Each student attending the University of Minnesota is assigned an e-mail account. Students will receive the *Internet Welcome Kit CD-ROM* that contains the necessary software to set-up a student Internet account or they can call the Technology Help Line at 612.301.4357 (1-HELP).

All SPH students should use their University of Minnesota e-mail account. Course lists, billing statements, financial aid updates, and other important information will be sent via the U of M student e-mail address. It is strongly recommended that students use their U of M e-mail account and do not transfer it to a personal e-mail account.

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

Students can retrieve e-mail messages in many locations including the SPH student commons, SPH Career Resource Center, and SPH division computer facilities. Other computer facilities are located in numerous locations on campus; see www.umn.edu/adcs for a list.

NOTE: Students who choose to forward their University e-mail account to another e-mail account are still responsible for all the information, including all attachments, sent to their University e-mail account.

The U has expanded technological capacity to allow free lifetime access to University e-mail. This allows students to use the U of M e-mail address for personal or professional purposes even after graduation. (Imagine never having to subscribe to an e-mail service or memorize another address! In addition, imagine being able to stay in touch with your student colleagues wherever you and they may journey.)

To keep the account active, graduates must access it at least every 6 months. If left to go dormant, graduates can reactivate it through the alumni association for a fee.

Service includes full access to three features:

- University Portal – www.myu.umn.edu/
- AHC Portal – <https://my.ahc.umn.edu/>
- Portfolio – <https://portfolio.umn.edu/portfolio/index.jsp>

PORTFOLIO

<https://portfolio.umn.edu/portfolio/index.jsp>

Portfolio is a secure web site at the University of Minnesota (U of M) for entering, saving, organizing, viewing, and selectively sharing personal educational records. This is a lifelong resource for all U of M students and graduates. This software allows the user to store information about their academic history, awards, presentations, publications, professional activities, conferences, employment history, etc. The system provides easy templates to file these records and to use them in creating résumé, CV, and even online presentations. Users can create documents for others to view electronically. It is a unique and high-powered tool.

U CARD

www.umn.edu/ucard

The U Card identifies you as a student on the Twin Cities campus. 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.

U Card Main Office

G22 Coffman Memorial Union

300 Washington Avenue SE
Phone 612.626.9900
Weekdays: 8:30 to 4:00pm

The U Card is your key to all sorts of campus services and facilities. Your U Card can also be used as your ATM card and your calling card.

Since the U Card never expires, you should hold on to it even after you leave the University. If you ever return as a student, staff or faculty member, your card will still be valid.

Use your U Card for:

- Campus ID purposes
- All your checking needs
- All your calling needs
- Making Gopher GOLD purchases
- Charging textbook purchases at the U of M Bookstores to your student account
- Checking out library materials
- Entering the recreation center, golf course, computer labs, buildings, and residence hall dining rooms
- Cashing checks at the Bursar's Office
- Art and athletic ticket discounts (available at place of purchase)
- Accessing art materials, student employment, business school services, and more

Report lost or stolen U Cards immediately. There is a \$15.00 replacement fee for lost, stolen, or damaged U Cards.

BOYNTON HEALTH SERVICES

www.bhs.umn.edu

Boynton Health Services offers comprehensive medical services for students, faculty, and staff.

Clinics

- Dental Clinic
- Eye Clinic
- Int'l Travel Clinic
- Mental Health Clinic
- Sports Medicine Clinic
- Women's Clinic

- Specialist Services
- Immunizations
- Nursing Mothers Room

Testing Services

- HIV Testing and Counseling
- Pregnancy Testing
- STI Testing

Services

- Contraceptive Services
- Immunization Services
- Massage Therapy Services
- Nutrition Services
- Pediatric Services

General Care

- Pharmacy
- Physical Exams
- Primary Care
- Urgent Care

Boynton also offers a variety of programs and classes including:

- Alcohol & Other Drugs Presentations
- Birth Control Classes
- CPR/First Aid Classes
- Eating-Disorders Program
- HIV Testing and Counseling
- Smoking Cessation
- Stress Management

INTERNATIONAL STUDENT AND SCHOLAR SERVICES

www.iss.umn.edu

International Student and Scholar Services (ISSS) is the office dedicated to serving the University of Minnesota'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
 - Personal and Academic Advising
 - Immigration and Visa Regulation Advising
- Weekly Update
- Alumni and Friends
- Newsletters
- Administrative fees related to international scholars, faculty, and students
- Career Services
- Academic Opportunities for University Students
- Announcements
- Tax Return Information
- Graduation

In addition, ISSS supports the University of Minnesota's international efforts by helping departments to bring new foreign nationals to our four campuses and communities, by providing intercultural training for students, staff, and faculty, and by offering events that build links between the U.S. and international campus communities.

BIO-MEDICAL LIBRARY

www.biomed.lib.umn.edu

The Bio-Medical Library, located in Diehl Hall, contains materials in the areas of allied health, medicine, mortuary science, nursing, pharmacy, public health, and the basic life sciences. Rare and historical items are found in Wangenstein Library, and Drug Information Service provides materials in the area of substance abuse. The entire library collection contains more than 420,000 volumes, 4,000 current journal subscriptions, 1,100 full-text electronic journals, and 1,200 audio-visual and computer programs. Over 15+ health science electronic databases include MEDLINE, CINAHL, and HAPI (Health and Psychological Instruments).

In addition the library provides numerous resources and services such as library instructional classes, research workshops, reference consultations, library mediated searches, and citation clarification.

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

DISABILITY SERVICES

<http://ds.umn.edu/>

The University's mission is to provide optimal educational opportunities for all students, including those with disabilities. The University recognizes that reasonable accommodations may be necessary for students with disabilities to have access to campus programs and facilities. In general, University policy calls for accommodations to be made on an individualized and flexible basis. Students are responsible for seeking assistance at the University and making their needs known.

One of the first places to seek assistance is Disability Services (DS). This office is provided by the University of Minnesota to promote access, which means ensuring the rights of students with disabilities (e.g., physical, learning, psychiatric, sensory or systemic) and assisting the University in meeting its obligations under federal and state statutes.

Disability Services has Academic Health Center Liaisons. The DS Academic Health Center Liaisons provide direct assistance such as

- securing documentation of disability conditions

- determining and implementing reasonable accommodations
- referral and consultation for enrolled and prospective students.

The Academic Health Center Liaisons also provide consultation with and training for faculty and staff to ensure access to their programs, facilities and services. All services are confidential and free of charge. For more information or to arrange reasonable accommodations, contact the DS Academic Health Center Liaisons in the McNamara Alumni Center, Suite180, 612.626.1333 (voice or TTY)

PARKING AND TRANSPORTATION

www.umn.edu/pts/

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 Busses

Campus shuttle buses run at no charge between the East and 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 buspass.umn.edu.

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 or call 612.626.PARK (7275) for more information.

The Motorist Assistance Program offers free services (unlocking vehicles, jump-starts, changing flat tires, and referral to a service station) to all customers parked in U parking facilities. Hours are Monday through Thursday from 7 a.m. to midnight, Friday from 7 a.m. to 10 p.m. (Service is not available on weekends or official University holidays). Call 612.626.PARK for motorist assistance or any other questions.

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 Disability Services at 612.624.4037.

EVENT CALENDARS

Campus Events

<http://events.umn.edu/>

School of Public Health Events

www.sph.umn.edu/news/events/home.html

Academic Health Center Events

www.ahc.umn.edu/news/Calendar/

Community Events (web links to local and community events around the Twin Cities area)

<http://events.umn.edu/aroundtown>

OTHER UNIVERSITY RESOURCES

The Aurora Center

www.umn.edu/aurora

The Aurora Center for Advocacy and Education provides crisis intervention and advocacy services to victim/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.

Bookstore

www.bookstore.umn.edu

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

Center for Teaching and Learning Services

www.umn.edu/ohr/teachlearn/

The Center for Teaching and Learning Services works to enhance the culture of teaching and learning through campus-wide workshops, courses, and facilitated discussions about teaching and learning.

Center for Writing

<http://writing.umn.edu/sws/index.htm>

The Center for Writing provides free writing instruction for all University of Minnesota students at all stages of the writing process. In collaborative consultations, we help students develop productive writing habits and revision strategies.

Computing Services

www.umn.edu/adcs

The University's Academic and Distributed Computing Services (ADCS) website provides a wealth of information and services available to students including:

- Computer Lab Locations
- Computer Rental
- Internet Services and E-mail Accounts
- Computers and Software for Purchase
- Training
- Support and Help Services
- Resources and Useful Links
- Security

Copies/Fax Machines

www.printing.umn.edu

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

Counseling and Consulting Services

www.ucs.umn.edu

Provides the following services to the University community:

- Career Development Center
- Consultation, Outreach, and Diversity Program
- Counseling Program
- Groups and Workshops
- Learning and Academic Skills Center
- Academic Support Groups

Dining

www.umn.edu/dining

University Dining Services offers a wide variety of dining experiences throughout the Twin Cities campus. The East Bank Campus offers several University Dining Service locations including the following dining areas that are located in or close to the Academic Health Center:

Outside In

Located on the second floor of the Phillips Wangensteen Building, Outside In offers a wide selection for breakfast and lunch. Design your own omelet, select a delicious entrée, or build your own burger— Outside In has something for everyone.

Minnesota Marketplace

Located on the ground floor of Coffman Union (accessible via tunnel from the Mayo building), the Minnesota Marketplace offers the many dining options including Einstein Brothers Bagels, Starbucks, Baja Sol, and Chick-fil-A.

Expression Connection for Nursing Mothers

www.bhs.umn.edu/services/nursingmom.htm

Three spaces are available on campus offering private and comfortable rooms that are designed specifically for nursing mothers to be able pump and store breast milk. This service, offered through Boynton Health Services, requires a brief orientation for users to familiarize themselves with the rooms. The orientation can be scheduled by calling 612.625.2926 or by emailing bellx024@umn.edu. The nursing mother rooms are located in Boynton Health Services on the East Bank, in Coffey Hall on the St. Paul Campus, and in Anderson Hall on the West Bank.

GLBT Programs Office

www.umn.edu/glb

Through its various services, the GLBT Programs Offices assists bisexual, transgender, gay, and lesbian faculty, staff, and students in creating a supportive campus community while educating and providing resources for all members of the University of Minnesota about issues that impact the experiences of transgender, gay, lesbian, and bisexual people.

Housing

www.umn.edu/housing

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

Maps

<http://onestop.umn.edu/Maps/>

Find the way to any University building.

Online Writing Center

www.owc.umn.edu

The Online Writing Center offers online tutoring to students taking Writing-Intensive courses at the University of Minnesota. Online tutoring is conducted via the Web, and consists of comments and feedback offered by our 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.

Police

www.umn.edu/umpolice/

The University of Minnesota Police Department website.

Post Office

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

Rec Center

www.recsports.umn.edu

UMNTC has extensive opportunities for fitness. University Recreation Center houses 2 fitness centers, 14 handball and racquetball courts, 5 international squash courts, 2 gymnasiums, a kitchenette, steam rooms, saunas, locker rooms, family locker rooms, a pro shop, a deli, and numerous lounge spaces. All full-time students pay a student services fee that includes membership to the Rec Center.

Security Monitor Program

www.security.umn.edu

The Security Monitor Program offers a walking/biking escort service to and from campus locations and nearby adjacent neighborhoods. This service is available at no charge to students, staff, faculty, and visitors to the University of Minnesota - Twin Cities campus. To request an escort by a trained student security monitor, please call 612.624.WALK (9255) shortly before the desired departure time and walk safe.

Student Dispute Resolution Center

www.tc.umn.edu/~sos/

The Student Dispute Resolution Center (SDRC) provides a full range of services to students with campus-based complaints or concerns. An ombudsman helps students resolve problems informally. An advocate is also available to assist students in formal grievance or disciplinary hearings.

SDRC can help students deal with university regulations and policies, or misunderstandings between students and instructors or administrators. Students may also have concerns about unfair treatment or may have been accused of a violation of the student conduct code.

Students should contact the SDRC office at 612.625.5900 or e-mail sos@tc.umn.edu to discuss their situation and possible options, informally and confidentially.

Student Activities Office

www.sao.umn.edu

The Student Activities Office (SAO) is the University of Minnesota's center for campus-wide programs and activities, leadership opportunities, skill development, and student organization training, advising and registration.

More than 400 student groups on campus are registered with SAO, 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.

Student Legal Service

www.umn.edu/usls/

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

Office for University Women

www.umn.edu/women/programs.html

The Office for University Women serves a diverse population of women students by enhancing their learning environments through programming and campus awareness.

Writing Support Network

<http://writing.umn.edu/>

Writing Centers provide help for all students: writers at all levels of ability and experience, those who would like help with English as a second language, and those who want assistance because of learning or physical disabilities.

4. REGISTRATION

4.1 Full-Time Status

MPH and Certificate students need to register for at least nine (9) credits each semester to be considered full-time. MS and PhD students must register for at least six (6) credits each semester to be certified by the Office of the Registrar as full-time.

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

4.2 Registration Process

STEP ONE

View the Class Schedule for each term on the web at <http://onestop.umn.edu>. Select courses for the term with your advisor before registering (make an appointment at the earliest convenient time).

Note: 5000 through 8000-level courses are considered graduate-level. 1000 and 3000-level courses are for undergraduates and will not receive approval for graduate credit. Under some circumstances – with approval of the student’s major field – 4000-level courses may also be applied toward a MPH degree as long as they are taught by a member of the graduate faculty.

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 <http://onestop.umn.edu>.
- You can find your registration queue date and time on the web at <http://onestop.umn.edu>.
- You will need your x.500 login and password to register. If you have forgotten your password, call 612.626.4276 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 <http://onestop.umn.edu> or go to the University’s One Stop Student Services Center in 200 Fraser 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 helpingu@umn.edu. You may also contact your Major 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 major section of this guidebook for more information.

- Some courses have variable credits. Before selecting the number of credits, students should make sure they are in agreement with the instructor as to the number of credits appropriate for the work proposed.

4.3 Registration Changes, Additions, and Cancellations

Note: May/Summer Session and half-semester classes have different requirements than those mentioned below. Please refer to <http://onestop.umn.edu> for information.

Change of Grading Option

Grading options cannot be changed after the second week of classes.

Adding a Course

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.

Course Cancellation and Withdrawal

School of Public Health students may withdraw from a course through the second week of the semester without permission. No "W" will appear on the transcript.

After the second week, students are required to do the following:

1. The student must contact and notify their advisor and course instructor informing them of the decision to withdraw from the course.
2. The student must send an e-mail to the SPH Student Services Center (SSC) at franc004@umn.edu. The email must provide the student name, ID#, course number, section number, semester, and year with instructions to withdraw the student from the course, and acknowledgement that the instructor and advisor have been contacted.
3. The advisor and instructor must email the SSC acknowledging the student is canceling the course. All parties must be notified of the student's intent.
4. The SSC will complete the process by withdrawing the student from the course after receiving all emails (student, advisor, and instructor). A "W" will be placed and remain on the student transcript for the course.

After discussion with their advisor and notification to the instructor, students may withdraw up until the eighth week of the semester. There is no appeal process. For more information, contact the SPH Student Services Center at 612.626.3500.

A refund schedule is listed at <http://onestop.umn.edu>. Please refer to these dates when withdrawing from courses.

