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.
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School of Public Health Directory

Note: All phone numbers are in area code “612”.

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### University of Minnesota Calendar 2006-2007

The official University Calendar can be found at [http://onestop.umn.edu](http://onestop.umn.edu).

#### Fall Semester 2006

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<thead>
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<th>Month</th>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>August</td>
<td>24</td>
<td>SPH New Student Orientation</td>
</tr>
<tr>
<td></td>
<td>25-31</td>
<td>SPH New Student Academic Warm-up</td>
</tr>
<tr>
<td>September</td>
<td>4</td>
<td>Labor Day holiday – University closed</td>
</tr>
<tr>
<td></td>
<td>5</td>
<td>Classes begin</td>
</tr>
<tr>
<td>November</td>
<td>9</td>
<td>Registration for Spring Semester 2007 begins</td>
</tr>
<tr>
<td></td>
<td>23-24</td>
<td>Thanksgiving holiday – University closed</td>
</tr>
<tr>
<td>December</td>
<td>13</td>
<td>Last day of instruction</td>
</tr>
<tr>
<td></td>
<td>14-16, 18-20</td>
<td>Final examinations</td>
</tr>
<tr>
<td></td>
<td>20</td>
<td>End of Fall semester</td>
</tr>
</tbody>
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#### Spring Semester 2007

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<th>Month</th>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>January</td>
<td>15</td>
<td>Martin Luther King holiday – University closed</td>
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<td></td>
<td>16</td>
<td>Classes begin</td>
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<td>March</td>
<td>12-16</td>
<td>Spring break – no classes</td>
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<tr>
<td>May</td>
<td>4</td>
<td>Last day of instruction</td>
</tr>
<tr>
<td></td>
<td>7-12</td>
<td>Final examinations</td>
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<td></td>
<td>12</td>
<td>End of Spring semester</td>
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<tr>
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<tr>
<td>May</td>
<td>21</td>
<td>3-week session classes begin</td>
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<tr>
<td></td>
<td>28</td>
<td>Memorial Day holiday – University closed</td>
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<tr>
<td>June</td>
<td>8</td>
<td>Last day of instruction for 3-week May session</td>
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<th>Event</th>
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<tr>
<td>June</td>
<td>11</td>
<td>8 and 10-week session classes begin</td>
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<tr>
<td>July</td>
<td>4</td>
<td>Independence Day holiday – University closed</td>
</tr>
<tr>
<td>August</td>
<td>3</td>
<td>Last day of instruction for 8-week session</td>
</tr>
<tr>
<td></td>
<td>17</td>
<td>Last day of instruction for 10-week session</td>
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1. THE SCHOOL OF PUBLIC HEALTH

1.1 About the School

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.

Our school was founded in 1944, although public health courses have been offered at the University of Minnesota since its inception. We consistently rank among the top schools of public health in the country.

Through our education, research, and community outreach, we focus on improving the health of populations. We emphasize prevention of illness and injury, and we look at health through a multi-faceted prism that includes physiology, the environment, communities, economics, and public policy.

This interdisciplinary approach allows us to collaborate with many other schools throughout the University, including the College of Veterinary Medicine and the Medical School, as well as the Humphrey Institute of Public Affairs, the Carlson School of Management, and the College of Agriculture. By combining our expertise, we can explore innovative, far-reaching ways of maintaining and improving the health of the people in Minnesota and throughout the country and world.

Notable accomplishments:
- Invented K Rations
- Improved the recovery of World War II survivors through the Minnesota Starvation Study (1944)
- Established the connection between diet and heart disease in the Seven Countries Study (1967)
- Established the first U.S. Ph.D. program in epidemiology (1958)
- Conducts one of the largest HIV/AIDS studies in the world, involving 120 countries
- Trains the majority of the public health workforce in the Upper Midwest
- Was the first school of public health in the country to require a course in ethics

Academic Health Center (AHC)

The School of Public Health is one of the six schools and colleges that make up the Academic Health Center at the University of Minnesota. The others include the disciplines of medicine, dentistry, nursing, pharmacy, and veterinary medicine. Strong interdisciplinary centers and programs in bioethics, cancer, genomics, infectious disease, drug design, food safety, and spirituality and healing augment the broad range of professional health education and research efforts.

1.2 School of Public Health Student Affairs Office

The School of Public Health Student Affairs Office is composed of the Student Services Center (SSC), Multicultural Services, Career Services and Recruitment Services.

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

Location
Mayo Memorial Building, Room D305

Telephone
612.626.3500 or 800.774.8636

Fax
612.624.4498

E-Mail
sph-ssc@umn.edu

Mailing Address
Student Services Center
School of Public Health
Mayo Mail Code 819
420 Delaware Street SE
Minneapolis, MN 55455-0381
Student Services Center (SSC)
The Student Services Center is a school-wide office. 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.

We coordinate many functions including:

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

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.
- A searchable Alumni Networking Directory, to help you connect with SPH alumnae all over the world.
• 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. You will find handouts, books, DVDs, 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 vita, 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 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.

Student Affairs Staff

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piotr005@umn.edu

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Jennifer Rosand  
Assistant Director, Student Recruitment Services  
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rosan003@umn.edu

Sarah Springer  
Principal Office and Administrative Specialist  
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spri0078@umn.edu
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 SPHere

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

- Locker room – lockers are assigned in the Student Services Center (Mayo D305). Students need to provide their own lock.
- Kitchen area with tables, chairs, microwaves, refrigerators, sink, and a telephone for free local calls.
- Lounge area with couches, chairs, wireless internet.
- Study room with tables, chairs, 8 PC computers (with internet connectivity, Microsoft Office, SAS and STATA software) and a printer.

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

- Keep all areas of the SPHere clean in consideration of others.
- Please protect the security of access. Do not 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.

1.5 Complaints and Grievances

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

- provide comments on the annual student survey (in May)
- meet with your advisor and/or major coordinator
- raise the issue with your major chair or director of graduate studies, either individually or in a meeting set up for this kind of feedback
- attend of the two "Talk With Us" forums for students hosted by the Dean and Associate Dean for Student Affairs each year

The SPH takes all student input seriously and we welcome your input in any of these ways. If the matter is not handled satisfactorily by any of these methods, or if the issue is particularly widespread or serious, please make an appointment with Bill Riley, the Associate Dean for Student Affairs at riley001@umn.edu.

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

All students completing a required field experience must complete a contract prior to beginning the experience. The online contract form provides streamlined, comprehensive for you, your preceptors, and your faculty advisor. Please refer to the current student Web site for this and other resources related to the field experience.

www.ahc.umn.edu/sphfieldexp/.

1.7 Course Evaluations and Annual 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. Depending on the individual course, evaluations may be done on paper or online at the end of each term.

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 UNIVERSITY OF MINNESOTA**

2.1 **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:

1. **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.

2. **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.

3. **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 individuals within its community.

2.2 **Twin Cities Campus**

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.
2.3 U of M Services

One Stop
The first resource for students having a question about the University is 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
Each student attending the University of Minnesota must set up a student internet/e-mail account by going to www.umn.edu/initiate or by calling the Technology Help Line at 612.301.4357 (1-HELP).

All SPH students are required to 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/info/publabs.html 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 these features:

- myU Portal – myu.umn.edu
- Portfolio – https://portfolio.umn.edu/portfolio/index.jsp

myU Portal
The myU web portal permits you to:

- Sign-in once to access all major applications
- Receive personalized information
- Create a custom news page from over 200 news channels
- Set-up secure areas to discuss, share, and collaborate.

myU can be personalized based on your role as a student in the School of Public Health and Academic Health Center (AHC). The myU portal view currently serves students, faculty, and staff in AHC collegiate units. It provides information to students in AHC affiliated colleges that is personalized to the level of specific academic program and, in some cases, to their year in the program. The School of Public Health and AHC are using myU as one of the primary methods of communicating with students.

Portfolio
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

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

Boynton Health Service

Boynton Health Service is a primary care clinic for the University of Minnesota. We provide a comprehensive range of medical services through a variety of clinics, testing services and general care, in order to maintain a healthy University environment. These services are provided through clinics on both Minneapolis and St Paul campuses.

Mental Health Resources

Financial challenges, isolation, cultural changes, academic stress, and other pressures on graduate students can create health issues. Please seek assistance before you feel overwhelmed. Resources include:

- Boynton Health Service Mental Health Clinic www.bhs.umn.edu/services/mentalhealth.htm
- International Student and Scholar Services counseling www.isss.umn.edu/services/advising/personal.html
- Student Academic Success Services www.ucs.umn.edu/lasc/lasc.html

Your advisor, major coordinator, or Student Services Director can also help lead you to appropriate resources.

International Student and Scholar Services

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.

Bio-Medical Library

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. 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

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 meetings 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

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/home.html

Community Events

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

writing.umn.edu

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:
copies/fax machines

a university copy center is located in mayo d104 as well as other locations throughout the university.

counseling and consulting services

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

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.

Expression Connection for Nursing Mothers

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

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

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

Maps

Find the way to any University building.

Office for University Women

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

Office of Equal Opportunity and Affirmative Action

The Office of Equal Opportunity and Affirmative Action (EOAA) was founded in 1972 to ensure that all University community members uphold federal and state civil rights laws and regulations, as well as University equal opportunity policies.

Online Writing Center

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

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

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](http://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 Activities Office**  [www.sao.umn.edu](http://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 Conflict Resolution Center**  [www.umn.edu/sos/](http://www.umn.edu/sos/)
The Student Conflict Resolution Center assists students in resolving campus-based problems and concerns through coaching, intervention and mediation by Ombudsman and Advocacy staff.

**Student Legal Service**  [www.umn.edu/usls/](http://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.
3. **REGISTRATION**

3.1 **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.

3.2 **Registration Process**

**Step One**

View the Class Schedule for each term on the web at [onestop.umn.edu](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 [onestop.umn.edu](http://onestop.umn.edu).
- You can find your registration queue date and time on the web at [onestop.umn.edu](http://onestop.umn.edu).
- You will need your x.500 login and password to register. If you have forgotten your password, call 612.301.4357 to have your password reset. You can also call this number if you have problems logging in to register.

**Step Three**

Register via the web at [onestop.umn.edu](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.