5. TUITION, FEES, BILLING, AND FINANCES

5.1 Tuition and Fees

2005-2006 TUITION

	Resident	Non-Resident
School of Public Health (MHA*, MPH and Certificate students)		
Per credit	\$ 466.00	\$ 764.00
Graduate School (MS and PhD Students)		
1-5 credits (per credit)	\$ 729.00	\$1,320.67
6-14 credits (flat rate)	4,374.00	7,924.00
Each credit over 14 (per credit)	729.00	1,320.67

*Rates listed are for MHA Day Program students. MHA Evening Program tuition rates are \$760.00 for both resident and non-resident students.

2005-2006 FEES

Fee	Students Assessed	Frequency	# of Credits	Amount
SPH Technology Fee	All students	per term	1-5 credits	\$ 75.00
			6 or more credits	100.00
SPH Credential Fee	PubH Certificate in Core Concepts	one time fee		160.00
University Fee	All students	per term	1-9 credits (per credit)	45.00
			10 or more credits (flat rate)	450.00
University Student Services	All students	per term	6 or more credits	290.82
Orientation Fee**	MS and PhD students	one time		40.00
AHC Student Health Benefit	See section 6.7 of this guidebook.			

*Students who are registered for credits below the minimum listed for a particular term are not charged this fee.

MPH students should **not be charged an orientation fee. MPH students, who notice the orientation fee has been charged, should contact the SPH Student Services Center at 612.626.3500 and ask for assistance in having the fee removed from their billing statement.

5.2 Billing

Students will receive a billing statement approximately 4 weeks after a semester begins (May/Summer Session billing statements are sent mid-June. Students may view their fee statement online at <http://onestop.umn.edu>.

Students will receive electronic bills and have the option of paying their bill online with an electronic check from their checking or savings account. Students can also allow access to authorized users, such as parents, to view and pay tuition bills on their behalf. For more information on electronic billing and payment, visit <http://onestop.umn.edu>. Questions on billing and fee statements can be referred to helpingu@umn.edu.

Information on tuition/fee refunds can be found at <http://onestop.umn.edu>.

5.3 Financial Aid and Scholarships

A variety of resources to assist students in financing their education as well as estimations of living expenses can be found at www.sph.umn.edu/students/student-services/application/financial/home.html. Information specific to SPH Divisions and/or Majors may be found in the Division and/or degree program sections of this guidebook.

Information on financial aid can be found at <http://onestop.umn.edu> or by e-mailing helpingu@umn.edu.

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

Aid Type	Contact	E-mail address
Division/Major Specific Awards and Traineeships	Major Coordinator	See the SPH Directory at the beginning of this guidebook for a list of Major Coordinators and their e-mail addresses.
School of Public Health Awards (includes SPH Scholar program, Health Equity Scholars Program, Dean's Scholars, and other scholarships and fellowships)	Joan Pasiuk SPH Student Services Director	pasiu001@umn.edu
Federal Loans, Financial Aid Package	Rockne Bergman* U of M Office of Student Finance Administration	r-berg@umn.edu

*Rockne Bergman holds walk-in office hours in MoosT 2-693 on M, W, and Th from noon to 4:00 p.m.

5.4 Graduate Assistantships

Many SPH students use graduate assistantships to help finance their education. These are campus working/learning positions that take the form of research, teaching, or administrative appointments. Degree-seeking students in the SPH (MHA, MPH, MS, or PhD) registered for six or more credits, including international students, are eligible to apply for any assistantship on campus. Because many assistantships are funded by grants, the vigorous research activity of SPH faculty makes available numerous opportunities in the school.

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

For graduate assistant policies and benefits, go to www.umn.edu/ohr/gao/.

The tuition benefits are particularly attractive to students. Graduate assistants who work at least 25% time from the beginning to the end of the official semester appointment dates are eligible to receive tuition benefits (tuition remission and resident rates) during that semester. The tuition remission does not cover fees. The maximum tuition benefit is defined by the Graduate School tuition plateau. For 2005-06, the tuition plateau cap is \$4,374.00 per semester for a 50% appointment.

MS OR PHD STUDENTS

If you are an MS or PhD student, calculate your tuition benefit with the following method: multiply your actual appointment percentage times two. The plateau applies to 6-14 credits per semester.

Example

25%(Appointment Percentage)

X 2

50%(Tuition Benefit Percentage)

With a 25% appointment, 50% of your tuition is waived if you are taking up to fourteen credits. With a 50% appointment, 100% of tuition is waived if you are taking up to fourteen credits. If you register for credits in excess of the plateau, you would be billed the Graduate School rate of \$729.00 for each credit over fourteen.

MPH OR MHA STUDENTS

The cap of tuition benefits is always tied to the Graduate School plateau. If you are an MPH or MHA student, calculate your tuition with the following method:

- Multiply your actual appointment percentage times two to determine tuition benefit percentage
- Multiply the maximum tuition benefit by your calculated tuition benefit percentage
- Subtract this amount from your total tuition (number of registered credits times \$466.00 resident or \$795.00 nonresident tuition).

Example 1: 25% appointment

25%	(Appointment Percentage)
<u>X 2</u>	
50%	(Tuition Benefit Percentage)
\$4,374.00	(Maximum 2005-06 Tuition Benefit)
<u>X 50%</u>	(Tuition Benefit Percentage)
\$2,187.00	(Tuition Benefit)
\$5,592.00	(12 cr. at \$466.00 SPH resident rate)
<u>- 2,187.00</u>	(Tuition benefit)
\$3,405.00	(Tuition billed to student)

Example 2: 50% appointment

50%	(Appointment Percentage)
<u>X 2</u>	
100%	(Tuition Benefit Percentage)
\$4,374.00	(Maximum 2005-06 Tuition Benefit)
<u>X 100%</u>	(Tuition Benefit Percentage)
\$4,374.00	(Tuition Benefit)
\$5,592.00	(12 cr. at \$466.00 SPH resident rate)
<u>- 4374.00</u>	(Tuition benefit)
\$1,218.00	(Tuition billed to student)

With a 50% appointment, the break-even is at 9.4 credits. A credit-load of 9.4 or less will bring a full tuition benefit; you would be billed for credits in excess of 9.4.

6. UNIVERSITY GUIDELINES AND POLICIES

6.1 Student Responsibility and Conduct

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

- Attend fall orientation and understand the information distributed.
- Understand and follow University, School of Public Health, Division, and Major rules and procedures for completion of degree requirements.
- Read e-mail messages frequently for announcements from the Major Coordinators, Major Chair/Director of Graduate Studies, Student Services Center, and Career Center. These announcements may involve changes in the University, School or Division rules and procedures for completion of degree requirements; Students are responsible for reading and understanding these announcements.
- Check their student mailbox often for printed informational materials.
- Contact a Major Coordinator, Major Chair, 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 more information on this policy and for a helpful discussion of preventing plagiarism, please consult University policies and procedures regarding academic integrity: <http://writing.umn.edu/tww/plagiarism/>. Students should be careful to properly attribute and cite others' work in their writing. For guidelines for correctly citing sources, go to <http://tutorial.lib.umn.edu/>.

6.2 Academic Advisor Responsibility

The academic advisor's responsibility is to monitor and facilitate the student's progress. The academic advisor should:

- Attend faculty meetings and understand the information distributed at the meetings.
- Understand and follow University, School of Public Health, Division, and Major rules and procedures for completion of degree requirements.
- Read e-mail messages frequently for announcements from the Major Coordinators and SSC.
- Maintain contact each semester with the student to review progress towards the degree, including timely completion of coursework and grades.
- Act as a contact person for the student and help direct them to the appropriate resources in the Division given whatever issues or problems the student may have.
- Act as a resource for the student when bureaucratic or political problems in the University, School, or Division may be interfering with the student's effective progress toward his or her degree.

- Ensure that the student has a project and a project advisor and that the project is moving toward completion in a timely fashion.

6.3 University of Minnesota Board of Regents' Policies

The policies of the Board of Regents are umbrella policies that provide the framework under which the administration is responsible for implementation of and compliance with the intent of the board policy. Students are responsible for abiding by the Board of Regents policies. The Board of Regents policies can be found at www.umn.edu/regents/policies.html.

We encourage students to read the policies and ask that they particularly become aware of the following policies:

Student Conduct..... www.umn.edu/regents/policies/academic/StudentConductCode.pdf

Student Academic Grievance Policy..... www.umn.edu/regents/policies/academic/StudentGrievances.pdf

Sexual Harassment..... www.umn.edu/regents/policies/humanresources/SexHarassment.pdf

6.4 Satisfactory Progress

Students are expected to advance steadily towards graduation. Student's records are reviewed at the end of each semester to determine whether satisfactory progress is being made towards their degree.

Each major within the School of Public Health must provide written notification by the middle of each term to students whose cumulative GPA is less than 3.0 at the end of the preceding term (excluding grades of incomplete). This notice must remind the student that the GPA must be raised to a minimum of 3.0 before a degree can be awarded. A major may adopt a more extensive or stringent policy related to probation or dismissal for academic deficiencies, but must have such policies reviewed by the SPH Educational Policy Committee and approved by the Dean's Office. Where such policies are developed, majors must provide documentation to students upon admission and must include this policy statement in the initial written notification to students whose GPA drops below 3.0.

For more information, please contact your Major Coordinator.

6.5 University Senate Uniform Grading & Transcript Policy

NOTE: The following is an abbreviated version of the University Senate Uniform Grading and Transcript Policy that can be found at www.umn.edu/usenate/policies/gradingpolicy.html.

GENERAL PROVISIONS

1. There are two distinct grading systems on each campus of the University of Minnesota, A-B-C-D-F (with pluses and minuses), and S-N. The S-N system is a self-contained alternative to the A-F system and the two may not be combined for a particular student in a particular course. Students may receive grades or symbols only from the grading system under which they have registered for a course.
2. Interpretation by the Committee on Educational Policy: The policy does not require any instructor to use pluses and minuses.
3. Each college, campus, and program shall determine to what extent and under what conditions each of these two systems may be available to its students and to its faculty, consistent with the provisions of this policy. Any college, campus, or program may specify what courses or proportion of courses taken by its students or its prospective students must be on one or the other grading system. No campus, college, or program is required to offer a course on the S-N grading system. Any unit may choose to limit grades in a particular course to the A-F or the S-N system.

4. When both grading systems are available to a student, he or she must declare a choice of system as part of the initial registration for the course. The choice may not be changed after the end of the second week of classes (the first week in summer sessions).
5. The University's official transcript, the chronological record of the student's enrollment and academic performance, will be released by the University only at the request of the student or in accord with state or federal statutes; mailed copies will include the official seal of the University imprinted on them. Students may obtain an unofficial transcript of their own academic work at their request, except when they have a transcript hold on their record.

PERMANENT GRADES FOR ACADEMIC WORK

1. There are five permanent grades given for a single course for which credit shall be awarded, which will be entered on a student's official transcript. A-B-C-D-F grades including pluses and minuses, as follows, and carry the indicated grade points. The S grade shall not carry grade points but the credits shall count toward the student's degree program if allowed by the college, campus, or program.

A	4.00	Represents achievement that is outstanding relative to the level necessary to meet course requirements.
A-	3.67	
B+	3.33	
B	3.00	Represents achievement that is significantly above the level necessary to meet course requirements.
B-	2.67	
C+	2.33	
C	2.00	Represents achievement that meets the course requirements in every respect.
C-	1.67	
D+	1.33	
D	1.00	Represents achievement that is worthy of credit even though it fails to meet fully the course requirements.
S		Represents achievement that is satisfactory, which is equivalent to a C- or better.

2. There are two permanent grades given for a single course for which no credit shall be awarded and which will be entered on a student's official transcript.

F	0.00	Represents failure and signifies that the work was either (1) completed but at a level of achievement that is not worthy of credit or (2) was not completed and there was no agreement between the instructor and the student that the student would be awarded an I. The F carries zero grade points and the credits for the course do not count toward any academic degree program. The credit hours for the course shall count in the grade point average.
N		Represents no credit and signifies that the work was either (1) completed but at a level of achievement that is not worthy of credit or (2) was not completed and there was no agreement between the instructor and the student that the student would be awarded an I. The N carries no grade points and the credits for the course do not count toward any academic degree program. The credit hours for the course do not count in the grade point average.

Academic dishonesty in any portion of the academic work for a course shall be grounds for awarding a grade of F or N for the entire course.

Students who enroll for a course on the A-F grading system shall receive an F if such grade is warranted; students who enroll for a course on the S-N system shall receive an N if such grade is warranted.

3. In connection with all symbols of achievement, and especially for the S, instructors shall define for a class, at one of its earliest meetings and as explicitly as possible, the performance that will be necessary to earn each (subject to the provision in this policy that the amount and quality of work required for an S may not be less than that required for a C-). [In any class, instructors have the right to set the level of performance required for an S at any level. They may not set it at less than a C-.]
4. Every student shall have calculated, both at the end of each grading period (quarter or semester) and cumulatively, a grade point average, which shall be the ratio of grade points earned divided by the number of credits attempted with grades of A-F (including pluses and minuses). Both the periodic and cumulative grade point average will appear on each student's record.

All special grade point averages calculated at the request of a college or unit, if approved by the appropriate chancellor, provost, or vice president, will be accommodated by the Office of the Registrar in such a manner that they do not appear on the student's official transcript or any unofficial transcript which might be issued.

OTHER TRANSCRIPT SYMBOLS

Incomplete [I]

There shall be a temporary symbol I, incomplete, awarded to indicate that the work of the course has not been completed.

The I shall be assigned at the discretion of the instructor when, due to extraordinary circumstances, the student was prevented from completing the work of the course on time. The assignment of an I requires a written agreement 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.

For graduate and 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 reevaluation is required.

Withdrawal [W]

If a student officially withdraws from a course during the first two weeks of classes, there shall be no record of that course registration entered on the student's transcript.

There shall be a symbol W, **withdrawal**, entered upon a student's record when the student officially withdraws from a course in accordance with procedures established by the student's college or campus*. The W will be entered on the transcript irrespective of the student's academic standing in that course if the

student withdraws from the course during the third through eighth week of class (second or third weeks of summer sessions). Withdrawal in the ninth or later week of classes (fourth or later in summer sessions) shall require approval of the college and may not be granted solely because a student is failing the course; there must extenuating non-academic circumstances justifying late withdrawal.

*See *section 4.3* for the School of Public Health withdrawal process.

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.

OTHER PROVISIONS

Bracketing (repeating) Courses

A student may repeat a course once. When a student repeats a course, (a) both grades for the course shall appear on the official transcript, (b) the course credits may not be counted more than once toward degree and program requirements, and (c) only the last enrollment for the course shall count in the student's grade point average. All such courses falling under this provision must be approved by the college*.

*In the case of the School of Public Health, this approval must come from the Dean and, in some cases, the Major Chair or DGS. Students should see their Major Coordinator 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.

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 <http://onestop.umn.edu> 24 hours after they are posted by the course instructor.

6.6 Scholastic Dishonesty and Plagiarism

The Regents' policy on student conduct and scholastic dishonesty can be found at www.umn.edu/regents/policies/academic/StudentConductCode.pdf.

Plagiarism is an important element of this policy. It is defined as the presentation of another's writing or ideas as your own. Serious, intentional plagiarism will result in an "F" or "N" grade for an entire course and will be reported to the Office of Student Judicial Affairs: <http://www.sja.umn.edu/>. For more information on this policy and for a helpful discussion of preventing plagiarism, please consult University policies and procedures regarding academic integrity: <http://writing.umn.edu/tww/plagiarism/>.

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 <http://tutorial.lib.umn.edu/>.

In addition, original work is expected in a course. It is unacceptable to hand in assignments for a course for which you receive 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.

Academic dishonesty in any portion of the academic work for a course shall be grounds for awarding a grade of F or N for the entire course.

6.7 Health Insurance

All Academic Health Center students (this includes all SPH students, including those in MS and PhD programs) will be enrolled and charged automatically for the Academic Health Center (AHC) Student Health Benefit Plan starting fall 2005. For more information, go to www.bhs.umn.edu/insurance/ahc.htm.

Students can have the plan waived if they are enrolled in an employer-based insurance plan, the University Sponsored Graduate Assistant Plan, or Minnesota Care. To waive the plan, they must provide proof of insurance in the form of a certificate of coverage to the Student Insurance office at Boynton Health Service.

BENEFITS

The new Academic Health Center Student Health Benefit Plan (AHC-SHBP) offers the following benefits (all AHC students are eligible):

- Full access to the Blue Cross and Blue Shield pharmacies
- No maximum on pharmaceuticals
- Coverage for all immunizations
- Early access to immunization services (July 1) for those registered for fall 2005 (incoming students)

COST OF COVERAGE

Student Only	\$ 799.00
Spouse Only	\$1,055.00
Single Child	\$ 893.00
Two or More Children	\$1,084.00

ELIGIBILITY

- All admitted AHC students (except medical and dental residents covered under a separate insurance plan), regardless of credit hour or program.
- Enrollment is automatic – and independent of eligibility for or payment of the BHS component of the Student Services Fees.
- Students who are not automatically assessed the Student Services Fees may voluntarily purchase the Boynton Extended Coverage that affords the same level of benefits for services provided at Boynton as those students who pay the SSF.

WAIVER

All admitted AHC students will be required to participate in the plan if they are not covered by an employer sponsored group health insurance program.

If they want to waive the insurance, they must prove they have other coverage by producing a certificate of credible coverage obtained from their managed care organization, insurance company, or duly authorized agent verifying insurance coverage. They must submit the certificate of credible coverage to the Student Health Benefits Office at Boynton by the enrollment deadline published by the Office of the Registrar. This request must be submitted in person or by fax.

This waiver will be valid for two years. Should students lose coverage during the period they have been waived, they may enroll in the plan within 30 days by providing proof of involuntary loss of coverage from the insurance company.

Students enrolled in the Graduate Assistant Health Benefit Plan will be automatically waived from the AHC-SHBP.

COVERAGE BENEFITS

There are two levels of benefits under the SHBP plan. Services provided when accessing care in the Blue Cross Blue Shield (BCBS) network are covered at 80 percent of eligible expenses. There is a \$3,000,000 lifetime maximum coverage benefit limit, with \$2,000 out-of-pocket limit per year for students. When students are paying Student Service Fees and are seen at Boynton, most eligible services are covered at 100 percent.

The new plan will offer enhanced coverage for preventive care and immunizations (formerly not covered), covered at a benefit level of 80 percent in the BCBS network up to \$500 per academic year. Unlimited preventive care is covered at 100 percent for services obtained at Boynton when a student has paid Student Service Fees. Immunizations will be covered at 100 percent if they are obtained at Boynton. Boynton will begin covering and providing immunizations on July 1 for incoming students provided they pay for the AHC-SHBP for fall semester. If they are not enrolled for the AHC-SHBP, they will be billed for immunizations received.

In addition to the pharmacy benefit students receive at Boynton (\$1500 benefit from the Boynton formulary with co-pays of \$12 for generic and \$20 for brand-name drugs), the plan will provide a Blue Cross and Blue Shield of Minnesota formulary drug benefit available at any BCBSMN participating pharmacy (including Boynton) with the following co-payment schedule:

- \$25 co-payment for formulary generic drugs
- \$35 co-payment for formulary brand name drugs
- No out-of-pocket maximum

6.8 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. Research Participants have many rights that guarantee their safety and their privacy.

Often School of Public Health students work as Teaching Assistants and Research Assistants [that may require exposure] to private information. Please be [aware] of privacy laws, complete required privacy trainings, and act with the highest honor towards all private information.

For further information, go to <http://privacy.ahc.umn.edu/>.

FERPA (FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT): STUDENT RECORDS

FERPA grants four specific rights to a post-secondary student:

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

In addition:

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

HIPPA (HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT)

HIPAA is a federal law related to the privacy of an individual's health care information.

All students in the Academic Health Center (AHC), including School of Public Health students, must complete the University's online HIPAA Privacy training.

All SPH students are required to complete two courses:

- The HIPAA Privacy and Security video (7 minutes)
- Safeguarding PHI on Computers (30-40 minutes)

Go to www.ahc.umn.edu, and click on the **Go to my Toolkit** link to complete the training.

6.9 Immunizations

According to OSHA regulations, CDC guidelines, and University of Minnesota policy, Academic Health Center (AHC) students are required to have a health clearance as a condition of enrollment.

School of Public Health MHA, MPH, MS, and PhD students must complete this process to be able to register for Spring Semester 2006 classes.

Note: Certificate students are exempt from this requirement.

More details and the downloadable *Student Immunization Record* form are available from Boynton Health Service at www.bhs.umn.edu/services/AHC.htm#AHC.

6.10 Criminal Background Checks

Students should be aware that certain facilities are required by Minnesota law to submit paperwork for a criminal background check for all personnel with direct, unsupervised client contact. Students placed in such facilities may be asked by the institution to submit paperwork, or the institution may require that they have this check facilitated by the School of Public Health or Division. The School is prepared to assist students with this process. Facilities that are 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. Client contact must be direct and unsupervised (outside the hearing or vision of a supervisor at the facility). In the unlikely event that this situation arises, students should call the School of Public Health Student Services Center at 612.626.3500 or go to D305 Mayo for assistance.

6.11 Use of Human Subjects in Research

Students at the University of Minnesota who conduct any research using human subjects (even if the subject's data has been collected under IRB approval) are required to submit their research proposal to the University of Minnesota Institutional Review Board (IRB) for approval prior to conducting their study. This applies to projects conducted inside or outside the University. For research conducted outside of the University, students still need IRB approval from the University even if approval has been obtained from an external agency.

Students must also seek approval if they are using existing datasets and are not collecting any additional data. In these cases, it is still necessary to complete the IRB application using the "expedited review" process. This process requires less time for approval, but the form must be completed in advance of beginning any analysis.

No contacts with potential or actual study participants, including recruitment, or other research may occur until final IRB approval has been obtained. Students should plan to complete the application at least **2 months** before they want to collect new data or analyze existing data because the IRB Committees only meet 1-2 times/month and they often request revisions to applications before final approval.

The University of Minnesota IRB web site is www.irb.umn.edu. Students should check this site out before speaking with their advisor to familiarize themselves with procedures and to download/print the forms they will need to complete. Students should consult with their advisor before submitting an application. Here are a few tips:

- Students will need a copy of the questions they intend to ask, their protocol for collecting data, as well as a consent form, if necessary. If students will be using participant recruitment materials (letters, advertisements, etc.), they should provide a copy with the application.
- Students should consult with a faculty member who does similar work about what kind of review procedures they will have to go through. Students can also talk to fellow students who recently went through a review process.
- The Committee does look very closely at research involving children, and any invasive research undergoes especially close examination. If the nature of their research is very sensitive, students may want to speak directly to someone at the IRB about how to prepare the materials.

Questions concerning exemptions or other aspects of human subjects research review should be addressed to irb@umn.edu or call 612.626.5654. Completed application forms should be sent to:

Research Subjects Protection Program

MMC 820

D528 Mayo Memorial Bldg

420 Delaware Street SE

Minneapolis, MN 55455-0392

6.12 International Student Requirements

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

DOCUMENT CHECK AND ORIENTATION

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

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

STUDENT AND EXCHANGE VISITOR INFORMATION SYSTEM (SEVIS)

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

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 www.iss.umn.edu.

Academic Status

International students must maintain full-time status. MPH students must register for at least 9 credits each semester (6 credits for MS and PhD students). Under special conditions, students may apply for an

exemption from 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** notify **BOTH** the DHS Bureau of Citizenship & Immigration Services (BCIS) and the University of Minnesota **within 10 days** of a change of address. For more information go to www.iss.umn.edu/INSGen/address.html.

7. GROUPS, ASSOCIATIONS, AND SOCIETIES

7.1 Student Groups

School of Public Health Student Senate

www.gapsa.umn.edu/sphss/

The Student Senate is comprised of graduate students of the University of Minnesota, School of Public Health. The Senate serves two main functions:

- The Student Senate is an official organization of the University of Minnesota, School of Public Health, representing the SPH graduate students in several university committees.
- The Student Senate also acts as the public health student association of the University of Minnesota, organizing activities and events among the graduate students in the school. We participate in volunteer activities around the Twin Cities, organize social events, and address student needs and concerns to the School and the divisions.

We welcome input from all students from the school and invite you to join the Senate and help us serve the needs of the SPH students. Contact us at sphss@umn.edu.

The student senate officers for 2005-2006 are:

Office	Name	Major	Email Address
President	Suzanne Sobotka	Epidemiology	sobot010@umn.edu
Vice-President	Michelle Sotak	Epidemiology	sotak002@umn.edu
Secretary	Amy Hughes	Epidemiology	hugh0256@umn.edu
Treasurer	Peri Periakaruppan	Environmental Health	peri0022@umn.edu

Graduate and Professional Student Assembly

www.gapsa.umn.edu

The Graduate and Professional Student Assembly serves many functions on this campus, chief among them ensuring that the University, in all of its offices, programs, schools and departments, works in the interests of excellence in the graduate and professional experience. From curriculum changes to dining service changes, GAPSAs and its coordinate councils advocate on your behalf to make the University of Minnesota the premier institution for graduate and professional education in the nation, and try to make sure students have a smooth, supported, even fun time getting their degree

Council of Graduate Students (COGS)

www.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 & direction on all matters pertaining to the Graduate School experience, including Graduate Assistant issues.

Center for Health Interdisciplinary Programs (CHIP)

www.chip.umn.edu

See section 2.3 in this guidebook.

Clarion

www.ahc.umn.edu/chip/involvement/committees/clarion/home

Comprised of students from the AHC, CLARION students plan and participate in activities that promote inter-professional leadership development. The call for leaders in the healthcare field, such as the Institute for Medicine and the Institute for Healthcare Improvement, is the safe, high quality patient-centered health care system patients deserve will require breaking down the isolated disciplinary silos in which students are trained. Through CLARION, students gain leadership experience and the skills they need as the next generation of health professionals.

Minnesota International Student Association

www.tc.umn.edu/~misa/

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 about 3000 international students on this campus, whose length of stay varies from 3 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

www.sao.umn.edu/StudentOrgs/

More than 400 student groups on campus are registered with the Universities Student Activities Office (SAO), 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.

7.2 Public Health Related Associations and Agencies

Minnesota Public Health Association (MPHA)

www.mpha.net

Founded in 1907, the Minnesota Public Health Association 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.

American Public Health Association

www.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 of Public Health

www.asph.org

The Association of Schools of Public Health (ASPH) 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.

Center for Cross-Cultural Health

www.crosshealth.com

The Center for Cross-Cultural Health is actively involved in the education and training of health and human service providers and organizations in the State of Minnesota and beyond. The Center is also a research and information resource. Through information sharing, training and research, the Center works to develop culturally competent individuals, organizations, systems, and societies.

Centers for Disease Control and Prevention

www.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.

National Institutes of Health

www.nih.gov

Begun as 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.

7.3 Alumni Societies

School of Public Health Alumni Society

www.alumni.umn.edu

The School of Public Health Alumni Society has approximately 870 members. All graduates, students, and friends of the school are eligible for active membership in the society.

The society is responsible for a wide variety of successful initiatives, including:

- Spring Annual Meeting, cosponsored by the Minnesota Public Health Association.
- Student mentor program, designed to enable students to receive professional and personal guidance from alumni in their field of interest.
- Awards and student scholarships.
- Career Center, which provides support for a job bank and résumé database for students and alumni.
- Assistance with the newsletter *Advances*.

With every new member, the School of Public Health Alumni Society is able to offer more programs and services in support of the school and its students. Each membership makes a difference!

8. DIVISION OF HEALTH SERVICES RESEARCH & POLICY

8.1 Introduction

Welcome! Health Services Research and Policy (HSRP) is one of four Divisions in the School of Public Health (SPH). Each Division manages and administers various degree programs and academic majors. The Division of HSRP offers four degree programs in three majors:

- Master of Healthcare Administration (MHA) in Healthcare Administration (HCA).
- Master of Public Health (MPH) in Public Health Administration and Policy (PHAP).
- Master of Science (MS) in Health Services Research, Policy, and Administration (HSRP&A).
- Doctoral (PhD) degree in Health Services Research, Policy, and Administration (HSRP&A).

It is important to understand these distinctions because policies and requirements vary by degree and program.

Students in the MHA and MPH degree programs are strictly School of Public Health students. Degree program requirements, along with tuition rates, are controlled by the SPH.

Students in the MS and PhD degree programs have dual association with the SPH and the Graduate School. MS and PhD students are required to adhere to Graduate School regulations and benchmarks, and pay tuition based on the Graduate School rates, yet are also considered part of the School of Public Health.

STUDENT MAILBOXES

All division students have a mailbox and should check it frequently for information.

- MHA student mailboxes are located in the MHA Program Office in Mayo D262.
- MPH, MS, and PhD student mailboxes are located in Mayo D367. This room is locked at all times. The combination to the door can be obtained from any of the HSRP coordinator staff (Maureen Andrew, Shannon Hofmann, or Diane McClellan).

STUDENT STUDY AREA

A student study area with computers is located in D367 Mayo. Students can contact any member of the HSRP coordinator staff for the door combination, (Maureen Andrew, Shannon Hofmann, or Diane McClellan).

8.2 Joint/Dual Degree and Collaborative Programs

The Division of Health Services Research and Policy offers the following joint/dual degree and collaborative programs. These programs contain some coursework that is shared with the partner degree, thus permitting the student to complete two degrees in less time than if pursued separately. Students must apply for admission and acceptance to each program separately. Admissions requirements including entrance exams may vary by program.

JOINT DEGREE IN LAW, HEALTH AND LIFE SCIENCES

Joint Degree in Law, Health, and the Life Sciences with a JD in Law and one of the following:

- MPH in Public Health Administration and Policy.
- MS in Health Services Research, Policy, and Administration.
- PhD in Health Services Research, Policy, and Administration.

The joint degree requires separate applications to the Law School (which includes completion of the LSAT entrance exam) and either the:

- Graduate School (with completion of the GRE entrance exam) for the MS and PhD programs in HSRP&A; **or**
- School of Public Health (with completion of the GRE or LSAT).

This joint degree trains experts in the legal, ethical, and policy problems posed by health services in the 21st century. Our students will become leaders in areas such as managed care and health policy, intellectual property issues in biotechnology, law and policy. Students in the joint program will be able to obtain a JD together with an MPH, MS, or PhD in less time and with more academic support than if both degrees were pursued separately. The program presents an on-going speaker's series, colloquia, and other meetings to draw scholars to campus. Students will also be able to take advantage of the close relationships that are being built between the program and practicing attorneys, policy makers, researchers, and business people.

The Joint Degree in Law, Health, and the Life Sciences involves roughly 300 faculty members from the Law School, Graduate School, Medical School, School of Public Health, College of Biological Sciences, College of Natural Resources, Humphrey Institute, and Center for Bioethics. For more information, see www.jointdegree.umn.edu.