3.3 **Grade Option Changes, Course Additions and Withdrawal**

**Change of Grade Option**

For full-semester courses, students may change their grad option, if applicable, through the second week of the semester. Grade option change deadlines for other terms (i.e. summer and half-semester) can be found at [onestop.umn.edu](http://onestop.umn.edu).
Adding a Course
For full-semester courses, 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. Adding a course for other terms (i.e. summer and half-semester) can be found at onestop.umn.edu.

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

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

A refund schedule is listed at onestop.umn.edu. Please refer to these dates when withdrawing from courses.
4. **TUITION, FEES, BILLING, AND FINANCES**

### 4.1 Tuition and Fees

#### Tuition

<table>
<thead>
<tr>
<th>School of Public Health (MPH and Certificate students)</th>
<th>Resident</th>
<th>Non-Resident</th>
</tr>
</thead>
<tbody>
<tr>
<td>Per credit</td>
<td>$ 496.00</td>
<td>$ 764.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>School of Public Health (MHA full-time students)</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Per credit</td>
<td>$ 496.00</td>
<td>$ 764.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>School of Public Health (MHA part-time students)</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Per credit</td>
<td>$ 809.00</td>
<td>$ 809.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Graduate School (MS and PhD students)</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1-5 credits (per credit)</td>
<td>$ 775.17</td>
<td>$1,366.67</td>
</tr>
<tr>
<td>6-14 credits (flat rate)</td>
<td>$4,651.00</td>
<td>$8,200.00</td>
</tr>
<tr>
<td>Each credit over 14 (per credit)</td>
<td>$ 775.17</td>
<td>$1,366.67</td>
</tr>
</tbody>
</table>

#### Fees

<table>
<thead>
<tr>
<th>Fee</th>
<th>Students Assessed</th>
<th>Frequency</th>
<th># of Credits</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPH Technology Fee</td>
<td>All students</td>
<td>per term</td>
<td>1-5 credits</td>
<td>$ 85.00</td>
</tr>
<tr>
<td>University Fee</td>
<td>All students</td>
<td>per term</td>
<td>6 or more credits</td>
<td>110.00</td>
</tr>
<tr>
<td>University Student Services Fee*</td>
<td>All students</td>
<td>per term</td>
<td>1-9 credits (per credit)</td>
<td>48.75</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>10 or more credits (flat rate)</td>
<td>487.50</td>
</tr>
<tr>
<td>AHC Student Health Benefit Plan</td>
<td></td>
<td></td>
<td>6 or more credits</td>
<td>305.10</td>
</tr>
</tbody>
</table>

*Students may be assessed other fees each semester. Please go to onestop.umn.edu for complete tuition and fee information.

### 4.2 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 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 onestop.umn.edu. Questions on billing and fee statements can be referred to helpingu@umn.edu.

### 4.3 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/studentservices/incoming/tuition/home.html](http://www.sph.umn.edu/students/studentservices/incoming/tuition/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 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

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

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

### 4.4 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 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/](http://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 2006-07, the tuition plateau cap is $4,651.00 per semester for a 50% appointment. MPH students may 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 $496.00 resident or $764.00 nonresident tuition).

#### Example 1: 25% appointment

<table>
<thead>
<tr>
<th>Percentage</th>
<th>Calculation</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>25%</td>
<td>Appointment Percentage</td>
<td>50%</td>
</tr>
<tr>
<td></td>
<td>X 2</td>
<td>100%</td>
</tr>
<tr>
<td>50%</td>
<td>Tuition Benefit Percentage</td>
<td></td>
</tr>
<tr>
<td>$4,651.00</td>
<td>Maximum 2005-06 Tuition Benefit</td>
<td>$4,651.00</td>
</tr>
<tr>
<td>X 50%</td>
<td>Tuition Benefit Percentage</td>
<td>$2,325.00</td>
</tr>
<tr>
<td>$5,952.00</td>
<td>(12 cr. at $466.00 SPH resident rate)</td>
<td>- $2,325.00</td>
</tr>
<tr>
<td>$3,627.00</td>
<td>(Tuition benefit)</td>
<td>$1,301.00</td>
</tr>
</tbody>
</table>

With a 50% appointment, the break-even is at 9.37 credits. A credit-load of 9.37 or less will bring a full tuition benefit; you would be billed for credits in excess of 9.37.
5. **University Guidelines and Policies**

5.1 **Student Responsibility and Conduct**

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

- Attend fall orientation and understand the information distributed.
- Understand and follow University, School of Public Health, Division, and 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: [writing.umn.edu/tww/plagiarism/](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 [tutorial.lib.umn.edu](http://tutorial.lib.umn.edu).

5.2 **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.
5.3 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 reprinted here in a slightly different format:

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**University of Minnesota Board of Regents Policy**

**Student Conduct Code**

*Adopted: July 10, 1970*

*Amended: December 13, 1974; March 11, 1994; June 13, 2003 [Effective Date: July 1, 2003]*

*Supersedes: (see end of policy)*

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**Subd. 1. Policy Statement.** It is the policy of the University of Minnesota (University) that certain minimum standards of conduct are necessary to safeguard the rights, opportunities, and welfare of students, faculty, staff, and guests of the University community and to assure protection of the interests of the University as it seeks to carry out its mission.

The University requires a community free from violence, threats, and intimidation; protective of free inquiry; respectful of the rights of others; open to change; supportive of democratic and lawful procedures; and dedicated to a rational and orderly approach to the resolution of conflict.

**Subd. 2. Delegation of Authority.** The president or delegate shall promulgate these standards of conduct on all campuses with appropriate explanation, including publication and distribution of the Student Conduct Code (Code), procedures, and standards governing student conduct at the University.

**Subd. 3. Application.** This policy applies to all students and student organizations of the University.

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**SECTION I. INTERESTS OF THE UNIVERSITY RELEVANT TO A CODE.**

Over a period of years, University adjudicative bodies have decided questions of jurisdiction by identifying University interests. The interests listed below provide a substantial foundation for the building of a code.

1. The University has a primary concern with matters that impinge upon academic achievement and integrity.

2. The University has a fundamental concern with conduct that breaches the peace, causes disorder, and substantially interferes with the rights of others.

3. The University has a fundamental concern with behavior that threatens or actions that imperil the physical and mental health and safety of members of the University community.

4. The University has an obligation to protect its property and the property of members of its community from theft, damage, destruction, or misuse.

5. The University has a commitment to enforce its contractual agreements.

6. The University has an obligation to support and be guided by applicable state and federal laws.

7. The University has a concern about behavior repugnant to or inconsistent with an educational climate.

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**SECTION II. THE RESPONSIBILITIES OF DUAL MEMBERSHIP.**

Students are both members of the University community and citizens of the state. As citizens, students are responsible to the community of which they are a part, and the University neither substitutes for nor interferes with regular legal processes. Students are also responsible for offenses against that academic community. Therefore, an action involving the student in a legal proceeding in a civil or criminal court does not necessarily free the student of responsibility for this conduct in a University proceeding. When a student is charged in both jurisdictions, the University will decide on the basis of its interest and the interest of the student whether or not to proceed with its internal review simultaneously or to defer action.

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**SECTION III. DISCIPLINARY OFFENSES.**
Listed below are the disciplinary offenses actionable by the University.

(1) **Scholastic Dishonesty.** Scholastic dishonesty means plagiarizing; cheating on assignments or examinations; engaging in unauthorized collaboration on academic work; taking, acquiring, or using test materials without faculty permission; submitting false or incomplete records of academic achievement; acting alone or in cooperation with another to falsify records or to obtain dishonestly grades, honors, awards, or professional endorsement; or altering, forging, or misusing a University academic record; or fabricating or falsifying of data, research procedures, or data analysis.

(2) **Disruptive Classroom Conduct.** Disruptive classroom conduct means engaging in behavior that substantially or repeatedly interrupts either the instructor's ability to teach or student learning. The classroom extends to any setting where a student is engaged in work toward academic credit or satisfaction of program-based requirements or related activities.

(3) **Falsification.** Falsification means willfully providing University offices or officials with false, misleading, or incomplete information; forging or altering without proper authorization official University records or documents or conspiring with or inducing others to forge or alter without proper authorization University records or documents; misusing, altering, forging, falsifying, or transferring to another person University-issued identification; or intentionally making a false report of a bomb, fire, natural disaster, or other emergency to a University official or an emergency service agency.

(4) **Refusal to Identify and Comply.** Refusal to identify and comply means willfully refusing to or falsely identifying one's self or willfully failing to comply with a proper order or summons when requested by an authorized University official.

(5) **Attempts to Injure or Defraud.** Attempts to injure or defraud means making, forging, printing, reproducing, copying, or altering any record, document, writing, or identification used or maintained by the University when done with intent to injure, defraud, or misinform.

(6) **Threatening, Harassing, or Assaultive Conduct on Campus.** Threatening, harassing, or assaultive conduct on campus means engaging in conduct on campus that endangers or threatens to endanger the health, safety, or welfare of another person, including, but not limited to, threatening, harassing, or assaultive behavior.

(7) **Disorderly Conduct on Campus.** Disorderly conduct on campus means engaging in conduct on campus that incites or threatens to incite an assault or breach of the peace; breaching the peace; obstructing or disrupting teaching, research, administrative, and public service functions; or obstructing or disrupting disciplinary procedures or authorized University activities.

(8) **Possession or Use of Weapons on Campus.** Possession or use of weapons on campus means possessing or using on campus weapons or articles or the instructor's ability to teach or student learning. The classroom extends to any setting where a student is engaged in work toward academic credit or satisfaction of program-based requirements or related activities.

(3) **Falsification.** Falsification means willfully providing University offices or officials with false, misleading, or incomplete information; forging or altering without proper authorization official University records or documents or conspiring with or inducing others to forge or alter without proper authorization University records or documents; misusing, altering, forging, falsifying, or transferring to another person University-issued identification; or intentionally making a false report of a bomb, fire, natural disaster, or other emergency to a University official or an emergency service agency.

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teaching, research, administrative, and public service functions; or obstructing or disrupting disciplinary procedures or authorized University activities.