MASTER'S OF PUBLIC POLICY AND MASTER'S OF HEALTH SERVICES RESEARCH, POLICY AND ADMINISTRATION (HSRP&A) JOINT DEGREE

The MPP/MS joint degree program requires separate applications to the Humphrey Institute of Public Affairs for the MPP degree and HSRP. Completion of the GRE entrance exam is required for admission to both programs.

The joint MPP/MS combines the skill and knowledge sets of public policy and health services research, policy and administration. The joint curriculum prepares graduates with the skills necessary to carry out research, formulate policy options, carry out sophisticated empirical studies, analyze results, shape and implement policies, evaluate policies once implemented, and work effectively in the public arena. The joint degree contains some shared coursework that allows the student to complete both degrees in less time than it would take to complete separately.

MEDICAL DEGREE AND PHD IN HEALTH SERVICES RESEARCH, POLICY AND ADMINISTRATION

The joint MD/PhD program requires separate applications and acceptance to both the Medical School and HSRP. Medical School requires the completion of the MCAT entrance exam. See the Medical School website for more information at mdphd.med.umn.edu/index.html.

To fulfill the requirements of this joint degree, students complete their first two years of Medical School prior to entrance into the PhD program in HSRP&A. Upon completion of the PhD in HSRP&A, the student returns to Medical School to complete their coursework and residency.

MPH IN PUBLIC HEALTH ADMINISTRATION AND POLICY AND MS IN NURSING

This dual MPH/MS degree program combines coursework of the School of Public Health and the School of Nursing. Applicants apply separately for admission to each program. For further information, contact Scott Harpin, in the School of Nursing, at harp0083@umn.edu, 612.626.0606 or either of the HSRP Coordinators: Shannon Hofmann at 612.625.9480, hofma003@umn.edu or Maureen Andrew at 612.624.9432, andre031@umn.edu.

DOCTORAL PROGRAM IN OCCUPATIONAL HEALTH SERVICES, RESEARCH AND POLICY

This PhD program is a collaboration between the divisions of Environmental and Occupational Health Sciences, and Health Services Research and Policy within the School of Public Health, at the University of Minnesota.

The program's dynamic curriculum integrates statistics, research design, sampling, survey methodology, economics, occupational and environmental epidemiology, toxicology, exposure assessment, and policy.

Students in this collaborative program major in one Division and minor in the other. For example, a student who majors in the doctoral program in HSRP&A would minor in Environmental and Occupational Health. This minor is individually tailored to the particular needs and objectives of the student.

MASTER OF HEALTHCARE ADMINISTRATION AND MASTER OF BUSINESS ADMINISTRATION

The MHA/MBA Dual Degree program was developed for students already accepted into the University of Minnesota's Master of Healthcare Administration Program. This program serves students who wish to earn an MBA degree as well as their MHA degree. Candidates may apply for both programs at the same time or current MHA students may apply to the Full-Time MBA Program during fall of their first year of study in the MHA Program. Under this study plan students begin the Full-Time MBA in Fall Semester of year two.

Both degrees can be completed in three years. After acceptance into the dual degree program, students meet with both their MHA and MBA advisors to be sure that their study plan satisfy both degree requirements. While the dual degree MHA/MBA enables students to complete in a shorter time frame, it does not diminish the cost or number of credits required for each program.

To be considered for the MHA/MBA Dual Degree applicants must apply to both the Full-Time MHA and the Full-Time MBA Programs. Applications are available at:

- The Full-Time MHA Office, 612-624-9588, D262 Mayo
- The Full-Time MBA Office, 612-625-5555, 2-210 Carlson School of Management

The deadline for application to the MBA Program for currently enrolled MHA students is February 15 of year one in the MHA Program. An admission interview and a class visit are required for application to the Full-Time MBA Program, and these should be completed prior to submitting an application. Please call 612-625-5555 to schedule an appointment for an interview and/or class visit.

MINOR PROGRAMS

Students in MS or PhD programs may select a minor to fulfill the requirement for earning credits outside of the major. Minors are available through many Graduate School departments throughout the University. A student who wishes to earn a minor is required to contact the academic department where the minor resides, and apply for the minor. Approved official minors will appear on the transcript.

Students in other MS or PhD majors may minor in Health Services Research, Policy & Administration. The HSRP&A minor will be individually tailored for each student.

8.3 Division Travel Policy for HSRP Division Students

Students who travel on HSRP business while employed as an RA, whose travel is a benefit of a training grant, or if a travel grant is available, are entitled to have certain expenses reimbursed according to the University travel policy.

GENERAL RULES OF THUMB FOR TRAVELING

Following are some general guidelines for travel expenses and reimbursements for students receiving travel funds:

- Read the University of Minnesota's current travel policy on the Travel Services website at <http://purchasing.umn.edu/travelstuff/travelmap.html>. Rates are often dictated by IRS rules and change frequently.
- Work with a Division secretary to make travel arrangements. The secretary is aware of travel policies and may be able to minimize the amount and timeframe of your out-of-pocket expenses, as well as find ways to keep costs within the limit. In many cases, the secretary can make airline and hotel reservations, and pay conference registration fees.
- Travel must be completed before expenses are reimbursed to the traveler.
- There are no travel advances.

- Students will be responsible for all meal and ground transportation (bus, taxi, airport parking) expenses.
- The Division can only reimburse meals up to daily limits set forth by the IRS. Meals do not include ground transportation; see below.
- Original receipts are needed for reimbursement of all expenses. The Division will need to keep the original receipts for its records so students should make copies of the receipts they need before submitting them.

Meals

Meals are the most complicated expenses to reimburse so please note the following:

- Alcoholic beverages CANNOT be reimbursed.
- Receipts are required for reimbursement.
- The amount that can be reimbursed for meals is limited, please be aware of the limits explained below and plan accordingly.
- There is a per diem cap on the amount of money that can be reimbursed for food on any given day. This cap varies from city to city. To find out what the cap is for the city visited, go to <http://purchserv.finop.umn.edu/travelstuff/PerDiemRates.html>. Students who spend more than the per diem cap will not be reimbursed for the amount that exceeds the per diem (regardless of how much is spent on other days). Students will only be reimbursed for actual meal expenses for which they have a receipt.
- Students who eat with a group (other HSRP students, etc.), should get a receipt for each member of the party or at least note in the reimbursement request who has the original receipt. The group meal expense will be divided evenly among those in the party unless individual receipts are presented for each member of the party.

Lodging

- Personal phone calls from the hotel CANNOT be reimbursed although calls related to business or conference activities are.
- Room service can be reimbursed as a meal expense (although it is very expensive and will deplete the per diem allowance quickly).
- In room movies or other expenses CANNOT be reimbursed.
- Even if a Division secretary makes a reservation students will still need to pay for their room when they check out.
- It is allowable for students attending the same conference to share rooms to stretch their travel dollars farther. The Division will not be involved with selecting roommates.
- Only lodging at hotels and motels is allowed, we cannot reimburse for expenses related to home stays, with friends, etc.

Airline Travel

- HSRP will only pay for flights to and from the destination. Airfares for any side trips are the student's responsibility.
- Students who need to make their own reservations, should shop for the lowest fare and keep any receipts or documentation received to make the reimbursement process easier.
- Remember, Division secretaries can obtain tickets via online services or travel agents.

REIMBURSEMENT PROCEDURE

1. Collect the receipts for all the expenses to be reimbursed and put them in an envelope.
2. On a separate piece of paper write:
3. Your home address; Your email address; Your Social Security number
4. If you are a University of Minnesota employee (so we can figure out which form to fill out).

5. If there are group meal expenses (note those and who has the receipt).
6. Explain any unusual expenses or any that aren't readily obvious what they are for.
7. Submit your receipts to the appropriate division secretary, who will fill out the proper form a return the form to you for your signature.
8. Sign the form and return it to the appropriate division secretary and you're done! You will get a check in about 2-3 weeks.

NOTE: Submit your receipts within one month of your return. If we do not receive you request within one month, there is a possibility that you will not be reimbursed.

8.4 HSRP Division Faculty and Coordinator Staff

FACULTY

Faculty	Title	Office Location	Phone*	E-mail Address
Jean Abraham, PhD	Asst. Professor	D262 Mayo	625.4375	abrah042@umn.edu
Jim Begun, PhD	Professor	D262 Mayo		begun001@umn.edu
Lynn Blewett, PhD	Asst. Professor	15-217 PWB	626.4739	blewe001@umn.edu
Lester Block, DDS MPH	Professor Emeritus	D376 Mayo	625.6992	block001@umn.edu
Kathleen Call, PhD	Asst. Professor	15-230 PWB	624.3922	callx001@umn.edu
Jon Christianson, PhD	Professor	D262 Mayo		chris001@umn.edu
Michael Davern, PhD	Asst. Professor	2221 University	625-4835	daver004@umn.edu
Bright Dornblaser, MHA	Professor Emeritus	D275 Mayo		
Bryan Dowd, PhD	Professor, DGS	15-213 PWB	624.5468	dowdx001@umn.edu
Roger Feldman, PhD	Professor	15-205 PWB	624.5669	feldm002@umn.edu
Susan Foote, JD	Assoc. Professor	15-200 PWB	626.2851	foote003@umn.edu
Judith Garrard, PhD	Professor	15-232 PWB	625-9169	ygarrard@umn.edu
Les Grant, PhD	Assoc. Professor	D262 Mayo		grant004@umn.edu
Robert Kane, MD	Professor	D351 Mayo	624.1185	kanex001@umn.edu
Rosalie Kane, DSW	Professor	D527 Mayo	624.5171	kanex002@umn.edu
John Krlewski, PhD	Professor	15-225 PWB	624.2912	krale001@umn.edu
Ted Litman	Professor Emeritus	D275 Mayo		
Donna McAlpine, PhD	Asst. Professor	15-227 PWB	625.9919	mcalp004@umn.edu
Marshall McBean, MD, MSc	Professor	A369-1 Mayo	625.6175	mcbea002@umn.edu
Ira Moscovice, PhD	Professor	15-215 PWB	624.8618	mosco001@umn.edu
John Nyman, PhD	Professor	15-219 PWB	626.4425	nyman001@umn.edu
Sandra Potthoff, PhD	Assoc. Professor	D262 Mayo	624.9019	potth001@umn.edu
William Riley, PhD	Assoc. Professor	D375 Mayo	625.0615	riley001@umn.edu
Todd Rockwood, PhD	Asst. Professor	C313 Mayo	625.3993	rockw001@umn.edu
Robert Town, PhD	Asst. Professor	15-229 PWB	626.4683	rjtown@umn.edu
Robert Veninga, PhD	Professor	D362 Mayo	625.7459	venin001@umn.edu
Beth Virnig, PhD	Asst. Professor	A365 Mayo	624.4426	virni001@umn.edu
Vern Weckwerth, PhD	Professor	D262 Mayo		weckw001@umn.edu
Douglas Wholey, PhD, MBA	Professor	15-223 PWB	626.4682	whole001@umn.edu
Amy Wilson, PhD	Asst. Professor	15-228 PWB	626.3732	wilso176@umn.edu

COORDINATOR STAFF

Staff	Title	Office	Phone	E-mail
Maureen Andrew	HSRP&A Major Coordinator	D373 Mayo	624.9432	andre031@umn.edu
Shannon Hofmann	PHA Major Coordinator	D375 Mayo	625.9480	hofma003@umn.edu
Diane McClellan	MHA Major Coordinator	D262 Mayo	626.7349	nerney002@umn.edu

* All phone numbers are in area code 612.

8.5 HSRP Division Course Descriptions

HEALTHCARE ADMINISTRATION COURSES

PubH 6xxx Managerial Accounting (3 cr)

How markets work, how positive economic rents (profits) are made, and how strategic behavior affects profits. Four major topical areas include market micro-structure, industrial structure, uncertainty, and incentives and firm governance.

PubH 6540 Healthcare Organizational Behavior (2 cr)

Human behavior in organizations; motivation, leadership, influence of organizational structure, informal group behavior, interpersonal relations, supervision. Emphasis on preventing and solving problems among individuals and groups in organizations.

PubH 6541 Statistics for Health Management Decision Making (3 cr)

Variation; frequency distribution; probability; significance tests; estimation; trends; data handling; simple operations research applications. Statistical approach to rational administrative decision making. Lectures and lab exercises.

PubH 6542 Management of Healthcare Organizations (3 cr)

Role of the hospital in health services delivery and relationships with other elements of the healthcare system. Problems of achieving results with emphasis on governance, medical staff, and role of administrator.

PubH 6543 Health Policy and Ethics (2 cr)

Overview of public policies and ethics underlying financing, organization and delivery of healthcare services.

PubH 6544 Principles of Problem Solving in Health Services Organizations (3 cr)

Lectures, seminars, and demonstrations on problem-solving theory and technique. Management problem solving of cases. Solving a management problem within a health services organization and presenting a report.

PubH 6545 Advanced Problem Solving in Health Services Organizations (4 cr)

Defining, analyzing, and solving significant senior management-level operational or health public policy problems by student groups in Twin Cities health services organizations.

PubH 6547 Healthcare Human Resources Management (2 cr)

Concepts in human resources management as applied to health services organizations. Relationship between human resources management and general management, nature of work and human resources, compensation and benefits, personnel planning, recruitment and selection, training and development, employee appraisal and discipline, union-management relations.

PubH 6548 Medical Group Management (2 cr)

Overview of physician group management in integrated delivery system--physician and administration roles, operational and strategic issues, alternative organizational models, risk-contracting, provider payment methods, managing change and effective communication.

PubH 6549 Long-Term Care Administration (2 cr)

Administrative issues in long-term care; public policy, client needs, institutional and non-institutional settings.

PubH 6550 Long-Term Care Industry (2 cr)

Organization, financing, and delivery of long-term care services to the aged. Demographic trends, financing structures, public policies, solicited responses to long-term care issues.

PubH 6551 Contemporary Problems (2 cr)

Current concepts, problems, principles and future developments of health and healthcare selected by students; developing models, based on current literature and research; verbal and written presentations from policy and issue perspectives.

PubH 6554 Marketing Health Services (2 cr)

Managing the marketing function; marketing planning, strategy, and management concepts. Identifying marketing problems and opportunities; constructing evaluating and managing a marketing plan.

PubH 6555. Topics in Health Economics (2 cr)

This course will introduce the student to the methods of health economics and demonstrate how these methods can be applied to managerial decision-making processes.

PubH 6556 Health and Health Systems (2 cr)

Sociopolitical, economic, and moral/ethical issues confronting the U.S. public health and medical care system. Trends in service provision, human resources, financing and health services organization, and implications for the public's health.

PubH 6557 Health Finance I (2 cr)

Basic principles of finance and selected insurance concepts integrated and applied to healthcare with public sector emphasis. NPV; public financing; capital and operating budgets; Medicare PPS and RBRVS; risk-adjusted capitation; healthcare reform.

PubH 6558 Health Finance II (4 cr)

Principles of financial management and insurance are integrated and applied to the health field. Topics include: health care capital and operating budgets; health care payment methods, including Medicare's payment systems for hospitals and physicians, and risk-adjusted capitation payment systems; population-based health care finance and managed care; and financing aspects of public health policy. Experience with computerized spreadsheets such as EXCEL is necessary.

PubH 6560 Operations Research & Quality in Healthcare (2 cr)

Decision-making framework for both operating and control systems in the hospital environment. Basic modeling techniques and examples of actual hospital applications.

PubH 6561 Quantitative Methods Applied to Health Administration Problems (2 cr)

Applying quantitative methods to secondary data including analysis of cyclicities, data handling systems, linear regression, discriminant analysis and inventory control used in the solution of health problems at various administrative levels.

PubH 6562 Information Technology in Healthcare (2 cr)

How to analyze organization information needs, incorporate these needs into information technology (IT) policy and planning, and implement IT policies.

PubH 6563 Strategic Management in the Health Care Industry (2 cr)

Evaluating application of organizational theory, analysis, and behavior and competitive analysis to healthcare providers, suppliers, and insurers.

PubH 6564 Managed Care (2 cr)

Development and organization of HMOs: risk-sharing, provider contracts, utilization management, quality improvement. HMO and PPO marketing and new product development; employer relations; Medicare and Medicaid contracting; budget processing; financial performance; pricing; government regulation.

PubH 6570 Topics: Hospital and Healthcare Administration

Selected readings in hospital and healthcare administration with discussion based on these readings.

PubH 6575 Pharmaceutical Industry: Business and Policy (2 cr)

The pharmaceutical industry is a large, growing component of the health sector with unique market characteristics, regulatory processes, and vigorously-debated public policy issues that differentiate it from other industries and deserve specialized study. This course focuses on those business and policy issues that are specific to the pharmaceutical industry. It is intended to provide future managers in the pharmaceutical industry and health sector generally with in-depth understanding of the field. This objective will be enhanced by interdisciplinary perspectives and active involvement by industry leaders.

PubH 6589 Medical Technology Evaluation and Market Research (2 cr)

Provides knowledge of the skills, data and methodology required to critically evaluate new medical technologies in order to meet financial investment as well as regulatory compliance objectives, such as FDA approval. This course is designed to provide the analytic tool kit for a manager of a new medical technology to formulate the evaluation necessary for this enterprise as well as effectively disseminate results in order to get a new product to market.

PubH 6596 Legal Considerations in Health Services Organizations (3 cr)

Laws affecting administration of hospitals and other healthcare organizations; administrative law, corporate and business law, labor law, civil liability, tax-related issues. Legal issues relevant to administration, decision-making, and planning process.

PubH 7596 Clerkship (2 cr)

Survey and solution of management problems within a local health services organization, preparation of formal management report.

PUBLIC HEALTH ADMINISTRATION AND POLICY COURSES

PubH 6700 Foundations of Public Health (3.0 cr)

Organization of public health, predominately in the United States. Role of public health administration. Problem-solving skills necessary for effective administration.

PubH 6705 Community Health Assessment (3.0 cr;)

Two of the three core functions of public health: health assessment, assurance. Lectures, discussion, group activities, oral presentations.

PubH 6711 Public Health Law (2.0 cr)

Basic concepts of law, legislative process, and legal bases for existence/administration of public health programs. Legal aspects of current public health issues/controversies, regulatory role of government in health services system.

PubH 6721 Managing Collaborative Networks (2.0 cr)

How to manage informal networks within/among health care organizations to improve service coordination and knowledge management.

PubH 6724 The Health Care System and Public Health (3.0 cr)

Overview of health care delivery, finance systems within public health context. Components of health care system: financing, role of employers/public programs, health care delivery system, managed care. Collaborative interventions between managed care, public health.

PubH 6726 Medical Device Industry: Business and Public Policy (3.0 cr)

Business, public policy, regulatory, technology management issues concerning medical device/biotechnology industries. Nature/effects of private-public sector interactions. Involvement by leaders in Minnesota organizations.

PubH 6727 Health Leadership and Effecting Change (2.0 cr)

Applications of a broad theoretical base in planned change to solve managerial/organizational problems in health professions.

PubH 6730 International Comparative Health Systems (2.0 cr)

History/development of health systems from a socio-political perspective. Overview of relative importance and meaning of health outcomes data. Role of WHO. Students use OECD health database.

PubH 6732 Topics and Methods in Global Health Assessment (2.0 cr)

Evaluation of health populations relative to specific topics important to global health, including methodology appropriate to examining a particular issue. Focuses on developing countries.

PubH 6741 Ethics in Public Health: Professional Practice and Policy (1.0 cr)

Introduction to ethical issues in public health practice/policy. Ethical analysis, recognizing/analyzing moral issues.

PubH 6742 Ethics in Public Health: Research and Policy (1.0 cr)

Introduction to ethical issues in public health research/policy. Ethical analysis. Recognizing/analyzing moral issues.

PubH 6751 Principles of Management in Health Services Organizations (2.0 cr)

Role of health-care services administrators, principles of management, administrative process. Lectures, case studies.

PubH 6752 Public Health Management (3.0 cr);

Managing projects/organizations in public health. Skills/knowledge necessary to determine mission of an organization, structure it to support individuals in their work, and motivate/manage to achieve goals.

PubH 6762 Health Finance Applications (2.0 cr)

Top management perspective of healthcare financial management responsibility in context of strategic issues. Emphasizes balancing theory and applications. Capstone course.

PubH 6765 Continuous Quality Improvement: Methods and Techniques (3.0 cr)

Understanding and applying statistical process control techniques to health care management and clinical problems. Provides a comprehensive overview of the history, methods, and issues in quality within the health care system.

PubH 7784 Master's Project Seminar: Public Health Administration and Policy (2.0 cr)

Students participate in exercises to improve written/verbal communication, enhance skills related to giving constructive feedback. Ways that public health administration/policy is practiced. How to integrate knowledge into individually designed master's project.

HEALTH SERVICES RESEARCH, POLICY AND ADMINISTRATION COURSES

PubH 6800 Community Mental Health (3.0 cr)

Provides an overview of social and social-psychological processes that shape the experience of mental health and illness and the consequences of disorders for individuals, families, and communities, and examines these issues in the context of public health rather than attributes of individuals.

PubH 6802 Seminar: Technology of Data Operations in Health Care Studies (3.0 cr)

Overview of data collection tools in health care studies. Workflow design. Scanned/faxed, web-based forms. Voice response, palmtop computers, relational databases. Managing workflow. Selecting tools to ensure data quality and low cost. Case studies.

PubH 6806 Principles of Public Health Research (2.0 cr);

Evaluation of public health research literature and planning for independent research projects. Formulation of research question, research design, sampling techniques, use of research concepts, and data analysis. Data collection techniques, including questionnaires, interviews, and data analysis.

PubH 6832 Economics of the Health Care System (3.0 cr)

Development of traditional issues in health economics. Production of health, demand for health capital and health care, insurance theory and markets, managed care, pricing, physician's services, production and costs in health care institutions, role of government, cost effectiveness analysis, reform.

PubH 6835 Health Services Policy (2.0 cr)

Social, political, and economic context within which U.S. health-care system developed. Influence of these contextual elements on public policies guiding/regulating organization/delivery of health services.

PubH 6845 Using Demographic Data for Policy Analysis (3.0 cr)

How to pose researchable policy questions, locate existing data, turn data into a usable format, understand data documentation, analyze data, communicate findings according to standards of the professional policy community. Quantitative issues.

PubH 6852 Program Evaluation in Health and Mental Health Settings (3.0 cr)

Overview of evaluation, models of evaluation, objectives of an evaluative study, sampling of subjects, methods of data collection, methodological designs, interpretation of data, preparation of final report, ethical/political considerations.

PubH 6855 Medical Sociology (3.0 cr)

Introduction to common theoretical/empirical approaches used by sociologists to study health/illness. How content reflects social inequalities in health/illness. Social processes that shape experience of health/illness.

PubH 6861 Health Insurance (2.0 cr)

Financing personal health care: theory of insurance, health insurance markets, cost sharing, HMOs, PPOs, public and catastrophic health insurance, and the uninsured. Emphasis on public policy.

PubH 6862 Cost-Effectiveness Analysis in Health Care (3.0 cr)

Government regulations. New technologies. Diagnosis/treatment protocols. Strengths, limitations, appropriateness of different approaches.

PubH 6863 Understanding Health Care Quality (2.0 cr)

Introduction to assessing/assuring quality of care. Emphasizes both process and outcomes approaches, paralleling interest in appropriateness/effectiveness of care. Issues around creating needed behavioral changes.

PubH 6864 Conducting Health Outcomes Research (3.0 cr)

Major concepts/principles in conducting health outcomes research that evaluates medical care. Developing study designs matched to research questions. Frequently used study designs. Evaluating health outcomes. Analytical approaches.

PubH 6875 Practice of Health Services Research (2.0 cr)

How practice of health services research is conducted in various organizations. Presentations by guest lecturers from health services research organizations. How the specific organization's research is funded, how it sets an agenda, and how it carries out research.

PubH 8801 Health Services Policy Analysis: Theory (3.0 cr)

Integrated overview of U.S. health services policy. Related theoretical/empirical literature. Analysis of alternative policy-making models, political/philosophical underpinnings of those models.

PubH 8802 Health Services Policy Analysis: Applications (2.0 cr)

Emphasizes relationships between health services research and policy, and uses case studies to examine how research influences policy and vice versa.

PubH 8803 Long-Term Care: Principles, Programs, and Policies (2.0 cr)

Long-term care policy for functionally impaired persons, particularly the elderly. Team taught from healthcare and social services perspective; grounded in research literature on evidence of program effects. Innovative programs addressing current fragmentation of services.

PubH 8805 Sociology of Health and Illness (3.0 cr)

Affect of social structure on health outcomes/behaviors. Current/historical events/issues from perspective of sociological/social psychological theories. Students apply theories to a topic they identify.

PubH 8806 Sociology of Health Occupations and Organizations (3.0 cr)

Sociological theories of occupations/organizations as applied to health care. Functional, conflict, evolutionary theories applied to health care reorganization such as managed care, technology on organization of work/occupations. Emphasizes application of theories to develop hypotheses.

PubH 8810 Research Studies in Health Care (3.0 cr)

Introduction to philosophy of science, conceptual modeling, experimental design, survey/sample design, issues relevant to health services research.

PubH 8811 Research Methods in Health Care (3.0 cr)

Research methods commonly used in analysis of health services research and health policy problems.

PubH 8813 Measurement of Health-Related Social Factors (3.0 cr)

How social factors such as innovativeness, compliance, religiosity, and stress are measured and tested for reliability and validity. Relationships between theory, concepts, variables, data.

PubH 8820 Health Economics I (3.0 cr)

Application of microeconomic theory to healthcare decisions of consumers and producers under different assumptions about market structure and behavior.

PubH 8821 Health Economics II (3.0 cr)

Examines application of microeconomic theory to health services research through selected reading from published and unpublished health economics literature.

PubH 8830 Research Project in Health Care (1.0cr)

Development/articulation of a research proposal.

PubH 8831 Research Project in Health Care (1.0cr)

Development and articulation of a research proposal.

PubH 8836 Integration of Public Health Research Methods in Health Services Research and Policy (2.0 cr)

Integration of concepts/designs of public health research methods, how they can be integrated into health services research and policy analysis. Experiential learning opportunities in clinical settings that illustrate need for integration.

9. PUBLIC HEALTH ADMINISTRATION AND POLICY MPH DEGREE PROGRAM

9.1 Mission and Program Objectives

The Public Health Administration and Policy (PHAP) Major prepares individuals for leadership positions in administration, information and analysis, and/or policy and advocacy in public health, managed care or other organizations that focus on the health of populations. The major places a strong emphasis on values of advocacy for the public good, health promotion, and disease prevention. Individuals in the Standard Program option may select among three specialty areas for skill development within the major consistent with their background and professional goals. The three specialty areas or “tracks” are *management*, *analysis*, and *policy*.

The program objectives of the Public Health Administration and Policy major are as follows:

- Know the principles of organizational structure and performance, management of change and innovation, development of business plans.
- Possess leadership skills required to organize and motivate staff, utilize group process dynamics, negotiation and conflict resolution skills.
- Utilize effective communication skills, both oral and written, in a variety of applications including proposal writing, program presentation, interactions in the work setting, collaboration with community groups and leaders, and acting as a representative of the public health agency in the medical and greater community.
- Possess financial management skills, including analysis, accounting, budget management, development of options and strategies for coping with budget constraints.
- Analyze health policy, giving consideration not only to quantifiable methods of investigation but also to qualitative aspects of health programming.
- Discuss and implement methods of program evaluation and interpretation of outcomes.
- Understand the role and responsibility of the public health agency in acting as a social advocate in effectively and justly meeting the health care needs of all groups in the community.
- Identify ethical conflicts in current public health issues and discuss applications of various tools and processes for ethical decision-making; discuss the bases for divergent views and conflicts in bioethics.
- Apply the methods of epidemiology and biostatistics to investigate and compare rates and changes of disease conditions in populations.
- Analyze and discuss environmental health hazards and implications for the public’s health, and be able to discuss these matters articulately with the lay public.
- Utilize appropriate and effective methods of community assessment, organization, and development in working with communities to enact change and improve health.
- Identify the role of the public health agency in health promotion and disease prevention and the methods appropriate to this mission, including health education.
- Assess and understand the health status of populations, determinants of health and illness, and factors influencing the use of health services.
- Identify present methods and systems for delivery of health care.
- Identify health needs and services for special target populations, and analyze and discuss how meeting these needs may impact the public’s health.

- Utilize methods of effective health program planning and implementation, including identification of agency and program goals and objectives, assessment of resources, and monitoring/evaluative mechanisms.
- Apply principles of health care economics in program development, including evaluation of costs, efficacies and benefits, with critical assessment of various funding structures and economic consequences.
- Apply techniques of, and innovation in, quality assurance and management, explain the role of quality assurance in public health care delivery.
- Utilize Management Information systems and discuss their applications and usefulness in the public health sector.
- Discuss and apply methods of effective decision-making and problem solving in the management setting.
- Know research methods, including constraints of design related to ethical and legal issues.
- Apply statistical and epidemiological methods to public health problems, identifying and critically evaluating sources of public health data and statistics.
- Understand indicators of disease and health status in community assessment.
- Analyze the legal aspects of bioethical problems. Understand the legal basis for state and federal authority in promoting and/or enforcing health protection measures.
- Function effectively in diverse cultural settings, adapting professional practice and aspects of public health service delivery to cultural needs.
- Gather and organize information on political aspects of agency objectives; evaluate the political context of public health issues and organize an agency response as needed.
- Understand the socio-political-economic context of decision-making in the public health arena.
- Assess sociological factors affecting the care recipient (individual, family, or community), the care provider, and the health care environment.

9.2 Master of Public Health Graduation Requirements

COURSEWORK AND CREDITS

Students must complete all required coursework and credits for their program option:

Accelerated Program option—36 credits; see section 9.3.

This option is a shorter degree plan, (upon approval by faculty), for applicants with advanced degrees or extensive leadership experience in public health. The PHAP Admissions Committee determines eligibility for this program option. Students complete five PHAP courses and the public health core curriculum. They also choose one specialty area from the following: management, analysis, or policy. Students can choose from one to four credits of electives.

Standard Program option—50 credits; see section 9.4.

This option is for applicants with a baccalaureate degree and limited or no public health experience. Students complete the PHAP and the public health core courses. They also complete one of the following specialty areas: management, analysis, or policy. In addition, students complete a number of electives, which can form an additional specialty area of their interest.