(8) **Possession or Use of Weapons on Campus.** Possession or use of weapons on campus means possessing or using on campus weapons or articles or substances usable as weapons, including, but not limited to, firearms, incendiary devices, explosives, and dangerous biological or chemical agents, except in those instances when expressly authorized by an appropriate University authority for activities properly requiring the use or possession of the item.

(9) **Unauthorized Possession or Use of Drugs or Alcohol on Campus.** Unauthorized possession or use of drugs or alcohol on campus means possessing or using drugs or alcohol without authorization.

(10) **Unauthorized Use of University Facilities and Services.** Unauthorized use of University facilities and services means wrongfully using University properties or facilities; misusing, altering, or damaging fire-fighting equipment, safety devices, or other emergency equipment or interfering with the perform- ance of those specifically charged to carry out emergency services; or acting to obtain fraudulently through deceit, unauthorized procedures, bad checks, or misrepresentation of goods, quarters, services, or funds from University departments or student organizations or individuals acting in their behalf.

(11) **Theft, Property Damage, and Vandalism.** Theft, property damage, and vandalism include theft or embezzlement of, damage to, destruction of, unauthorized possession of, or wrongful sale or gift of property belonging to the University, a member of the University community, or a campus guest.

(12) **Unauthorized Access.** Unauthorized access means accessing without authorization University property, facilities, or services, or obtaining or providing to another person the means of such unauthorized access, including, but not limited to, using or providing without authorization keys, access cards, or access codes.

(13) **Disruptive Behavior.** Disruptive behavior means willfully disrupting University events; participating in a campus demonstration that disrupts the normal operations of the University and infringes on the rights of other individuals; leading or inciting others to disrupt scheduled or normal activities of the University; engaging in intentional obstruction that interferes with freedom of movement, either pedestrian or vehicular, on campus; using sound amplification equipment on campus without authorization; or making or causing noise, regardless of the means, that disturbs authorized University activities or functions.

(14) **Violation of University Rules.** Violation of University rules means engaging in conduct that violates University, collegiate, or departmental regulations that have been posted or publicized, including provisions contained in University contracts with students.

(15) **Violation of Federal or State Laws on Campus.** Violation of federal or state laws on campus means engaging in conduct on campus that violates a federal or state law, including, but not limited to, laws governing alcoholic beverages, drugs, gambling, sex offenses, indecent conduct, or arson.

(16) **Persistent Violations.** Persistent violations means engaging in repeated conduct or action in violation of this Code.

**SECTION IV. PROCEDURES AND SANCTIONS.**

Listed below are the sanctions available if any student or student organization is found guilty or pleads guilty to an offense under this Code.

(1) **Warning and Admonition.** A warning or admonition means the issuance of an oral or written warning, admonition, or reprimand.

(2) **Required Compliance.** Required compliance means satisfying a bona fide University requirement as a condition for admission or continued membership in the University; restriction of privileges; restitution; removal from quarters; or withholding of diploma and degree for a specified period of time.

(3) **Confiscation.** Confiscation means confiscation of goods used or possessed in violation of University regulations or confiscation of falsified identification or identification wrongly used.

(4) **Probation.** Probation means special status with conditions imposed for a limited time after determination of misconduct.

(5) **Suspension or Expulsion.** Suspension or expulsion means termination of status in a given course for not more than one calendar year, termination of student status for not more than one calendar year, or indefinite termination of student status.
(6) **Interim Suspension.** Pending a hearing before the appropriate disciplinary committee, the president or delegate may impose immediate suspension with resultant loss of all student rights and privileges after evaluating the evidence received, the identification of parties, and the safety and well-being of students, faculty, staff, campus guests, and University property. Immediate suspension is reserved for those cases in which: (a) there is an indication that a student's misconduct will be repeated or continued or (b) where the president or delegate believes immediate suspension is necessary to permit the University to carry on its functions. The student has a right to a prompt hearing before the president or delegate on the limited questions of identification and whether the interim suspension should remain in effect until the full hearing is completed.

**SECTION V. APPEALS OF STUDENT DISCIPLINE.**

Any student or student organization charged with violation of a University rule or standard must have the opportunity to receive a fundamentally fair hearing and access to at least one campus-wide appeal. In order to safeguard the rights of students and student organizations, the president or delegate shall ensure that each campus has an appeals procedure to govern alleged violations of this policy. The appeals procedure shall reflect the University's concern for both substantive and procedural fairness for the accused student or student organization, including the right of all parties to resolution of a case within a reasonable period of time.

The procedure must specifically include sections stating:

- (1) grounds for an appeal;
- (2) procedures for filing an appeal; and
- (3) the nature of an appellate review.

**Supersedes:** Existing disciplinary appeals policies in contradiction and specifically repeals the appeals policies dated February 9, 1979.

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**University of Minnesota Board of Regents Policy**

**Sexual Harassment**

**Adopted:** December 11, 1998

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**SECTION I. DEFINITION.**

**Subd. 1. Sexual Harassment.** "Sexual harassment" means unwelcome sexual advances, requests for sexual favors, and/or other verbal or physical conduct of a sexual nature when:

- (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic advancement in any University activity or program;
- (2) submission to or rejection of such conduct by an individual is used as the basis of employment or academic decisions affecting this individual in any University activity or program; or
- (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive working or academic environment in any University activity or program.

**Subd. 2. Member of the University Community.** "Member of the University community" or "University member" means any University of Minnesota faculty member, student, or staff member, or other individual engaged in any University activity or program.

**SECTION II. POLICY.**

**Subd. 1. Prohibition.** Sexual harassment by or toward a member of the University community is prohibited.

**Subd. 2. Responsibility to Report.** Department heads, deans, provosts, chancellors, vice presidents, and other supervisors and managers must take timely and appropriate action when they know or should know of the existence
of sexual harassment. Other persons who suspect sexual harassment should report it to an appropriate person in their unit or to the University equal opportunity officer.

**Subd. 3. Administrative Responsibility.** Each campus must adopt procedures for investigating and resolving complaints of sexual harassment in coordination with the director of equal opportunity and affirmative action.

**Subd. 4. Disciplinary Action.** A violation of this policy may lead to disciplinary action up to and including termination of employment or academic dismissal.

### 5.4 Scholastic Dishonesty and Plagiarism

Students are responsible for maintaining scholastic honesty in their work at all times. Students engaged in scholastic dishonesty will be penalized, and offenses will be reported to the Office of Student Academic Integrity (OSAI, www.osai.umn.edu).

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

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 a grade of "F" or "N" for the entire course. For more information on this policy and for a helpful discussion of preventing plagiarism, please consult University policies and procedures regarding academic integrity: [http://writing.umn.edu/tww/plagiarism/](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/](http://tutorial.lib.umn.edu/) and click on “Citing Sources”.

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

### 5.5 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.

### 5.6 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/usen/policies.html](http://www.umn.edu/usenate/usen/policies.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.

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

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.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Grade Points</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>F</td>
<td>0.00</td>
<td>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.</td>
</tr>
<tr>
<td>N</td>
<td></td>
<td>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.</td>
</tr>
</tbody>
</table>
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](http://onestop.umn.edu) 24 hours after they are posted by the course instructor.

### 5.7 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. For more information, go to [www.bhs.umn.edu/insurance/ahc.htm](http://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 2006 (incoming students)

**Cost of Coverage**

<table>
<thead>
<tr>
<th></th>
<th>Cost per semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Only</td>
<td>$899.00</td>
</tr>
<tr>
<td>Spouse Only</td>
<td>$1,194.00</td>
</tr>
<tr>
<td>Single Child</td>
<td>$999.00</td>
</tr>
<tr>
<td>Two or More Children</td>
<td>$1,221.00</td>
</tr>
</tbody>
</table>

**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

**5.8 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 [privacy.ahc.umn.edu](mailto: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)

Login to [my.umn.edu](http://my.umn.edu) and click on the [my Toolkit](#) link to complete the training.

### 5.9 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.

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

### 5.10 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.

### 5.11 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](http://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](mailto: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

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### 5.12 International Student Requirements

**Note:** International student requirements may change over time. For up-to-date information go to [www.isss.umn.edu](http://www.isss.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.isss.umn.edu](http://www.isss.umn.edu) for directions, office hours, and services. ISSS will review immigration documents, register new students for the International Student Orientation Program, and provide information on how to release registration holds. These processes are mandated by the Department of Homeland Security (DHS); formerly known as Immigration and Naturalization Service (INS).

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

#### Student and Exchange Visitor Information System (SEVIS)

SEVIS is an electronic reporting system that provides the Department of Homeland Security with information on international students and scholars in the United States who hold F, J, and M visas. This internet-based record-keeping system maintains electronic data on all international students. The system 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.isss.umn.edu](http://www.isss.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.isss.umn.edu/NSGen/address.html](http://www.isss.umn.edu/NSGen/address.html).
6. Groups, Associations, and Societies

6.1 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 the 2006-2007 academic year are:

<table>
<thead>
<tr>
<th>Office</th>
<th>Name</th>
<th>Major</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>President</td>
<td>Denise Feda</td>
<td>Environmental Health</td>
<td><a href="mailto:feda0004@umn.edu">feda0004@umn.edu</a></td>
</tr>
<tr>
<td>Vice-President</td>
<td>Stephanie Ball</td>
<td>Environmental Health</td>
<td><a href="mailto:ballx065@umn.edu">ballx065@umn.edu</a></td>
</tr>
<tr>
<td>Secretary</td>
<td>Katie Loth</td>
<td>Public Health Nutrition</td>
<td><a href="mailto:fall0075@umn.edu">fall0075@umn.edu</a></td>
</tr>
<tr>
<td>Treasurer</td>
<td>Julie Sanem</td>
<td>Community Health Education</td>
<td><a href="mailto:sanem006@umn.edu">sanem006@umn.edu</a></td>
</tr>
</tbody>
</table>

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, GAPSA 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

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.

Minnesota International Student Association  
misauofm.org

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/groups/

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.
6.2 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.crohealth.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.

6.3 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!
7. **DIVISION OF ENVIRONMENTAL HEALTH SCIENCES (ENHS)**

### 7.1 Division Resources

**EnHS Mailboxes - 1215 Mayo**
Student mailboxes are located in the interior hallway in 1215 Mayo. Please check your mailbox regularly for messages.

**EnHS Computer Room - 1215 Mayo**
We have two Dell PCs available for student use. These computers have internet and email access, Microsoft Office including Word, Excel, PowerPoint and Access. There is also a HP Color LaserJet printer and a HP flatbed scanner available for use. The student room has wireless access— if you need to connect see David Stromberg for assistance, or if you are familiar with setting up wireless connections, there are instructions on how to connect posted in the computer room.

Students are responsible for bringing their own media (USB flash drives, CDs, or floppy disks) for storage of data. Personal items stored on the hard drive cannot be guaranteed against deletion. If any additional software is required to be installed, please see David Stromberg for assistance. Any personal data or unauthorized software is subject to immediate removal without notice or warning.

Any questions regarding computer hardware or software should be addressed to David Stromberg in 1151 Mayo – phone 626.4825.

### 7.2 Division Course List

**6100 Topics: Environmental Health**
(1-4 cr; prereq EH major or #)
New course offerings or topics of interest in environmental health.

**6101 Environmental Health**
(2 cr) Toscano, Greaves
Principles of environmental health relating to macro- and micro-environments and to products consumed or used by people.
Fall, 1:25pm-3:20pm Wed Fri (first seven weeks); Spring, 7:00pm-9:00pm Tue

**6102 Issues in Environmental and Occupational Health**
(2 cr; prereq grad stu or EH major) Allwood
The field, the current issues and the principles and methods of environmental and occupational health practice. Independent field study to observe, view, and analyze environmental/occupational health programs, contacts on a discussion group on EnHS web page and completion of a take home exam are required.
Fall, Spring, Summer online course

**6103 Exposure to Environmental Hazards**
(2 cr) Ramachandran
Nature, effects, and regulation of exposure to biological, physical, and chemical hazards in the environment, placing these in the context of the inter- and multi-disciplinary scientific field of environmental health as an essential component of the wider field of public health. The course will comprise lectures, presentation of example case studies, and group discussions.
Fall, 5:45pm-7:40pm Tue Thu (first seven weeks of semester)

**6104 Environmental Health Effects: Introduction to Toxicology**
(2 cr) Wattenberg
To identify the mechanisms and effects of environmental agents on human health.
Fall, 5:45pm-7:40pm Tue Thu (last 7 weeks of semester)
6105 Environmental Health Policy
(2 cr; prereq EH major or #) McGovern
Students will develop an understanding of environmental and occupational health policies, laws, key concepts and principles, proposals and approaches for regulatory reform, approaches to policy analysis, and overall phases and issues in the policy making process.
Spring, 6:00pm-7:40pm Tue

6111 Preventing Pollution: Innovative Approaches to Environmental Management
(3 cr; prereq PH or grad student or honors undergrad)
Interdisciplinary approach for addressing pollution problems, including sustainability, pollution prevention, risk assessment, regulatory reform, and strategic environmental management.
Not offered 2006-2007

6112 Risk Analysis: Application to Risk-Based Decision Making
(3 cr; prereq PH or grad stu) Adgate
Introduction to risk in the context of regulatory decision-making.
Fall, 4:40pm-7:40pm Tue

6113 Public Policy and Risk: Strategies for Effective Decisions and Discourse
(3 cr; prereq EH or grad stu or #)
Strategies for effective decisions and discourse; introduction and overview of making policy in areas of public health and the environment characterized by substantial risk and uncertainty. Topics include the basic mathematics of decision-making under risk and uncertainty, the cognitive psychology of how people react to risk, and methods of risk communication.
Not offered 2006-2007

6114 Foundation of Environmental and Worker Protection Law
(1 cr) Austin
Law is made by courts while settling disputes between private entities and by statute. We will examine traditional and constitutional law making authority of courts, legislatures, and administrative agencies. This foundation course is required before taking others in the series on environmental and worker protection law.
Fall, 4:40pm-5:30pm Wed

6115 Worker Protection Law
(1 cr; prereq PubH 6114) Austin
The course will focus on the role of government in protecting rights of citizens. Labor movement history will serve as a starting point for a discussion of modern systems for protecting workers from unsafe work places and compensating them for injuries that do occur. Law will be reviewed that protects individuals against class-based discrimination and creates a "right" to work.
Spring, 4:40pm-6:35pm Wed (first seven weeks of the semester)

6116 Environmental Law
(1 cr; prereq PubH 6114) Austin
Several difficult legal questions arise when pollution protection law conflicts with policy encouraging use of natural resources. Conflict also arises when the government restricts the use of property without compensating its owner. Course also considers the increasing authority of government agencies to audit business to assure compliance.
Spring, 4:40pm-6:35pm Wed (last 7 weeks of the semester)

6120 Injury Prevention in the Workplace, Community, and Home
(2 cr) Gerberich
Injury epidemiology: analysis of major injury problems affecting the public in the workplace, community, and home using the epidemiologic model and conceptual framework; emphasis on strategies/program development for prevention and control.
Spring, 8:00am-9:55am Wed
6121 Topics: Injury Prevention in the Workplace, Community, and Home
(1-2 cr; prereq PubH 5194 or 6120, 6330 or 6341) Gerberich
Selected projects relevant to injury problems.
Fall, Spring; Time and place to be arranged

6122 Seminar: Safety in the Workplace
(1 cr) Gerberich
Realm of and potential risk factors for occupational safety problems; strategies for prevention and control.
Spring, 12:20pm-1:10pm Wed

6123 Violence Prevention and Control: Theory, Research, and Application
(2 cr) Findorff
Analyses and critique of major theories and epidemiological research pertinent to violence, including characteristics of violence and relevant risk factors, reporting and treatment protocols, and current/potential intervention efforts and prevention initiatives; emphasis on interdisciplinary contributions to violence prevention and control.
Spring, 3:35pm-5:30pm Mon

6130 Occupational Medicine: Principles and Practice
(3 cr; prereq Grad stu or EH major) Greaves, Baker
Pathogenesis of diseases caused by occupational hazards, evaluating work-related illnesses, overall regulatory framework governing occupational health and safety.
Spring, 1:25pm-4:25pm Mon (check spring schedule day/time may change)

6131 Working in Global Health
(2 cr) Greaves
Major factors influencing health worldwide, and the interdependence of the developed and developing world in addressing health problems from a global perspective.
Fall, 6:00pm-8:30pm Wed

6132 Air, Water, Health
(2 cr) Simcik
In this course we will explore the issues related to providing adequate levels of clean air and water. Specific issues include local water quantity and quality and local air quality in both the developed and developing world, as well as global air and water quality, and policies meant to protect these resources.
Fall, 9:05am-11:00am Wed

6140 Occupational and Environmental Epidemiology
(2 cr; prereq basic course in epidemiology and biostatistics) Church
Principles and concepts in identifying health effects in the workplace; strategies for identifying excess risk, evaluating strengths and weaknesses of research techniques, assessing bias and confounding.
Spring, 9:05am-11:00am Thu

6150 Interdisciplinary Evaluation of Occupational Health and Safety Field Problems
(3 cr; prereq EH major or grad stu) Nachreiner
Guided evaluation of potential health and safety problems at the worksite, recommendations and design criteria for correction; and evaluation of occupational health and safety programs.
Spring, 10:10am-1:10pm Tue

6160 Metabolomics
(3 cr; prereq Biochem, mol biol, org chem or #) Peterson
Pharmacokinetics/toxicokinetics and xenobiotic metabolism. Mechanisms by which phase I and phase II enzymes bioactivate and detoxify xenobiotics. Implications of these biochemical reactions for human health.
Spring, 3:35pm-4:50pm Mon, Wed (check spring schedule day/time may change)
6161 Regulatory Toxicology
(2 cr; prereq some background in [toxicology or pharmacology or related field] is recommended) Wattenberg
In-depth introduction to laws (and associated regulations) of U.S. federal regulatory agencies, such as CPSC, EPA, FDA, OSHA, and DOT, that both require and use toxicological data/information in their mission of protecting human and environmental health.
Not offered 2006-07

6170 Introduction to Occupational Health and Safety
(3 cr; prereq EH major or #) Nachreiner
Introduction to major concepts and issues in occupational health and safety. Apply public health principles and decision-making process in relation to prevention of injury and disease, health promotion of adults and protection of worker populations from environmental hazards.
Fall, 12:20pm-3:20pm, Tue

6171 Exposure Assessment for Air Contaminants
(3 cr; prereq grad stu or EH major, IH specialty or equiv preparation) Ramachandran
Nature of airborne contaminants in outdoor and indoor environments, with emphasis on workplace environments. General physical properties of matter in gaseous and aerosol forms. Measurement and characterization of airborne concentrations of pollutants and human exposures to them. Setting of health-related environmental standards.
Fall, 4:40pm-7:40pm Wed

6172 Industrial Hygiene Applications
(2 cr; prereq EH major, PubH 6170, or #) Brosseau
Recognition, evaluation, and control of occupational health and safety hazards. Practice application to specific industrial hygiene problems related to gases/vapors, aerosols, and physical agents.
Spring, 9:00am-11:00am Wed

6173 Exposure to Physical Agents
(2 cr; prereq grad stu or EH major, IH specialty or equiv preparation) Raynor
Nature, health effects, monitoring and control of physical agents in working and living environments, ionizing/non-ionizing radiations (including lasers and ultraviolet, visible and infrared light), noise and vibration, and heat and cold stress; dose, response and engineering interventions.
Not offered 2006-07

6174 Control of Workplace Exposure
(3 cr; prereq EH major or grad stu, IH specialty or equiv) Raynor
Options for reducing human exposures to airborne contaminants, both gaseous and aerosol. Science and practice of general and local exhaust ventilation in workplaces and other indoor spaces. Use of air cleaners for personal respiratory protection and control of emissions to the workplace and the atmosphere.
Spring, 4:40pm-7:40pm Mon

6175 Industrial Hygiene Measurements Laboratory
(2 cr; prereq PubH 6171 or #) Brosseau, Ramachandran, Raynor
Broad treatment of occupational health field. Role of industrial hygienist. Emphasizes practical application of industrial hygiene concepts/methods. Lectures/demonstrations, lab exercises, project.
Spring, 12:20pm-4:25pm Wed