PUBLIC HEALTH CORE AREA REQUIREMENTS

Students must satisfy competency requirements in the six core areas of public health – administration, behavioral science, biostatistics, environmental health, epidemiology, and ethics by completing one of the following in each core area:

- Satisfactorily pass, with a grade of B- or better, one of the following pre-approved courses in each of the six core areas:
 - **Administration**
 - PubH 6752 Public Health Management – 3 credits
 - **Behavioral Science**
 - PubH 6020 Fundamentals of Social and Behavioral Science – 3 credits
 - **Biostatistics**
 - PubH 6414 Biostatistical Methods I – 3 credits
 - PubH 6415 Biostatistical Methods II – 3 credits
 - PubH 6450 Biostatistics I – 4 credits
 - PubH 6451 Biostatistics II – 4 credits
 - **Environmental Health**
 - PubH 6101 Environmental Health – 2 credits
 - PubH 6102 Issues in Environmental and Occupational Health – 2 credits
 - **Epidemiology**
 - PubH 6320 Fundamentals of Epidemiology – 3 credits
 - PubH 6330 Epidemiology I – 4 credits
 - PubH 6331 Epidemiology II – 4 credits
 - **Ethics**
 - PubH 6741 Ethics in Public Health: Professional Practice and Policy – 1 credit
 - PubH 6742 Ethics in Public Health: Research and Policy – 1 credit

OR

- Pass an equivalency exam in the core area. Examinations are given once each year prior to Fall Semester. Equivalency exams satisfy competency requirements for the following core courses only:
 - PubH 6751 Principles of Management in Health Services Organizations
 - PubH 6020 Fundamentals of Social and Behavioral Science
 - PubH 6414 Biostatistical Methods I
 - PubH 6101 Environmental Health
 - PubH 6320 Fundamentals of Epidemiology
 - PubH 6741 Ethics in Public Health: Professional Practice and Policy

OR

- Pass an advanced course in the core area as approved by the respective major chair and the Educational Policy Committee,

OR

- Complete a graduate level course, with a grade of B or better, at an accredited university or college that meets the competencies defined by CEPH. The Educational Policy Committee, upon petition of the student, will determine acceptance of a course for transfer.

REGISTRATION REQUIREMENT

Students are required to register for at least 2 semesters and 15 credits in the School of Public Health.

COURSE NUMBERS AND GRADUATE CREDIT

5xxx through 8xxx-level courses are considered graduate-level. 1xxx and 3xxx-level courses are for undergraduates and will not receive approval for graduate credit. Under some circumstances – with

approval of the student's major field – 4xxx-level courses may also be applied toward a MPH degree as long as they are taught by a member of the graduate faculty.

SPH GRADING POLICIES

Grade Point Average

Students must complete their course of study with a cumulative GPA of 3.0.

Grading Options

Students must take no more than 20 percent of their course work on a pass-fail (S-N) grading basis; not including courses offered only on an S-N basis.

Public Health Core Area Courses

Courses designated as part of the public health core must be taken for a letter grade (A-F). Students will be 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 at their own expense until they achieve a grade of B- or better. However, a retaken course may be counted only once toward degree requirements in the student's study plan.

Requirements described above are effective for students matriculating in the Fall of 2005 and thereafter.

Each public health major may require higher levels of achievement for its own students in public health core courses that are also core to the major. This may include restrictions on retaking public health core courses that are also core to the major, or requiring more than a B- performance level. Students should consult their major coordinators for documentation of these requirements.

NOTE: Students should also refer to *section 6.5* of this guidebook for information on the University's uniform grading policy.

Double Counting

Students pursuing a recognized dual or Joint degree can have a maximum of 12 credits double counted in the MPH degree. The partnering program will determine the number of credits double counted in that degree (*recognized dual degree program partnerships with PHAP include JD/MPH and MSN/MPH*).

FIELD EXPERIENCE

Matriculated MPH students must complete a formal, supervised fieldwork experience consisting of 120 hours in order to graduate. Prior professional degrees and/or prior work experience are not sufficient grounds for waiving the fieldwork requirement. Each major has established requirements for completion of fieldwork; see *section 9.8*.

MPH STUDY PLAN

Students are required to submit a completed *Master of Public Health (MPH) Study Plan* to their Major Coordinator at least one semester prior to their anticipated completion of coursework. Earlier submission (e.g. in the second to last semester) is suggested to allow the Major Coordinators to review the study plan and notify students if they are missing any requirements prior to their last term of study (*see appendix A*). A copy of the *Master of Public Health (MPH) Study Plan* can be downloaded at www.sph.umn.edu/students/current/studyplan/.

MASTER'S PROJECT SEMINAR

This seminar offers students the opportunity to present and discuss their master's projects in a seminar format. The seminar promotes feedback and collaborative learning. Students will present both initial project proposals and final presentations of the completed or nearly completed work.

MASTER'S PROJECT

MPH students must complete a master's project, demonstrating familiarity with the tools of research or scholarship in the major, the capacity to work independently, and the ability to present the results of the investigation effectively. The master's project should involve a combined total of approximately 120 hours

of work. The major faculty specifies the nature and extent of the options available to satisfy this requirement and determines whether the requirement is to be satisfied in conjunction with or independent of the coursework in the student's major; see *section 9.8*.

TIME FRAME

The maximum time allowed by the School of Public Health for completion of an MPH degree is seven years. The seven-year period begins with the first term of enrollment after admission to a degree program within the School.

COURSE TRANSFER CREDITS

A student may seek transfer of no more than 15 semester credits of graduate or professional program courses taken at the University of Minnesota or at another college or university (EHPH program limits transfer credits to 7). Course credits may be used to satisfy public health core or other program requirements as jointly approved by the Major Chair and the Associate Dean for Academic Affairs. 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.

MPH 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 MPH degree. To be considered for transfer, graduate level coursework must have been taken at an accredited graduate institution. Students must:

1. Meet with their advisor to discuss the petitioning process. If the petition is acceptable to the advisor, the student will complete and sign the *Petition* form, obtain the advisor's signature, and attach an official transcript on which the final grade has been posted.
2. Submit the *Petition* form to the Major Coordinator for processing. The *Petition* form can be obtained from the Student Services Center or Major Coordinator.

The Major Coordinator will forward the petition to the major chair and then to the Associate Dean for final evaluation and/or approval.

COURSE SUBSTITUTIONS AND WAIVERS

All student requests that deviate from the degree curriculum requirements outlined in this Guidebook must be made on a *Petition* form. The *Petition* form can be obtained from the Student Services Center or Major Coordinator.

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

Course Substitution Procedures:

The following process should be followed when requesting that a course substitute for a required course in your degree program.

1. Gather the course syllabi of the required course in your degree program and the proposed substitute course and a transcript on which the proposed course grade has been posted (if the proposed course has already been completed).
2. Complete the *Petition* form with the following information in each section:
 - **REQUEST SECTION:** describe the course requested for substitution including the course title, number of credits, term and year taken, and the name of the institution where the course was taken. Also list the course/requirement in your degree program for which you are asking for the substitution.
 - **REASON/EXPLANATION SECTION:** Indicate what skills and/or content overlaps between the required course(s) and the proposed substitute course(s).

3. Compile the above materials and have the request reviewed by your advisor. He/she will complete the Department section of the *Petition* form and indicate approval/non-approval of the request.
4. After the advisor has made his/her recommendations, the student should submit these materials to the Major Coordinator who will forward it to the appropriate Credentials Committee for review. The student will be notified via e-mail of the committee's decision.
5. If the substitute course is to replace a School of Public Health Core course (administration-PubH 6751/6752, behavioral/social science-PubH 6020, biostatistics-PubH 6414/6450, environmental health-PubH 6100/6102, epidemiology-PubH 6320/6330, ethics-PubH 6741/6742), there is an additional step to get School-level approval. To complete this next step, provide two additional copies of the above materials. All of those materials should be submitted to your Major Coordinator. Upon receipt of those materials, the Major Coordinator will review the request with the Major Chair and then if approved by the Major Chair, all copies of the request will be forwarded to Guy Piotrowski to be presented to the appropriate SPH Educational Policy committee members. The student will be notified by Guy Piotrowski via e-mail of the committee's decision. If the Major Chair does not approve of the request, the Major Coordinator will inform the student that the request will not be forwarded to the SPH Educational Policy Committee for review.

APPLICATION FOR DEGREE

MPH students are required to complete an *Application for Degree* form (see Appendix D). There are strict deadline dates before a student can be cleared for graduation. Copies of this form can be obtained from the Major Coordinator, the Student Services Center or downloaded from www.sph.umn.edu/students/current/home.html. We strongly encourage students to submit the form in their first semester of matriculation.

INCOMPLETES

All required courses, with the exception of the Field Experience and Master's Project, must be completed during the term of registration. Students must complete all course requirements by the end of the registered term so that faculty can submit a grade by the appropriate due date. See the syllabus for course for the specific incomplete policies. If the instructor submits an *Incomplete* or *I*, a hold is placed on the student's record barring registration for the next term. This allows students one term to complete the unfinished course. Once the Incomplete is replaced with a letter grade, the hold is removed. Extensions for Incompletes are only given under exceptional circumstances and must be approved by the advisor and Major Chair in writing. If you wish to request an extension, please submit a written letter with the request and reasons for the request to your advisor. Your advisor will comment on the request and forward it to the Major Chair for consideration.

PROBATION/DISMISSAL

A student is placed on probation for a term when his or her GPA for a term (including the cumulative GPA) falls below 3.0 in courses to be used to fulfill degree requirements. Two consecutive semesters of a GPA below 3.0 is cause for dismissal review. PHAP major procedures are:

1. When a student's GPA falls below the standards set for probation, the Major Chair will notify the student.
2. Upon receipt of the Chair's notification, the student must immediately meet with his/her academic advisor to discuss plans for remediation and consequences of continued problems.
3. Following the student/advisor meeting, the advisor will bring these jointly determined recommendation and plans to the faculty for discussion.
4. If the student does not show significant improvement, the faculty will dismiss the student based on the criteria set for dismissal and after weighing any special considerations related to "acceptable performance for good standing."

9.3 Accelerated Program Option Coursework [36 credits]

MASTER OF PUBLIC HEALTH CORE [12-14 CREDITS]

Course	Title	Offered	Credits
PubH 6020	Fundamentals of Social and Behavioral Science	Fall/Spring	3
PubH 6200 or PubH 6201	Environmental Health Issues in Environmental and Occupational Health	Fall/Spring Fall/Summer	2 2
PubH 6320 or PubH 6330	Fundamentals of Epidemiology Epidemiology I	All Terms Fall/Spring	3 4
PubH 6414 or PubH 6450	Biostatistical Methods I Biostatistics I	All Terms Fall/Spring	3 4
PubH 6741 or PubH 6742	Ethics in Public Health: Professional Practice Ethics in Public Health: Research and Policy	All Terms All Terms	1 1

PUBLIC HEALTH ADMINISTRATION AND POLICY CORE [12 CREDITS]

Course	Title	Offered	Credits
PubH 6700	Foundations of Public Health	Fall	3
PubH 6752	Public Health Management	Fall	3
PubH 7784	Master's Project Seminar	Spring	2
PubH 7794	Master's Project [<i>see section 9.8</i>]	All Terms	2
PubH 7796	Field Experience [<i>see section 9.7</i>]	All Terms	2

SPECIALTY AREAS [8 CREDITS]

Select one of the following (or other area with approval of the PHAP faculty):

Management

Course	Title	Offered	Credits
PubH 6711	Public Health Law	Spring	2
PubH 6557	Healthcare Finance I	Fall	2
<i>And select at least 4 credits from the following:</i>			
PubH 6765	Continuous Quality Improvement: Methods and Techniques	Fall	2
PubH 6721	Managing Collaborative Networks	Fall	2
PubH 6727	Health Leadership and Effecting Change	Spring	2
PubH 6762	Health Finance Applications [<i>PubH 5761 is a prerequisite</i>]	Spring (2 nd half)	2

Analysis

Course	Title	Offered	Credits
PubH 6705	Community Health Assessment	Spring	3
<i>And select two courses from the following:</i>			
PubH 6717	Decision Making Under Uncertainty	Fall	2
PubH 6806	Principles of Public Health Research	Fall	2
PubH 6852	Program Evaluation in Health and Mental Health Settings [<i>PubH 5806 is a prerequisite</i>]	Spring	3
PubH 6863	Understanding Health Care Quality	Fall	2
PubH 6845	Demographic Data in Policy Analysis	Spring	3

Policy

Course	Title	Offered	Credits
PubH 6711	Public Health Law	Spring	2
PubH 6724	The Health Care System and Public Health	Fall	3
PubH 6835	Health Services Policy	Spring	2

<i>And select one course from the following:</i>			
PubH 6078	Public Health Policy as a Prevention Strategy	Fall	2
PubH 6634	Advocating for Change for Children	Spring	2
PubH 6726	Medical Device Industry: Business and Public Policy	Spring	3
PubH 6861	Health Insurance	Spring	2
PubH 6862	Cost-Effectiveness Analysis in Health Care	Spring	3
PubH 8803	Long Term Care: Principles, Programs, and Policies	Spring	2

ELECTIVES [2-3 CREDITS]

9.4 Standard Program Option Coursework [50 credits]

MASTER OF PUBLIC HEALTH CORE [12-14 CREDITS]

See *Accelerated Program Option* above.

PUBLIC HEALTH ADMINISTRATION AND POLICY CORE [20 CREDITS]

Course	Title	Offered	Credits
PubH 6700	Foundations of Public Health Administration Practice	Fall	3
PubH 6705	Community Health Assessment	Spring	3
PubH 6724	The Health Care System and Public Health	Fall	3
PubH 6752	Public Health Management	Fall	3
PubH 6557	Healthcare Finance I	Fall	2
PubH 7784	Master's Project Seminar	Spring	2
PubH 7794	Master's Project [see section 9.8]	All Terms	2
PubH 7796	Field Experience [see section 9.7]	All Terms	2

SPECIALTY AREAS [8-9 CREDITS]

Select one of the following:

Management

Course	Title	Offered	Credits
PubH 6765	Continuous Quality Improvement: Methods and Techniques	Fall	2
PubH 6717	Decision Making Under Uncertainty	Fall	2
PubH 6727	Health Leadership and Effecting Change	Spring	2
PubH 6762	Health Finance Applications [PubH 5761 is a prerequisite]	Spring (2 nd half)	2
PubH 6547	Healthcare Human Resource Management	Spring (2 nd half)	2

Analysis

Course	Title	Offered	Credits
PubH 6862	Cost-Effectiveness Analysis in Health Care	Spring	3
<i>And select two courses from the following:</i>			
PubH 6340	Epidemiology II [PubH 5330 is a prerequisite]	Spring	4
PubH 6765	Continuous Quality Improvement: Methods and Techniques	Fall	2
PubH 6806	Principles of Public Health Research	Fall	2
PubH 6852	Program Evaluation in Health and Mental Health Settings [PubH 5806 is a prerequisite]	Spring	3
PubH 6845	Demographic Data in Policy Analysis	Spring	3

Policy

Course	Title	Offered	Credits
PubH 6711	Public Health Law	Spring	2
PubH 6835	Health Services Policy	Spring	2
<i>And select one course from the following:</i>			
PubH 6078	Public Health Policy as a Prevention Strategy	Fall	2

PubH 6634	Advocating for Change for Children	Spring	2
PubH 6726	Medical Device Industry: Business and Public Policy	Spring	3
PubH 6812	Managed Care	Fall	3
PubH 6861	Health Insurance	Spring	2
PubH 6862	Cost-Effectiveness Analysis in Health Care	Spring	3
PubH 8803	Long Term Care: Principles, Programs, and Policies	Spring	2

ELECTIVES [7-10 CREDITS]

Suggestions for electives by specialty area are listed below.