6176 Hazardous Materials and Waste Management
(2 cr; prereq PubH 6170 or equivalent, courses in chemistry including organic or equivalent) Brosseau
This course is concerned with the management of hazardous materials and wastes. Through lectures, case studies, workshops and field trips we Ill consider the generation, control, and disposal of hazardous materials and wastes.
Fall, 9:05 am-11:00am Wed
6180 Ecology of Infectious Diseases  
(3 cr) Singer  
This course focuses on the ways in which host, agent and environmental interactions influence the transmission of infectious agents. Specific topics related to these microbes include: environmental dissemination, eradication and control, evolution of virulence, and use of analytical and molecular tools.  
Spring, 10:10am-11:40am Tue Thu

6181 Surveillance of Foodborne Diseases and Food Safety Hazards  
(2 cr; prereq PubH 6320 or PubH 6341) Hedberg,  
Surveillance of food borne disease and food safety.  
Spring, 3:35pm-5:30pm Tue

6190 Environmental Chemistry  
(3 cr; prereq gen chem, org chem or #) Swackhamer  
Overview of chemistry of air, water and soil, pertinent environmental problems; human and ecological multi-media exposures to chemicals in the environment.  
Fall, 1:25pm-2:40pm Tue Thu

6191 Air Pollution  
(3 cr; prereq one course each in Gen Chem and Organic Chem or #) Simcik  
This course explores, primary and secondary sources of air pollution, transport mechanisms including meteorological effects, atmospheric transformations and loss processes. It also investigates human and ecosystem health as well nuisance effects, and reviews historical and future regulations and standards.  
Spring, 1:25pm-2:40pm Tue Thu

7193 Directed Study: Environmental Health  
(1-4 cr; prereq grad stu, EH major, #) EnHS Faculty  
Directed study in a topic at discretion of faculty member. Usually students and faculty agree upon an area they feel could enhance the advanced masters’ students’ educational experience.  
Fall, Spring, May session, Summer; Time and place to be arranged

7194 Master’s Project: Environmental Health  
(1-3 cr; prereq EH major or #) EnHS Faculty  
Directed projects or examination in environmental and occupational health.  
Fall, Spring, May session, Summer; Time and place to be arranged

7196 Field Experience: Environmental Health  
(1-5 cr; prereq EH major or #) EnHS Faculty  
Directed practicum in environmental and occupational health  
Fall, Spring, May session, Summer; Time and place to be arranged

8100 Topics: Environmental and Occupational Health  
(1-6 cr; prereq #) EnHS Faculty  
New course offerings or topics of interest in environmental and occupational health.  
Fall, Spring, May session, Summer; Time and place to be arranged

8120 Occupational Injury Prevention Research Training Program Research Seminar  
(1 cr; prereq EH major, OIPRTP specialty or equiv, PubH 6120, 6330 or 6341, 6450) Gerberich, Alexander  
Facilitate student research efforts in occupational injury epidemiology and control through roundtable discussions and interdisciplinary involvement.  
Fall, 12:20pm-2:15pm Fri; Spring, 12:20pm-2:15pm Fri
8140 **Validity Concepts in Epidemiologic Research**  
(2 cr; prereq PubH 6330 or 6341, 6340 or 6342 with grade of B or better, PubH 6452) Maldonado  
In-depth examination of the conceptual basis for validity in observational epidemiologic research. We discuss how to recognize, evaluate, prevent, and correct for confounding, specification error, measurement-error bias, and selection/follow-up bias.  
Fall, 12:20pm-2:15pm Tue

8141 **Doctoral Seminar in Observational Inference**  
(2 cr; prereq 8140, doctoral student in PubH, PubH 6330 or 6341, 6340 or 6342) Church, Maldonado, Alexander  
This seminar course in observational inference is designed for doctoral students in public health who are interested in practicing the fundamentals of epidemiologic inference, including methods for designing, analyzing, and interpreting epidemiologic studies. Class time will be spent critically discussing methods papers and applied papers and designing studies or parts of studies related to various areas of observational inference, including environmental and occupational health.  
Fall/Spring, 2:30pm-4:30pm Fri

8142 **Epi Uncertainty Analysis**  
(2 cr; prereq PubH 8140) Maldonado  
The course will focus on the techniques of non probabilistic and probabilistic (Monte Carlo) sensitivity analysis. This course builds on the concepts discussed in PubH 8140.  
Spring, 12:20pm-2:15pm Tue

8160 **Advanced Toxicology**  
(2 cr; prereq biochem, molecular biol, PubH 6160 or #) Toscano  
Cellular and molecular mechanisms by which xenobiotics cause toxicity; investigative approaches to current research problems in toxicology and carcinogenesis.  
Fall, 5:45pm-7:40pm Thu

8161 **Current Literature in Toxicology**  
(1 cr; S-N only, prereq - 6104) Toscano, Wattenberg  
The objective of this course is for students to critically read and discuss current toxicological literature. The topics covered in this course will change every semester with the goal to learn modern methods in toxicology and develop critical thinking skills.  
Fall; Time and place to be arranged; Spring; Time and place to be arranged

8162 **Chemical Carcinogenesis and Chemoprevention**  
(3 cr; A/F only, prereq - BioC 3021. BioC 4331 or equivalent, Chem 2302 or equivalent) Peterson  
The objective of this course is for students to apply information regarding chemical carcinogenesis and chemoprevention. Students will: 1) Investigate biochemical mechanisms by which environmental chemicals interact with cellular systems to cause carcinogenesis; 2) Investigate mechanisms by which chemopreventive compounds prevent carcinogenesis; and 3) formulate logical hypotheses about the biochemical basis of carcinogenesis/chemoprevention of specific classes of compounds.  
Not offered 2006-07

8170 **Advanced Industrial Hygiene Applications**  
(2 cr; prereq EH major, PubH 6170)  
Recognition, evaluation and control of occupational health and safety hazards; application of concepts to specific industrial hygiene problems related to gases/vapors, aerosols, physical agents.  
Not offered 2006-07

8194 **Directed Research: Environmental and Occupational Health**  
(1-6 cr; prereq grad stu, EH major) EnHS Faculty  
Opportunities to pursue research in environmental and occupational stresses on human health.  
Fall, Spring, May session, Summer; Time and place to be arranged
## 7.3 New Students 2006-2007

<table>
<thead>
<tr>
<th>Name</th>
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<tr>
<td>Amegankpoe, Eric</td>
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<td>Urban, Anna</td>
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**Students that started Spring Semester 2006 or Summer Session 2006:**

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<tr>
<th>Name</th>
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<tr>
<td>Chang, Feng Chin (Tim)</td>
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<td>Edelstein, Denise</td>
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<td>Inf Dis</td>
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</table>
## 7.4 Division Faculty and Staff List

### Faculty

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>E-Mail</th>
<th>Phone</th>
<th>Office</th>
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<tbody>
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<td>626-0184</td>
<td>1110 Mayo</td>
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### Staff

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<tbody>
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<tr>
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<tr>
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<tr>
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<td>626-0403</td>
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<tr>
<td>Kathy Soupiir</td>
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<tr>
<td>David Stromberg</td>
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<td>1151 Mayo</td>
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<tr>
<td>Sarah Waldemar</td>
<td>Fiscal Officer</td>
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<td>626-4803</td>
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7.5 Division Awards

Each spring the students vote for recipients of two awards. The Herbert M. Bosch Award honors the student who "best exemplifies the traits of kindness and regard for the welfare of humanity". The Faculty Excellence Award recognizes a professor of Environmental Health for excellence of graduate instruction and progress in the professional development of the graduate students in the past academic year.

**Herbert M. Bosch Award**
This award is presented to the student who best represents the traits of scholarship, honesty, integrity of character, humaneness and concern for community, to name a few. The class of 1963 felt that the inscription on the plaque, "...who best exemplifies the traits of kindness and regard for the welfare of humanity..." is the most important single guide to be followed by the class in selecting one of their fellow students for this award. The Environmental Health class of 1963 created the Herbert M. Bosch Award as a living memorial to the man who had done much to further the cause of humanity.

To be eligible for consideration for this award, each candidate must be a full-time student in the Environmental Health program (six credits for MS students, nine for MPH). The class of 1963 established that any subsequent class may modify these criteria after discussion and consultation with the program director and a two-thirds majority vote by the class. It was hoped that any modification would strengthen the integrity of the award. The class of 1964 established the following procedures for nominating a candidate:

1. The nominating ballot will list those persons who are full-time Environmental Health students this will also be the list of the eligible voters;
2. Each eligible voter may select up to two names for the nomination;
3. The three names that occur most frequently will constitute the final nominating ballot;
4. The eligible voters will then vote for one candidate among the three nominated.

**Faculty Excellence Award**
This award is presented by the graduating class to a professor of Environmental Health for excellence of graduate instruction and progress in the professional development of the graduate students in the past academic year. It was initiated by the Environmental Health Class of 1966. The selection of one of the candidates for this award in a previous year shall not prejudice the selection either for or against the candidate. Each year's selection shall be on the merit of the candidate in the previous twelve months and shall be independent of selections in previous years. It shall be the duty of the class officers and of the faculty to inform the graduate students of the terms of this award early in fall semester and at least one more time before the date of balloting.

All students registered for a graduate program with a major in the Division of Environmental Health Sciences are eligible to vote. It shall be the duty of the class officers to encourage all those eligible to vote to participate in this selection.

**Delta Omega - Honorary Society in Public Health**
Delta Omega is the national honorary society for graduate studies in public health. (It is equivalent to Phi Beta Kappa for undergraduate studies in letters or Alpha Omega Alpha in medicine.) The society was founded in 1924, when only a few graduate schools of public health existed in the United States, and now has chapters at the majority of 25 or more such schools providing advanced public health degrees in 1990.

The Constitution and By-Laws were adopted in 1927, and amended occasionally since then. Policies are made by the National Council, composed of elected officers and representatives of each chapter, meeting annually. The annual meeting includes a scientific, as well as a business, program. It is usually held in conjunction with the Annual Meeting of the American Public Health Association.

The principle Delta Omega activities are conducted by each chapter. The chapter elects new members each year from three groups: (1) students who are candidates for a graduate degree in public health, (2) faculty members at the school of public health, and (3) alumni actively engaged in public health work. Election from all three groups is based on outstanding performance - scholarship in students, teaching and research in faculty members, and community service in alumni.