Management Sample Electives

Course	Title	Offered	Credits
PubH 6806	Principles of Public Health Research	Fall	2
PubH 6832	Economics of the Health Care System	Fall	3
PubH 6852	Program Evaluation in Health and Mental Health Settings [PubH 5806 is a prerequisite]	Spring	3

Analysis Sample Electives

PubH 6112	Risk Analysis: Application to Risk-Based Decision Making	Fall	3
PubH 6345	Epi Methods: Data Collection	Fall	2
PubH 6673	Grant Writing for Public Health	May Session	1
PubH 6812	Managed Care	Fall	3

Policy Sample Electives

PubH 6049	Legislative Advocacy Skills for Public Health	Spring	3
PubH 6112	Risk Analysis: Application to Risk-Based Decision Making	Fall	3
PubH 6673	Grant Writing for Public Health	May Session	1
PubH 6806	Principles of Public Health Research	Fall	2
PubH 6832	Economics of the Health Care System	Fall	3
PubH 6852	Program Evaluation in Health and Mental Health Settings [<i>PubH 5806 is a prerequisite</i>]	Spring	3

9.5 MPH/JD Program Option Coursework [50 credits]

MASTER OF PUBLIC HEALTH CORE [12-14 CREDITS]

See section 9.3.

PUBLIC HEALTH ADMINISTRATION AND POLICY CORE [12 CREDITS]

Course	Title	Offered	Credits
PubH 6700	Foundations of Public Health Administration Practice	Fall	3
PubH 6752	Public Health Management	Fall	3
PubH 7784	Master's Project Seminar	Spring	2
PubH 7794	Master's Project [<i>see section 9.8</i>]	All Terms	2
PubH 7796	Field Experience [<i>see section 9.7</i>]	All Terms	2

SPECIALTY AREAS [8 CREDITS]

Select one of the following (or other area with approval of the PHAP faculty):

Public Health Administration and Policy Additional Core

Course	Title	Offered	Credits
PubH 6705	Community Health Assessment	Spring	3
PubH 6724	The Health Care System and Public Health	Fall	3
PubH 6557	Healthcare Finance I	Fall	2

Management

Course	Title	Offered	Credits
PubH 6711	Public Health Law	Spring	2
PubH 6557	Healthcare Finance I	Fall	2
<i>And select at least 4 credits from the following:</i>			
PubH 6765	Continuous Quality Improvement: Methods and Techniques	Fall	2
PubH 6727	Health Leadership and Effecting Change	Spring	2
PubH 6762	Health Finance Applications [<i>PubH 5761 is a prerequisite</i>]	Spring (2 nd half)	2

Analysis

Course	Title	Offered	Credits
PubH 6705	Community Health Assessment	Spring	3
<i>And select one course from the following:</i>			
PubH 6765	Continuous Quality Improvement: Methods and Techniques	Fall	2
PubH 6806	Principles of Public Health Research	Fall	2
PubH 6852	Program Evaluation in Health and Mental Health Settings [<i>PubH 5806 is a prerequisite</i>]	Spring	3
PubH 6863	Understanding Health Care Quality	Fall	2

Policy

Course	Title	Offered	Credits
PubH 6711	Public Health Law	Spring	2
PubH 6724	The Health Care System and Public Health	Fall	3
PubH 6835	Health Services Policy	Spring	2
<i>And select one course from the following:</i>			
PubH 6078	Public Health Policy as a Prevention Strategy	Fall	2
PubH 6634	Advocating for Change for Children	Spring	2
PubH 6726	Medical Device Industry: Business and Public Policy	Spring	3
PubH 6861	Health Insurance	Spring	2
PubH 6862	Cost-Effectiveness Analysis in Health Care	Spring	3
PubH 8803	Long Term Care: Principles, Programs, and Policies	Spring	2

ELECTIVES [4-6 CREDITS]

LAW SCHOOL CREDITS [12 DOUBLE COUNTED]

9.6 Standard First-Year Class Schedule

FALL SEMESTER 2005

	Course	Title	Cr	Time	Days of Week			
	PubH 6700	Foundations of Public Health Administration	3	09:45a-11:00a		Tu		Th
①	PubH 6724 or	The Health Care System and Public Health	3	12:20p-03:20p	M			
②	PubH 6020	Fundamentals of Social & Behavioral Science	3	11:15a-12:30p		Tu		Th
	PubH 6752	Public Health Management	3	01:25p-02:40p		Tu		Th
③	PubH 6320	Fundamentals of Epidemiology [lecture] and [lab] or [lab]	3	03:35p-05:30p 03:35p-05:30p 11:15a-01:10p		Tu		Th
	PubH 6557	Health Finance I	3	01:25p-03:20p or 05:45p-09:05p	M M		W	

SPRING SEMESTER 2006

Course	Title	Cr	Time	Days of Week			
PubH 6705	Community Health Assessment	3	09:45a-12:30p				Th
PubH 6741 or	Ethics in PubH: Practice & Policy [<i>1st half</i>]	1	02:30p-04:25p		Tu		
PubH 6742	Ethics in PubH: Research & Policy [<i>2nd half</i>]	1	02:30p-04:25p		Tu		
④ PubH 6414	Biostatistical Methods I	3	04:40p-05:55p		Tu		Th
⑤ PubH 6557	Healthcare Financial Management	2	05:45p-07:40p			W	
PubH 6101	Environmental Health	2	07:00p-09:00p		Tu		
<i>Varies</i>	<i>Elective</i>	2-3	<i>varies</i>				

- ① Accelerated Program students who choose the Policy Specialty Area should register for PubH 6724 during Fall 2005 and PubH 6020 during Spring 2006.
- ② MPH/JD students are required to take PubH 6724 only if they chosen the PHAP Additional Core or Policy Specialty Areas.
- ③ or PubH 6330 Epidemiology I (accelerated course), 3:35pm-5:30pm TTh **or** 3:35pm-5:30pm MW.
- ④ or PubH 6450 Biostatistics I (accelerated course), 10:10-12:05 MW [lecture] **and** 12:20-1:10 W **or** 9:05-9:55 M [lab].
- ⑤ Accelerated Program students should note that PubH 6557 is only required for students who choose the Management Specialty Area.

9.7 Independent Study

Students who wish to pursue further study of a topic of particular interest that they believe cannot be met by a regularly scheduled class may register for PubH 7791 Independent Study for 1-4 credits. Before proceeding, students must discuss independent study plans with their academic advisor. This will assure that the advisor feels the student is "on the right track" before giving approval. The advisor can also offer additional helpful suggestions and advice in getting the project "off the ground" and making it a more satisfying experience for the student.

To undertake independent study students are expected to take the initiative in proposing and designing a study plan and selecting a supervising faculty member. The *Record of Independent Study Plan Contract* (see *Appendix D*) must be completed prior to registering for independent study credits. It serves as a contract between the student, the academic advisor, and the independent study faculty supervisor. The *Record of Independent Study Plan Contract* form can be obtained from the Major Coordinator.

9.8 Field Experience

The purpose of the field experience is to develop practical skills and competencies in public health administration and policy practice and to provide an opportunity for the student to accumulate public health administration and policy experience that will enhance job competence and/or placement following completion of the program. A meeting with students is held to discuss the field experience.

An important element in the selection of a field experience is identifying an agency that offers opportunities that further the student's career goals and complement the student's interests and abilities. Although the field experience is not a job placement service, it can be an effective marketing tool for future employment.

MINIMUM REQUIREMENTS

1. All students must successfully complete a field experience that has a public health orientation. No waivers will be granted solely on the basis of prior professional experience.
2. Field experience requires a minimum of 120 hours and may be fulfilled on either a full-time or part-time basis.

REGISTRATION

Student obtains a “permission number” from the PHAP supervising faculty member and registers for 2 credits under PubH 7796. Grading is judged on an S/N (satisfactory/not-satisfactory) basis.

PROCEDURES

1. **Students are expected to assume responsibility for identifying the field experience of their choice. This should be done in consultation with their academic advisor.**
2. Students also may identify field experience sites. Selection of the site must be done in consultation with, and approval of, the student’s academic advisor. Site for field experience must be able to fulfill student’s stated objectives and provide a role model for public health administration and policy knowledge, skills, and attitudes to serve as preceptor.
3. Students must select a PHAP supervising faculty member for their field experience who may be the student’s academic advisor or another PHAP faculty member.
4. Students, in consultation with the PHAP faculty member, are responsible for designing objectives, learning activities and evaluation methods for the field experience (see sample *Field Experience Guidelines Worksheet* in this section). These should describe what the student hopes to gain from the field experience and must be related to *public health administration and policy*. Examples of field experience objectives are:
 - Assessment of community needs.
 - Exposure to the political process as it relates to public health.
 - Understanding of how a county health department operates.
 - Development of community partnerships.
 - Development of programs.
 - Administration of an existing or developing program in the area of long-term care for the elderly.A draft of the *Student Field Experience Contract* (see sample form in this section) should be approved by the supervising PHAP faculty member before it is discussed with the community preceptor at the field site. The contract can be completed after contacting or meeting with the preceptor.
5. The PHAP faculty supervisor must assure that the activity meets the standards of the program and that the community preceptor has a recognized competency to provide adequate consultation and guidance in overseeing a field experience in public health administration and policy.
6. After the student, supervising PHAP faculty member and community preceptor have agreed to pursue the field experience, the student, and community preceptor solidify the field experience agreement and sign the *Student Field Experience Contract* form. The student then submits the *Student Field Experience Contract* form to the supervising PHAP faculty supervisor for approval and signature.
7. **Students are responsible for distributing copies of the signed contract to the PHAP supervising faculty member, community preceptor, and to the PHAP Major Coordinator.**
8. The community preceptor completes an evaluation report of the student at the end of the field experience (see the sample *Community Preceptor’s Evaluation of Public Health Administration and Policy Field Experience* form in this section). This evaluation is based on the terms of the field experience contract and the criteria defined in the evaluation form.
9. The community preceptor submits the evaluation to the PHAP faculty supervisor and recommends a grade.

10. The PHAP faculty supervisor meets with the student per the terms of the contract and at the close of the experience for evaluation. The PHAP faculty supervisor submits the evaluation form and the final grade.
11. Copies of the *Student Field Experience Contract* and related documents are to be maintained as a part of the student's records in the PHAP office. Students are required to submit a copy of the completed *Student Field Experience Contract* and related documents to the PHAP major coordinator. These documents will be maintained as part of the student's file in the PHAP office.
12. Students are responsible for sending a formal letter of thanks to their field preceptor.

NOTE: Please be aware that certain facilities are required by Minnesota law to submit paperwork for a criminal background check for all personnel with direct, unsupervised client contact; see *section 6.10* in this guidebook for further information.

FIELD EXPERIENCE CONTRACT AND EVALUATION (*see Appendix E*)

Field experience forms mentioned above are obtainable from the Major Coordinator or at www.hsr.umn.edu/Programs/info/mph/field_exper.htm.

9.9 Master's Project

PURPOSE

The purpose of the Master's Project is to have students demonstrate:

- Familiarity with the tools of research or scholarship in the field of public health;
- The ability to work independently; and
- The ability to effectively present, in written form, the results of their investigation.

PROJECT SUPERVISION

Students must have the project supervised by a member of the HSRP Faculty. The faculty person supervising the Master's Project does not need to be the student's academic advisor. Any member of the HSRP faculty that agrees to participate in the project is acceptable.

REGISTRATION

Students are required to discuss the Master's Project with their PHAP faculty advisor prior to registration. Students then obtain a "permission number" from their advisor and register for the appropriate section of PubH 7794, 2 credits, S/N grading basis. The Master's Project must be completed for 2 credits unless the student began the PHAP program before Fall 2003.

PROJECT OPTIONS

In consultation with the PHAP Faculty Project Advisor, students choose one of three options for their Master's Project. The options are 1) Critical Literature Review Project; 2) Research Project; 3) Applied Field Project.

TOPIC SELECTION

The scope and depth of issues that influence public health administration and policy practice may seem overwhelming to students who are new to the field. Although it may be difficult to decide on a topical area for the Master's Project, students are encouraged to begin thinking about a topic during their first semester of study, and begin writing their project as early as possible.

Students may select topics as a result of prior experience, field experience, coursework, research study of a particular PHAP faculty member, or other meaningful and relevant area of interest.

PROJECT ETHICS

Students are expected to abide by the University's Student Conduct Code in completing their Master's Project. A copy of this document is available for review in the PHAP coordinator's office, D-375 Mayo. Particularly important is the issue of plagiarism.

RESEARCH SUBJECTS' PROTECTION PROGRAM APPROVAL

Students should consult with their PHAP Faculty Advisor as to whether approval is needed for the research project from the University's Institutional Review Board (IRB) Research Subjects' Protection Program. Procedures and application materials are available from the IRB office in D528 Mayo. Depending on the nature and methodology of the research project, students may be able to file for exemption from the Committee review. See *section 6.11* in this guidebook for further information.

PROJECT FORMAT AND STYLE

Papers should be typed, double-spaced, and approximately 30-40 pages in length including references. Tables, charts and conceptual models can be used to illustrate and summarize information. For reference and guidance on style, the following style manuals are recommended:

- American Medical Association, American Medical Association Manual of Style. 9th ed. Chicago, IL: American Medical Association, 1998.
- American Psychological Association, Publication Manual of the American Psychological Association. 5th ed. Washington, DC: American Psychological Association, 2001.

READERS FOR THE MASTER'S PROJECT

The Master's Project shall be read and evaluated by two readers. One reader must be the PHAP Faculty Project Advisor. The other reader may be a faculty member within the University, an adjunct faculty, or a public health professional in a leadership position in the community with at least a Master's degree. The student, in consultation with the PHAP Faculty Project Advisor, will select the other reader.

COMPLETION TIMETABLE FOR THE MASTER'S PROJECT

After choosing a topic, students should prepare an outline for the project and submit it along with the *Master's Project Approval Form* (see *Appendix F*) to the PHAP Faculty Project Advisor, with a copy for the PHAP Coordinator. Each student should allow a minimum of 16 weeks to complete the tasks involved in preparing the final draft of the project after the outline has been approved. The purpose of establishing the deadlines is to give the student as much constructive criticism and guidance as necessary while leaving sufficient time for the designated project readers to review the formal document and meet with the student prior to the deadline for submitting grades for graduating students.

After the Master's Project has been approved by both the Faculty Project Advisor and Reader students must submit the *Master's Project Approval Form* signed by the Faculty Advisor and Reader, and two bound copies of the final approved version of the Master's Project: one for the PHAP Coordinator and one for the Faculty Advisor. Please have the paper bound with a Velo Bind Cover with a clear cover and a black vinyl back. No grade will be entered or changed for PubH 7794 until the student has complied with this request. Completed Master's Projects can be reviewed by PHA students upon request.

9.10 Description of Master's Project Options

OPTION 1: CRITICAL REVIEW PROJECT

This option gives students the opportunity to perform a comprehensive, integrative review of the published literature in a specific area that is relevant to public health administration and policy.

Objectives

1. To demonstrate the student's ability to initiate and successfully complete a comprehensive review of the literature in an area of public health administration and policy.