Election to membership in Delta Omega is intended not only to recognize merit, but also to encourage further excellence in and devotion to public health work.
Since Delta Omega was established in 1924, the meaning and scope of public health have broadened tremendously. While still seriously concerned with problems of environmental sanitation and communicable disease control, public health action has come to embrace all aspects of health and disease in populations. These include the planning, organization, and support of health promotion, disease prevention, and medical care. Basic to modern public health are the social sciences as well as the natural sciences -- both in the United States and internationally.

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.

**Harold R. Shipman Award for Excellence in Environmental Health**

Harold Richmond Shipman, a graduate of our program, had a distinguished career as a public health engineer. He served in many significant roles throughout the world. The award, established by his wife, Mrs. Lois Shipman, recognizes an outstanding student in environmental and occupational health who achieves academic excellence and embodies characteristics of Harold Shipman - commitment, integrity, humanity and leadership. One student is selected by the Awards Committee in Environmental Health Sciences each year to receive this monetary award.
8. **ENVIRONMENTAL HEALTH DEGREE PROGRAMS**

8.1 **Master of Public Health (MPH) Degree Requirements**

Coursework and Credits
Students must complete a minimum of 42 credits. Subspecialty programs have specific credit requirements; see section 8.4 below.

Public Health Core Area Requirements
Students working towards an MPH degree 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 one of the pre-approved courses in the core area (see pre-approved course list below); OR
- Pass an equivalency exam in the core area. OR
- Pass an advanced course in the core area as approved by the respective division head or 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.

Pre-approved Courses Meeting Public Health Core Area Requirements

**Administration**
- PubH 6751  Principles of Management in Health Services Organizations – 2 cr.
- PubH 6752  Public Health Management – 3 cr.

**Behavioral Science**
- PubH 6020  Fundamentals of Social and Behavioral Science – 3 cr.

**Biostatistics**
- PubH 6414  Biostatistical Methods I – 3 cr.
- PubH 6415  Biostatistical Methods II – 3 cr.
- PubH 6450  Biostatistics I – 4 cr.
- PubH 6451  Biostatistics II – 4 cr.

**Environmental Health**
- PubH 6103  Exposure to Environmental Hazards – 3 cr.

**Epidemiology**
- PubH 6320  Fundamentals of Epidemiology – 3 cr.
- PubH 6341  Epidemiologic Methods I – 3 cr.

**Ethics**
- PubH 6741  Ethics in Public Health: Professional Practice and Policy – 1 cr.
- PubH 6742  Ethics in Public Health: Research and Policy – 1 cr.

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, 6xxx, 7xxx and 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 Chair – 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 achieve a grade point average of no less than 3.0 (B) across their entire program to receive an MPH degree.

S-N Grade Option
MPH students may take no more than 20% of their coursework on an S-N grading basis, exclusive of those topics, seminars, and field experience courses offered only on an S-N basis.

Public Health Core 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.

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 Coordinator for documentation of these requirements.

Note: Students should refer to section 5.6 for information on the University’s uniform grading policy.

Field Experience
All students matriculating in a MPH program must complete a formal, supervised fieldwork experience consisting of at least 90 hours in order to graduate. Neither prior professional degrees nor prior work experience in a field not closely related to the MPH degree program are sufficient grounds for waiving the fieldwork requirement. Each major has established requirements for completion of fieldwork; see section 8.6.

All students must complete a contract prior to beginning the experience. The online contract form provides streamlined, comprehensive for the student, their preceptors, and faculty advisor. Please refer to the current student Web site for this and other resources related to the field experience. www.ahc.umn.edu/sphfieldexp/.

MPH Study Plan
Students are required to submit a completed 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.

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 8.7.

Comprehensive Examination
MPH students must complete a written and/or oral examination as specified by the major; see section 8.10.

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. 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 whether or not they approve 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 6101/6102, epidemiology-PubH 6320/6341, 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. 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.epi.umn.edu/academic/handbook.shtm. We strongly encourage students to submit the form in their first semester of matriculation.
8.2 Master of Science (MS) Degree Requirements

In addition to the requirements listed below, it is the responsibility of each student to meet all degree requirements published in the General Information section of the Graduate School or online at: www.grad.umn.edu/current_students/forms/masters.html.

Coursework and Credits
Students must complete a minimum of 30 credits plus at least 3 credits for Plan B project (PubH 7194) of which at least 14 credits must be in the major field, 6 credits must be in one or more related fields. Subspecialty programs have specific credit requirements; see section 8.4 below.

Transfer credits
With approval of the advisor and Director of Graduate Studies, up to 40 percent of degree credits may be transferred toward the MS degree; see transfer of credits in the Graduate School Bulletin.

Grade Point Average
Students must maintain a cumulative GPA of 3.0. EH majors are expected to register A/F for EH courses. A cumulative GPA below 3.0 or other unsatisfactory progress will warrant discussion with Environmental Health Academic Standards Committee and could result in academic probation.

Responsible Conduct of Research
The Graduate School requires all MS and PhD students to receive training in the responsible conduct of research. This includes exposure to the concepts and issues surrounding conflict of interest, authorship, code of conduct, use of animal and human subjects in research, data management, intellectual property and copyright, history of ethics in research, plagiarism, fiscal responsibility, mentorship, environmental health and safety, and social responsibility. This training must occur once during the student’s degree program. Taking PubH 6742 will satisfy the Graduate School requirement.

Degree Program Transmittal Form
At least one term prior to graduation, file a Degree Program form with the Graduate School. Once the Program Plan is filed, changes to the program are made by petition. The Degree Program Transmittal form can be downloaded at www.grad.umn.edu/current_students/forms/.

Program Plans
Two options for the Master's Degree are offered: Plan A (PubH 8777), involving a thesis, and Plan B (PubH 7194), which substitutes additional coursework and special projects for the thesis.

Plan A – Master's Degree with Thesis
Students must complete minimum of 30 credits which includes 10 thesis credits, a minimum of 14 credits in the major field, a minimum of 6 credits in one or more related fields outside the major; see Plan A: Master's Degree with Thesis in the Graduate School Bulletin.

Plan B Project
Two options are available to students; see section 8.8. Plan B projects or papers should be discussed with advisor early in the fall semester.

Final Oral Examination
Students must pass a final oral examination and should discuss the oral examination with their advisor. The final exam report form is in the Masters Graduation Packet. The packet can be picked up from the Graduate School, Room 316 Johnston Hall or requested online at www.grad.umn.edu/current_students/forms/.

Time Frame
All requirements for the master's degree must be completed within seven years. The seven-year period begins with the earliest courses listed on the official degree program, including any transfer of credits.

Clearance for Graduation
Degrees are granted monthly. To qualify for graduation students must complete the Application for Degree on or before the first workday of month and notify both the Graduate School and Division office of their intention to graduate in order to receive up-to-date information on graduation requirements. The Application for Degree form is available in the Graduate School Office or their website www.grad.umn.edu/current_students/forms/. Plan A Masters must file a Thesis Title page with the Graduate School. When filed, a Reviewers Report Form will be issued.
Registration Requirement
Students are advised to read carefully the Graduate School Bulletin rules regarding Graduate School registration policies as they relate to active/inactive students.

Effective Fall 2002, all Graduate School students will be required to register in the Graduate School *every fall and spring term* to maintain their active status. This is a change from the previous policy that required Graduate School registration once per year. Active status is required for students to be able to register for courses, take exams, submit milestone forms, file for graduation, or otherwise participate in the University community as a Graduate School student. Students must then continue to register every fall and spring term until they complete all degree requirements and graduate. Grad 0999 is not available for EH students to maintain their active status.

8.3 PhD Degree Requirements
In addition to the requirements listed below, it is the responsibility of each student to meet all degree requirements published in the General Information section of the Graduate School Bulletin or on-line at: www.grad.umn.edu/current_students/forms/doctoral.html.

Coursework and Credits
Doctoral students must fulfill the requirements of a master’s program in Environmental Health, complete 24 thesis credits (PubH 8888), fulfill the 12-credit requirement from outside the major, and complete any additional coursework agreed upon in consultation with the advisor.

Transfer Credits
With approval of the advisor and Director of Graduate Studies, 12 credits of graduate credit by non-admitted students may be transferred to the doctoral program; see the transfer of credits section in the Graduate School Bulletin for transfer from other graduation institutions.

Responsible Conduct Research
The Graduate School requires all PhD students to receive training in the responsible conduct of research. This includes exposure to the concepts and issues surrounding conflict of interest, authorship, code of conduct, use of animal and human subjects in research, data management, intellectual property and copyright, history of ethics in research, plagiarism, fiscal responsibility, mentorship, environmental health and safety, and social responsibility. This training must occur once during the student's degree program. Taking PubH 6742 will satisfy the Graduate School requirement.

Degree Program Transmittal Form
Students are expected to file an official program for the degree during their second year of student and at least two terms before their Preliminary Oral Exam. The degree Program Transmittal form and other Graduate School forms can be downloaded at www.grad.umn.edu/current_students/forms/.

Preliminary Written and Oral Examinations
All doctoral students are required to pass a written examination. The results of the examination are reported on the preliminary written examination report form, signed by the advisor and Director of Graduate Studies. Students take the preliminary oral examination after completing the coursework and passing the preliminary written exam. After successfully passing the oral preliminary exam the student can begin registering for thesis credits (PubH 8888) to fulfill the minimum of 24 credits.

Thesis Proposal
After submission of the doctoral program, passing the written and preliminary oral examinations, students must file their thesis proposal form with the Graduate School. The form must include the proposed thesis title and a thesis proposal 250 words in length, describing the research to be undertaken and the methods to be employed in carrying it out. After the Thesis Proposal has been approved, students can request the graduation packet from the Graduate School, 316 Johnston Hall. The Thesis Reviewer’s Report form will be issued at that time.

Final Oral Presentation
The final oral examination is a public seminar where students present their dissertation results; followed by a defense of the dissertation before the final oral exam committee. To be eligible for the final oral examination a student must have completed all work on the official doctoral degree program form, must have passed both the written and oral preliminary examinations, must have an approved thesis proposal on file with the Graduate School; must have maintained active status; and must have satisfied the thesis credit requirements. After passing the final oral
examination, the signed Final Oral Examination Report form must be submitted to the Graduate School no later than the next working day after the exam.