2. To demonstrate the student's ability to critically and systemically evaluate the scientific, programmatic, or practice and policy implications of a literature review to the selected public health administration and policy content area.
3. To demonstrate the student's ability to recognize gaps in existing knowledge as well as areas in need of further clarification.
4. To demonstrate the student's ability to assess the relevance of the existing literature as it pertains to public health administration and policy practice.

Components

- I. Title and Approval Page
- II. Abstract - not to exceed 250 words
- III. Acknowledgments
- IV. Table of Contents
- V. Introduction
 - A. Statement and development of problem, including its significance to public health administration and policy
 - B. Conceptual model or theoretical framework (if appropriate)
 - C. Statement of purpose
- VI. Methodology
 - A. Method used to collect articles
 - B. Criteria for including or excluding articles in review
 - C. Criteria for assessing articles
- VII. Integrative Literature Review and Analysis
- VIII. Discussion
 - A. Summary of trends in the literature
 - B. Strengths, weaknesses, and gaps in literature including
 - 1) Measurement of concepts (including validity and reliability)
 - 2) Populations and data sources
 - 3) Study designs
 - 4) Analyses and data presentation techniques and their adequacy
 - 5) Appropriateness of conclusions
 - C. Implications for public health administration and policy
 - D. Conclusion
- IX. References
- X. Appendices

OPTION 2: RESEARCH PROJECT

This option is available for students who would like to apply research skills and analyze data (either primary or secondary). This project focuses on pertinent questions or issues relating to public health administration and policy.

Objectives

1. To demonstrate the student's ability to conduct research using scientific methods.
2. To demonstrate the student's ability to organize a body of information into a cohesive and acceptable analytic format.

3. To demonstrate the student's ability for assessing the relevance of the project findings and translating this knowledge into future research, policy, and programmatic implications.

Components

- I. Title and Approval Page
- II. Abstract - not to exceed 250 words
- III. Acknowledgments
- IV. Table of Contents
- V. Introduction
 - A. Statement and development of problem, including its significance to public health administration and policy
 - B. Conceptual model or theoretical framework (if appropriate)
 - C. Statement of purpose
- VI. Literature Review and Analysis
- VII. Methodology
 - A. Study design
 - B. Description of data base/population and sample selection procedures including nature of response and non-response, as appropriate
 - C. Analytic technique used – quantitative, qualitative, as appropriate
- VIII. Results
- IX. Discussion
 - A. Description of how findings confirm/depart from those of others
 - B. Strengths and weaknesses of study
 - C. Implications for public health administration and policy
 - D. Conclusion
- X. References
- XI. Appendices (include copies of instruments, surveys, records used)

OPTION 3: APPLIED FIELD PROJECT

PHAP students may have an opportunity to work with an agency or combine their Field Experience with the Master's Project requirement depending on the needs of the agency and the interests of the students.

Objectives

1. To determine the student's ability to develop or evaluate program plans and priorities.
2. To demonstrate the student's ability to plan and organize a body of technical information into a cohesive and acceptable report format.
3. To demonstrate the student's ability for assessing the relevance of the findings of the project and translating this knowledge into policy and programmatic implications.

The Applied Field Project is based upon the project(s) that the student has initiated during the course of her/his Field Experience. The project could address topics of current relevance to public health administration and policy practice that may include program evaluation, community needs assessment, an assessment of current practices or policies, data systems, screening methods, etc.

An in-depth review of literature is to be included in the report along with a critical examination of issues involved. This report should be suitable for distribution to public health administration and policy related agencies and should therefore be written in a style and format usable and useful to program planners and policy makers.

Components

- I. Title and Approval Page
- II. Abstract - not to exceed 250 words
- III. Acknowledgments
- IV. Table of Contents
- V. Introduction
 - A. Statement and development of problem, including its significance to public health administration and policy
 - B. Conceptual model or theoretical framework (if appropriate)
 - C. Statement of purpose
- VI. Literature Review and Analysis
- VII. Methodology
 - A. Study design
 - B. Description of data base/population and sample selection procedures including nature of response and non-response, as appropriate
 - C. Analytic technique used - quantitative, qualitative, as appropriate
- VIII. Results
- IX. Discussion
 - A. Description of how findings confirm/depart from those of others
 - B. Strengths and weaknesses of study
 - C. Implications for public health administration and policy
 - D. Conclusion
- X. References
- XI. Appendices (include copies of instruments, surveys, records used)

9.11 Graduate Follow-up Survey

Students must submit the Graduate Follow-Up Survey prior to receiving their degree or certificate. Students may complete the process online at the appropriate link on the current student Web page www.sph.umn.edu/students/current/. Upon submitting the electronic survey, the student's relevant major coordinator will be notified by e-mail. Coordinators may opt to have the student complete a paper copy, and then enter the information for the student using the online form.

All graduates will receive a three-month and six-month e-mail message asking them to update survey information (e.g., employment). This is through secure access and coordinators will not be able to input on students' behalf.

9.12 PHAP Awards and Honors

The **LEE D. AND DONNA STAUFFER SCHOLARSHIP** is awarded annually by the PHAP faculty to one or more incoming PHAP students who show(s) high promise of early achievement as a leader in the practice of public health administration. Scholarship is administered as a graduate assistantship.

The **COMMUNITY SERVICE AWARD IN PUBLIC HEALTH ADMINISTRATION** is awarded to a graduating PHAP student who demonstrates leadership and innovative public health service to the community.

The **BARBARA ANN WALTON SPRADLEY LEADERSHIP AWARD** is given to a graduating student who has demonstrated excellence in leadership as a student in the PHAP Major.

The **DELTA OMEGA NOMINATION** of a PHAP student in the national honorary society for graduate studies in public health. Membership in 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.

NOTE: For information about other School of Public Health awards and scholarships, see *section 5.3* of this guidebook.

9.13 PHAP Community Leaders Advisory Council

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9.14 Appendices

APPENDIX A

Master of Public Health Study Plan

APPENDIX B

Petition Form

APPENDIX C

Application for Degree

APPENDIX D

Record of Independent Study Contract

APPENDIX E

Field Experience Guidelines Worksheet

Student Field Experience Contract

Community Preceptor's Evaluation of Public Health Administration and Policy Field Experience

APPENDIX F

Master's Project Approval Form

APPENDIX A

**UNIVERSITY OF MINNESOTA
School of Public Health
Master of Public Health (MPH) Study Plan**

ID #	Name (Last, First, MI)		
Major	Dual Degree with (Major/Degree)		
Date Application for Degree Filed	Term/Year of Intended Graduation	Date Study Plan Filed	

Your advisor must approve this form. It will be kept in the major office for revision and final review. Upon completion of degree requirements the form will be reviewed, signed by the major chairperson, and forwarded to the Student Services Center for degree clearance.

Please complete sections I. and II. In the designated sections below list all course work that has been or will be completed to fulfill degree requirements.

I. Course work for fulfillment of degree requirements

A. Core Requirements: Please denote how requirement was met by: listing course number, term, and year taken; or equivalency exam date taken; or petitioned course number, term, and year taken. Please *ATTACH* copies of documentation for equivalency exam(s) and/or petitioned courses.

Core Area Requirement	Public Health Course (number/term/year)	Equivalency Exam (date)	Petitioned Course (number/term/year)
1. Administration			
2. Behavioral Science		Not available	
3. Biostatistics			
4. Environmental Health			
5. Epidemiology			
6. Ethics		Not available	

B. Field Experience: Please state how requirement was met. (Effective for students entering 9/97 or after).

Designator and Course Number	Term/Year	Number of Hours
Advisor		Preceptor
Name of Organization		
Street Address		
City/State/Zip		
Telephone and/or e-mail		
Name:	Major:	Advisor:

Name:

Major:

Advisor:

II. List MPH project (s) completed, advisor, and date accepted.

Project Title	Project Advisor	Date Accepted

III. Enrollment Status and Course Requirements

Major will complete this portion prior to submitting to the Student Services Center for clearance.

Term/Year Admitted	
Degree Candidate Credits	
Credits Transferred	
Total Credits	
Cumulative GPA	

Oral Examination Committee Members (Please Print or type names)	Signature	Date

Written Examination Date	
--------------------------	--

Advisor Signature	Date
-------------------	------

Major Chair Signature	Date
-----------------------	------

Date Degree Awarded	
---------------------	--

APPENDIX B

PETITION

This petition is used to request an exception to college or University academic policies. Before submitting this petition, contact your college about any required documentation and/or timing of the process. Emergency problems requiring faster action should be called to the attention of your college's Committee on Student Scholastic Standing. Do not assume approval of your request until you have received it

last name	first name	middle name	ID number	
street address		city	state	zip code
college	major	e-mail address	telephone number	
Expected Term and Year of Graduation: <input type="checkbox"/> fall <input type="checkbox"/> spring <input type="checkbox"/> summer year_____				
Request:				
Reason/explanation (attach a separate sheet if more space is needed)		<div style="border: 1px solid black; padding: 20px; font-size: 2em; font-weight: bold;">Sample Copy Do not use</div>		
student signature			date	

INSTRUCTOR

instructor comments/recommendation		
instructor signature	printed name	date

DEPARTMENT

adviser/department recommendation		
signature	printed name	date

COLLEGE

committee comments	committee action: <input type="checkbox"/> approved <input type="checkbox"/> not approved
Signature	date

The University of Minnesota is an equal opportunity educator and employer.

APPENDIX C

**University Of Minnesota
Master of Public Health or Master of Healthcare Administration
APPLICATION FOR DEGREE**

Submit this application to one of the addresses listed below. To graduate at the end of the specified month, you must apply on or before the first workday of that month and complete all requirements by the last workday of that month.

Diplomas (8 1/2" x 11") are mailed two to three months after graduation. If you have not received your diploma after four months, you are responsible for checking on it. **NOTE:** If you want your diploma mailed outside of the United States, Canada, or Mexico, submit \$5 for postage, payable by check or money order to the University Of Minnesota.

Name (first, middle, last) as you want it to appear on the diploma		Student ID number
Current mailing address (street, city, state, Zip Code)		
Address that diploma should be mailed to 3-4 months after graduation (street, city, state, Zip Code, country)		
Degree <input type="checkbox"/> MPH <input type="checkbox"/> MHA	Major	School of Public Health - PubH
Desired month and year of graduation (check one and specify year):		
20__ __	<input type="checkbox"/> January	<input type="checkbox"/> February
	<input type="checkbox"/> July	<input type="checkbox"/> August
	<input type="checkbox"/> March	<input type="checkbox"/> April
	<input type="checkbox"/> September	<input type="checkbox"/> October
	<input type="checkbox"/> May	<input type="checkbox"/> November
	<input type="checkbox"/> June	<input type="checkbox"/> December
Student signature	Day phone number	Date signed
E-mail address		

For office use only

Degree entered (name, date)	Degree conferred
Month applied	Processed by
Backdate term	
_____ applied row	_____ DCBD _____ DCAN _____ term activ

Students submit form to either:

**University Of Minnesota
Office of the Registrar (OTR)
130 Coffey Hall
1420 Eckles Avenue
Saint Paul, MN 55108
Fax: 612-625-4943
Telephone: 612-624-3731**

**University Of Minnesota
Office of the Registrar (OTR)
200 Fraser Hall
106 Pleasant Street S.E.
Minneapolis, MN 55455
Fax: 612-625-3002
Telephone: 612-624-1111**

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APPENDIX D

PubH 7791
RECORD OF INDEPENDENT STUDY PLAN
CONTRACT

1. Name of Student _____
2. Name of Independent Study Faculty Supervisor _____
3. Subject of Independent Study _____

4. Period of Independent Study
_____ Fall_____ Spring_____ May Session_____ Summer Session
5. Number of credits requested (range: 1-4) _____
6. Describe briefly, but succinctly, the scope of the topic proposed. List measurable objectives. Describe options you will take to accomplish the objectives.
7. Number of hours per week you plan on spending to complete project _____. State how this time will be utilized.
8. What plan have you worked out with your faculty supervisor for ensuring that supervision will be provided (e.g., how often will you meet, etc.)?
9. Activities to be engaged in and completed.
10. Manner in which Independent Study will be evaluated (e.g., a report, a paper, attendance record, etc.). How will you demonstrate to the independent study faculty supervisor that you have met your objectives?
11. It is agreed that the above terms of the Independent Study Contract are acceptable.

Student Date _____

Independent Study Faculty Supervisor Date _____

Academic Advisor Date _____

Use additional pages if necessary

APPENDIX E

FIELD EXPERIENCE GUIDELINES WORKSHEET

Learning Objectives – Development of objectives should include consideration of:

1. any previous learning experiences related to public health administration and policy,
2. your professional goals and interests,
3. any specific new skills you hope to attain,
4. selected theories and concepts applicable in the practice of public health administration and policy,
5. evidence of practice of a leadership role(s), and
6. your contribution(s) to the community setting where your practicum might be based.

LEARNING OBJECTIVES	LEARNING RESOURCES AND STRATEGIES	RELATED THEORIES AND CONCEPTS

PUBLIC HEALTH ADMINISTRATION & POLICY

Division of Health Services Research and Policy, School of Public Health

Mayo Mail Code 729, University of Minnesota – 402 Delaware St SE, Minneapolis, MN 55455

STUDENT FIELD EXPERIENCE CONTRACT

Name of Student _____

Field Experience Site _____

Address _____

Phone _____

Community Preceptor

person most directly associated with student in the conduct of this field experience and involved in evaluation of student

Name _____

Title _____

Address _____

Phone _____

Period of Field Experience Semester _____ Year _____

Exclusive dates: From to

Where possible, indicate hours and days each week scheduled for this experience.

M	T	W	Th	F	S/Su

List measurable objectives and related theories and concepts from public health administration and policy.

Describe the activities, learning strategies and resources you will use to complete your objectives.

List other organizations to be utilized in your Field Experience.

Outline the plan for ongoing supervision by your Community Preceptor.

Describe the manner in which your work will be evaluated by your Community Preceptor and Faculty Supervisor (e.g. a report, a paper, etc.). How will you demonstrate that you have met your objectives?

The preceding terms of the Field Experience Contract are agreeable.

Student _____ Date _____

PHAP Faculty Supervisor _____ Date _____

Community Preceptor _____ Date _____

**COMMUNITY PRECEPTOR'S EVALUATION OF
PUBLIC HEALTH ADMINISTRATION AND POLICY FIELD EXPERIENCE**

Name of Student _____ Date _____
Name of Community Preceptor _____
Field Experience Site _____

Time Span of Field Experience from _____ to _____

Evaluate the objectives as stated in the student's Field Experience Contract in the space provided. (Student lists objectives.)

Any additional comments regarding student's performance.

Final Grade Recommendation _____
The Field Experience is graded on an S-N (satisfactory/not satisfactory) system only.
Recommended final grade _____

Community Preceptor's signature _____ Date _____

PHAP Faculty Supervisor's comments

Final grade awarded _____
PHAP Faculty Advisor's signature _____ Date _____

APPENDIX F

MASTER'S PROJECT APPROVAL FORM

Student's Name _____

Project Title _____

PHAP Faculty Advisor's Name _____ Phone _____

Reader's Name _____ Phone _____

Type of Project:

- 1. *CRITICAL REVIEW PROJECT* _____
- 2. *RESEARCH PROJECT* _____
- 3. *APPLIED FIELD PROJECT* _____

Project has been approved to proceed:

PHAP Faculty Advisor's Signature _____ Date _____

Reader's Signature _____ Date _____

Project has been satisfactorily completed:

PHAP Faculty Advisor's Signature _____ Date _____

Reader's Signature _____ Date _____