**Time Frame**
All requirements for doctoral degrees must be completed and the degree awarded within five calendar years after passing the preliminary oral examination.

**Clearance for Graduation**
Degrees are granted monthly. To qualify for graduation students must complete the Application for Degree on or before the first workday of the month and notify both the Graduate School and Division of their intention to graduate in order to receive up-to-date information on graduation requirements. The Application for Degree is available by requesting the graduation packet at website [www.grad.umn.edu/current_students/forms/](http://www.grad.umn.edu/current_students/forms/).

**Registration Requirements**
Students are advised to read carefully the Graduate School Bulletin rules regarding Graduate School registration polices as they relate to active/inactive students.

Effective Fall 2002, all Graduate School students will be required to register in the Graduate School *every fall and spring term* to maintain their active status. This is a change from the previous policy that required Graduate School registration once per year. Active status is required for students to be able to register for courses, take exams, submit milestone forms, file for graduation, or otherwise participate in the University community as a Graduate School student. Students must then continue to register every fall and spring term until they complete all degree requirements and graduate. Grad 0999 is not available for EH students to maintain their active status.

### 8.4 Program Curriculum

Most MPH/MS students require two years to complete their degree program. Students should consult with their advisor regarding the time required for their subspecialty.

**Environmental Health Core Coursework [required of All students]**
Students are required to register for these courses A/F unless otherwise noted.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Offered</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PubH 7194</td>
<td>Master’s Project <em>[S-N grade basis only]①</em></td>
<td>Any term</td>
<td>3-5</td>
</tr>
<tr>
<td>PubH 6103</td>
<td>Exposure to Environmental Hazards</td>
<td>Fall</td>
<td>2</td>
</tr>
<tr>
<td>PubH 6104</td>
<td>Environmental Health Effects: Introduction to Toxicology</td>
<td>Fall</td>
<td>2</td>
</tr>
<tr>
<td>PubH 6105</td>
<td>Environmental and Occupational Health Policy</td>
<td>Spring</td>
<td>2</td>
</tr>
</tbody>
</table>

*One of the following courses in Epidemiology*

<table>
<thead>
<tr>
<th>Course or</th>
<th>Title</th>
<th>Offered</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PubH 6320</td>
<td>Fundamentals of Epidemiology</td>
<td>Fall/Summer</td>
<td>3</td>
</tr>
<tr>
<td>PubH 6341</td>
<td>Epidemiologic Methods I</td>
<td>Fall</td>
<td>3</td>
</tr>
</tbody>
</table>

*One of the following courses in Biostatistics*

<table>
<thead>
<tr>
<th>Course or</th>
<th>Title</th>
<th>Offered</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PubH 6414</td>
<td>Biostatistical Methods I</td>
<td>Fall/Summer</td>
<td>3</td>
</tr>
<tr>
<td>PubH 6415</td>
<td>Biostatistical Methods II</td>
<td>Spring</td>
<td>3</td>
</tr>
<tr>
<td>PubH 6450</td>
<td>Biostatistics I</td>
<td>Fall/Summer</td>
<td>4</td>
</tr>
<tr>
<td>PubH 6451</td>
<td>Biostatistics II</td>
<td>Spring</td>
<td>4</td>
</tr>
</tbody>
</table>

*One of the following courses in Ethics ②*

<table>
<thead>
<tr>
<th>Course or</th>
<th>Title</th>
<th>Offered</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PubH 6741</td>
<td>Ethics in Public Health: Professional Practice &amp; Policy</td>
<td>Fall/Summer</td>
<td>1</td>
</tr>
<tr>
<td>PubH 6742</td>
<td>Ethics in Public Health: Research and Policy</td>
<td>Fall/Summer</td>
<td>1</td>
</tr>
</tbody>
</table>

①Cannot be used to satisfy the 30 credit minimum requirement for MS students.
②PubH 6741 is recommended for MPH students and 6742 for MS/PhD students (meets the Graduate School requirement for a Research Assistant)

**Public Health Core Coursework [required of MPH students only]**

*Note:* Students are required to register for these courses on an A/F grade basis unless otherwise noted.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Offered</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PubH 6020</td>
<td>Fundamentals of Social and Behavioral Science</td>
<td>Any term</td>
<td>3</td>
</tr>
<tr>
<td>PubH 7196</td>
<td>Field Experience <em>[S-N grade basis only]</em></td>
<td>Any term</td>
<td>3-5</td>
</tr>
<tr>
<td>PubH 6751</td>
<td>Principles of Management in Health Services Organizations</td>
<td>Fall/Summer</td>
<td>2</td>
</tr>
<tr>
<td>PubH 6752</td>
<td>Public Health Management</td>
<td>Fall/Summer</td>
<td>3</td>
</tr>
</tbody>
</table>
## Subspecialty Coursework

Additional required and elective courses are determined by specialization within the Environmental Health major. Students should consult with their advisor for specialized coursework.

Subspecialty areas are:

- Environmental Chemistry
- Environmental and Occupational Epidemiology
- Environmental Health Policy
- Environmental Infectious Diseases
- Environmental Toxicology
- Food Safety
- General Environmental Health
- Global Environmental Health
- Industrial Hygiene
- Occupational Health Nursing
- Occupational Medicine

### 8.5 Course Schedule Planning Calendar 2006-2007

#### Fall Semester 2006

<table>
<thead>
<tr>
<th>Time</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>09:05-09:55</td>
<td></td>
<td>6414+</td>
<td>6132</td>
<td>6176</td>
<td>6414+</td>
</tr>
<tr>
<td>10:10-11:00</td>
<td>6420</td>
<td>6020</td>
<td>6190</td>
<td>8140</td>
<td></td>
</tr>
<tr>
<td>11:15-12:05</td>
<td>6170</td>
<td>6190</td>
<td>6751+</td>
<td>6450+</td>
<td>6190</td>
</tr>
<tr>
<td>12:20-13:10</td>
<td>6450+</td>
<td>6170</td>
<td>8140</td>
<td>6450+</td>
<td>6751+</td>
</tr>
<tr>
<td>01:25-02:15</td>
<td>6450+</td>
<td>6170</td>
<td>6190</td>
<td>8140</td>
<td></td>
</tr>
<tr>
<td>02:30-03:20</td>
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<td>6320+</td>
<td>6330+</td>
<td>6341+</td>
<td>6341+</td>
</tr>
<tr>
<td>03:35-04:25</td>
<td>6341+</td>
<td>6320+</td>
<td>6330+</td>
<td>6330+</td>
<td>6341+</td>
</tr>
<tr>
<td>04:40-05:30</td>
<td>6103+</td>
<td>6104+</td>
<td>6112</td>
<td>6131</td>
<td>6103*</td>
</tr>
<tr>
<td>05:45-06:35</td>
<td>6104+</td>
<td>6112</td>
<td>6171</td>
<td>6104</td>
<td>8160</td>
</tr>
<tr>
<td>06:50-07:40</td>
<td>7140</td>
<td>6115</td>
<td>6160</td>
<td>6116</td>
<td></td>
</tr>
<tr>
<td>07:55-08:45</td>
<td>6115</td>
<td>6160</td>
<td>6116</td>
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</table>

#### Spring Semester 2007

<table>
<thead>
<tr>
<th>Time</th>
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<th>Tuesday</th>
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<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>08:00-08:50</td>
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<td>6320+</td>
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<td>6120</td>
<td>6320+</td>
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<td>6415+</td>
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<td>6191+</td>
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<td>6321+</td>
<td>6191+</td>
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<tr>
<td>05:45-06:35</td>
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<td>6116</td>
<td>6161</td>
<td>6414+</td>
<td>6752+</td>
<td></td>
</tr>
</tbody>
</table>

**Note:** Environmental Health core requirements in **bold**.

+ Course meets Public Health core requirement for MPH Students.

+ Lecture section of course. Students must also register for a lab section. See web class schedule for available days/times.
8.6 Field Experience

Introduction
Part of the curriculum for the master's degree includes an opportunity for students to learn first-hand about the organization, operations, and special activities of selected agencies, institutions, and industries concerned with environmental health (EH) or related programs.

The EH field experience provides students with a means of gaining additional insight into programs, personnel management, governmental relations, public relations, legislative support and, particularly, knowledge of special investigations conducted by these organizations. Participation in the activities of EH programs external to the University adds a dimension of experience to the curriculum that enriches the student's training and may be beneficial in seeking employment.

Various governmental units are involved with EH programs in the Twin Cities metropolitan area. Some examples of agencies with which students might seek affiliation for field experience include: Minnesota State Health Department, Minnesota Pollution Control Agency, Environmental Quality Board, Minnesota State Planning Agency, US Food and Drug Administration, Minnesota Department of Natural Resources, St. Paul Water Department, Metropolitan Council, Minneapolis Water Department, and the Metropolitan Waste Control Commission. There may also be possibilities for assignments with local health department units of the cities of Minneapolis, Bloomington, Edina, St. Louis Park, Fridley, and Richfield, or with the Anoka, Ramsey, or Scott County Health Departments, etc. In some cases students may wish to select affiliation with an EH program in a local industry or with a hospital facility. A number of out of state positions are also available during the summer.

As part of fulfilling degree requirements, students may participate in a field placement experience. 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 5.10 of this guidebook.

Requirements
1. All MPH EH majors are required to complete field experience as part of their degree program (also encouraged for MS students).

2. Students, in consultation with their advisor, should select the particular organization with which they wish to work. Selection of the organization, contact with it and designation of a preceptor in the organization may be arranged any time during the academic year.

3. Students electing field experience must complete a minimum of 3 credits. These credits may be taken during one semester, or divided among several semesters. As a guideline, a minimum effort of 45 hours per credit is expected.

4. A maximum of 5 credits (with advisor’s consent) earned for the agency experience may be applied toward the fulfillment of degree credit requirements as determined by the faculties of the Graduate School and the School of Public Health.

5. A student registered for PUBH 7196 should complete the form, University of Minnesota School of Public Health Field Experience Contract. The contact is online at website: www.ahc.umn.edu/sphfieldexp/ This form should be signed by the person the student will work with at the agency, and then filed with the student's advisor as soon as arrangements are completed for the agency assignment. The form is intended to avoid misunderstandings concerning expectations on the part of people involved.

6. Students must submit a field experience report(s) to their academic advisor. The nature and extent of the report(s) is determined by the advisor.

7. Some students may find certain aspects of the agency activity of sufficient interest to do a "Plan B" project while assigned to the agency. This requires study that is more extensive, an appropriate literature review, and an expansion of the subject beyond the field experience. The ultimate feasibility of such arrangements should be decided jointly by the student, the advisor, and the preceptor.

8. Grades for PUBH 7196 are submitted when the major advisor has accepted and approved the report(s) on the field experience. S/N is the only grading option available.
8.7 Master’s Project

The use of the word Masters’ Project signifies a planned undertaking involving studious inquiry or examination. Typically, the product of that undertaking is a formal, written, scholarly report that demonstrates writing proficiency; and the ability to critically approach a topic, synthesize, interpret, and successfully convey information to the appropriate audience. Other formats for presenting the results of the project can be used in consultation with the faculty advisor.

Students are expected to demonstrate familiarity with the tools of applied research or scholarship in the field of environmental and occupational health, the ability to work independently, and the ability to apply skills learned in coursework by completing a Plan B Project. The Project must involve more than one faculty member, one as primary Research Advisor and at least one faculty member as a reader for the project to give feedback prior to scheduling the final oral exam. The Masters' Project requires a total effort of not less than 180 hours (3-5 semester credits).

Students, their Research Advisor, and the faculty member for whom the work is to be done (if different from the Research Advisor) decide how the Masters’ Project requirement is to be met. Students are responsible for consulting with and acquiring approval from their Academic Advisor to confirm that the project meets the requirements of their program of study. The topic and form of the Masters’ Project depend upon the student's experience and the interests of both the student and the faculty. For example, if the student lacks experience in writing scholarly papers, the student may profit from writing one or more Plan B Literature Reviews each of which involves a critical synthesis and interpretation of the literature on an environmental or occupational health topic. However, those students with demonstrated writing skills and an interest in research might profit from working on a Plan B Research Paper involving collaboration with EnHS faculty on a data based project.

The student's work could culminate in the preparation of an article for potential publication. Guidelines for a Plan B Research Paper and a Plan B Literature Review are attached. If the student has had considerable experience in writing papers, as evidenced by some published material, and has had little experience in laboratory or other kinds of field activities a Masters’ Project developed to provide some experience in this area would be beneficial. This approach may be associated with the PubH 7196 field experience.

Students should refer to the class schedule of the semester they plan to register for the Masters’ Project. It is listed as PubH 7194 Master's Project: Environmental Health. Students should obtain a permission number from their Research Advisor before registering for PubH 7194 and then select the section # of their Research Advisor.

Approval Process

In order to maximize the benefit from the Research Advisor's input, students must have their topic approved by their faculty Research Advisor. Approval must be received in writing before work can begin on the project proposal. After receiving the Research Advisor's approval on the topic, the student should begin to develop the project proposal. The Masters’ Project Proposal Form may be a useful guide for this process. The proposal sets up a guiding framework for the project and establishes a timeline for completion that is mutually satisfactory to students and their advisor. The project proposal should include the following:

- Statement of purpose or the idea for the project
- Indication of culminating product: Plan B Research Paper or Plan B Literature Review
- Statement of key research questions to be addressed and rationale
- List of associated objectives for the project
- Brief description of the project's methodology
- Proposed timeline
- Project budget (if applicable)

Completion of the Masters’ Project

Students must keep in touch with their Research and Academic Advisor(s) during the course of the Masters’ Project. Each Advisor should specify how he/she prefers to work with the student. Students should know that faculty may decline working with a student's project that is out of their area of expertise or if the student's timeline does not work out for the faculty member. Therefore, students are encouraged to seek information and ideas from other faculty members as well. A draft or drafts of the project should be submitted to the Research Advisor for review and comments. These should be incorporated into the final draft of the project, and resubmitted to the Research Advisor and Reader. Students desiring publication of the Master's Project should discuss this with their advisor. Master's Projects written in publication format meet the program requirements with prior Research Advisor approval. Once the Research Advisor has approved a final version of the project, the final draft should be typed and submitted for acceptance.
Sample Form

Masters’ Project Proposal Form
Environmental Health Major

Name: ___________________________________________ Date: ________________

Project Title __________________________________________

Research Advisor Approval: ___________________________ Date: ________________

Academic Advisor Approval: ___________________________ Date: ________________

1. Briefly describe your proposed project and its purpose.

2. State the key research question(s) and hypotheses (if applicable) to be addressed.

3. Briefly list your objectives for the project.

4. Briefly describe the project’s methodology

5. Timeline

6. Budget

7. Is this project being carried out in conjunction with a fieldwork (practicum) experience?
   ____ NO  ____ YES

Preceptor Approval: ___________________________ Date: ________________
8.8 Master’s Project Options

Guidelines for Masters’ Projects resulting in Plan B Research Papers
The Plan B Research Paper will focus on pertinent questions or issues in environmental or occupational health. This Masters’ Project option provides students with an opportunity to apply research skills to pertinent issues and questions under faculty supervision.

The component parts of a Plan B Research Paper are as follows:

I. Abstract
II. Introduction
   A. Statement of the problem and its significance (historical background)
   B. Review and synthesis of relevant literature (extent of written review dependent on nature of project)
   C. Statement of conceptual framework, hypotheses and/or focused research questions, and the underlying rationale for each
   D. Purpose of the study
III. Methodology
   A. Study design
   B. Sample selection and description of sample characteristics - including nature of response and non-response, as appropriate
   C. Description of data/information collection procedures, study site and instrumentation, as appropriate
   D. Analytic technique used - quantitative, qualitative, as appropriate
IV. Results (only the facts)
   A. Presentation and analysis of data/information
V. Discussion
   A. Study limitations
   B. Biases
   C. Consistency with prior research
VI. References (APA reference style or appropriate alternative)
VII. Tables
VIII. Figures
IX. Appendices
   A. Data collection instruments and letters
   B. Institutional Review Board permission (as appropriate)

A Masters Project resulting in a Plan B Research Paper may, but need not necessarily involve the collection of primary data by the student. A Masters Project can be completed through secondary analysis of data as well. Projects may be undertaken in conjunction with ongoing faculty research, a student's class, or be carried out in conjunction with a fieldwork placement. Doing research at the placement site can create the opportunity for the student to systematically investigate issues or problems that are of direct relevance to his/her fieldwork organization. Such research in an "applied" mode will then provide an opportunity for the student to wrestle with the issues of knowledge and research utilization in practice or program development. However, this option must be discussed and approved by the Research and Academic Advisor and Preceptor early in the practicum experience and before beginning the Masters' Project itself.

Guidelines for Masters’ Projects resulting in Plan B Literature Review
The Plan B Literature Review will focus on pertinent questions or issues in environmental or occupational health. This Masters’ Project option provides students with an opportunity to apply analytical skills in the synthesis and interpretation of the literature under faculty supervision.

The component parts of a Plan B Literature Review are as follows:

I. Abstract
II. Introduction
A. Statement of the problem and its significance (historical background)
B. Statement of focused research questions and the underlying rationale for each

III. Conceptual framework

IV. Methodology (how is the search of the literature being conducted)

V. Comprehensive Literature Review including analysis and synthesis of
   A. Data source characteristics (e.g. death certificates, survey data)
   B. Type of study (e.g. case-control study, cross-sectional survey)
   C. Target population, number in target population, sample selection and description of sample characteristics
   D. Description of data/information collection procedures, study site and instrumentation, as appropriate
   E. Analytic technique used (e.g. quantitative, qualitative)
   F. Response rate including nature of response and non-response, as appropriate
   G. Major Limitations

VI. Conclusions and recommendations
   A. Significance to the field of environmental and occupational health

VII. References (APA reference style or appropriate alternative)

A Masters Project resulting in a Plan B Literature Review can be undertaken in conjunction with a faculty research project, student's class, or be carried out in conjunction with a fieldwork placement. Doing synthesis and analysis of the literature at the placement site can create the opportunity for the student to systematically investigate issues or problems that are of direct relevance to his/her fieldwork organization. Such review in an "applied" mode will then provide an opportunity for the student to wrestle with the issues of knowledge and information utilization in practice or program development. However, this option must be discussed and approved by the Research and Academic Advisor and Preceptor early in the practicum experience and before beginning the Masters' Project itself.

8.9 Human Subjects Protections

All students at the University of Minnesota who conduct any research using human subjects are required to submit their research proposal to the University of Minnesota Institutional Review Board (IRB) for approval prior to conducting their study. The approval process can take up to two months. This time must be accounted for when developing the proposal timeline. No contacts with potential or actual study participants, including recruitment, or other research may occur until final IRB approval. After the outline has been approved, each student should allow a minimum of six months to complete all the tasks involved in preparing the IRB application and getting approval, conducting the project and preparing the final draft.

Please see section 5.11 for IRB procedures and further information.

8.10 Final Oral Examination

All Master’s Degree candidates are required to pass a final comprehensive oral examination to be taken after submission of the Plan A thesis or Plan B project(s).

For MPH and MS candidates, a committee composed of a minimum of three faculty members will examine students. The examining committee will consist of at least two representatives from the EH major (the research advisor and academic advisor or reader) and at least one faculty member from outside the EH major/EnHS Division.

Students are expected to present a 20-30 minute professional seminar on their Plan A thesis or Plan B project(s) as part of the final comprehensive oral exam, followed by questions. This seminar will be open to guests and advertised to the faculty and students in the Division of Environmental Health Sciences two weeks in advance of the final exam date.

A closed meeting between the candidate and the examining committee immediately follows the seminar. This closed meeting may include further questions on the Plan A Thesis or Plan B project(s), as well as general areas of environmental health. Upon completion of the examination, the candidate is then excused and a formal vote of the committee is taken on whether the candidate passed the examination. In order to pass the examination, the candidate must receive no more than one negative vote.
After the successful completion of the exam, committee members will sign the *Final Exam Report* (MS) or *Study Plan* (MPH). The signed *Final Exam Report* is returned to the Graduate School; the signed *Study Plan* is forwarded to the EnHS Major Coordinator.