

Environmental Health

MPH, MS and PhD Degree Programs

Division of Environmental Health Sciences

2007-2008 Student Guidebook



Welcome to the University of Minnesota School of Public Health!

All students are responsible for knowing the rules and policies that govern their academic program. To this end, we are providing you with this guidebook which covers your specific academic program requirements. Please keep it with you and refer to it often.

In addition, you are responsible for knowing University of Minnesota and School of Public Health policies and procedures that pertain to all students. Links to these policies/procedures can be found by clicking on the “Current Students” link at www.sph.umn.edu.

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 – 2007-2008

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

Fall Semester 2007

August	23	SPH New Student Orientation
	24-29	SPH New Student Academic Warm-up
September	3	Labor Day holiday – University closed
	4	Classes begin
November	22-23	Thanksgiving holiday – University closed
December	12	Last day of instruction
	14-15, 19-20	Final examinations
	201	End of Fall semester

Spring Semester 2008

January	21	Martin Luther King holiday – University closed
	22	Classes begin
March	17-21	Spring break – no classes
May	9	Last day of instruction
	12-17	Final examinations
	17	End of Spring semester

May Session 2008

May	27	3-week session classes begin
	26	Memorial Day holiday – University closed
June	13	Last day of instruction for 3-week May session

Summer Session 2008

June	16	8 -week session classes begin
July	4	Independence Day holiday – University closed
August	8	Last day of instruction for summer session

1. THE SCHOOL OF PUBLIC HEALTH

1.1 About the School

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

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

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

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

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

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

Mission

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

Goals

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

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

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

1.2 School of Public Health Student Affairs

Office Hours:	Monday – Friday, 7:45 AM - 4:30 PM	Location:	Mayo Building, Room D305
Telephone:	612.626.3500 or 800.774.8636	E-Mail:	sph-ssc@umn.edu
Fax:	612.624.4498		
Mailing Address:	Student Services Center School of Public Health Mayo Mail Code 819 420 Delaware Street SE Minneapolis, MN 55455-0381		

Student Services Center (SSC)

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

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

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

Multicultural Services

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

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

Multicultural Services is involved in the following ways:

Student Access and Support

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

School of Public Health Climate

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

Community Connections

- Builds collaborative relationships with the community, especially communities of color, and works with the community to identify prospective students.

- Develops communication and interaction with a multicultural community and alumni network.
- Plans and implements community outreach activities to recruit students of color.
- Serves as a resource for students interested in working in communities of color.

Career Services

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

Career Services Website

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

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

Career Conversations

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

Career Resource Center

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

Individual Career Counseling

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

Other Resources

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

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

Recruitment Services

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

1.3 Mentor Program

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

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

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

For more information, go to <http://www.sph.umn.edu/alumni/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 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 Course Evaluations and Student Survey

Course Evaluations

- Students provide very important input into the continued development of the School of Public Health's teaching program. Students will be asked to complete evaluations for all SPH courses. 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 Academic Health Center

2.1 Overview

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

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

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

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

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

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

2.2 Office of Education

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

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

In addition, the initiatives of the Office of Education are grounded in strategic goals for the AHC that were identified as part of the six-year AHC Strategic Plan, specifically those that pertain to interdisciplinary health professional education, addressing the State's changing workforce needs, and the development of technology tools to health professional students and faculty.

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

2.3 CHIP Student Center

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

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

CHIP Mission Statement

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

Services for AHC Students

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

Leadership Opportunities for AHC Students

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

CHIP Student Center

1-425 Moos Tower
Phone: 612.625.7100
Fax: 612.626.6025
www.chip.umn.edu

3. THE UNIVERSITY OF MINNESOTA

3.1 Mission

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

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

3.2 Twin Cities Campus [UMNTC]

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

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

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

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

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

3.3 U of M Services

One Stop

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

E-mail Accounts

Each student attending the University of Minnesota is assigned an e-mail account.

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

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

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

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

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

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

Service includes full access to two features:

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

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

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

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

Use your U Card for:

- Campus ID purposes
- All your checking needs
- All your calling needs
- Making Gopher GOLD purchases
- Charging textbook purchases at the U of M Bookstores to your student account
- Checking out library materials

- Entering the recreation center, golf course, computer labs, buildings, and residence hall dining rooms
- Cashing checks at the Bursar's Office
- Art and athletic ticket discounts (available at place of purchase)
- Accessing art materials, student employment, business school services, and more

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

Boynton Health Services

www.bhs.umn.edu

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

Clinics

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

- Specialist Services
- Immunizations
- Nursing Mothers Room

Testing Services

- HIV Testing and Counseling
- Pregnancy Testing
- STI Testing

Services

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

General Care

- Pharmacy
- Physical Exams
- Primary Care
- Urgent Care

Boynton also offers a variety of programs and classes including:

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

International Student and Scholar Services

WWW.ISSS.UMN.EDU

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

- Counseling and Advising
 - Personal and Academic Advising
 - Immigration and Visa Regulation Advising
- Weekly Update
- Alumni and Friends
- Newsletters
- Administrative fees related to international scholars, faculty, and students
- Career Services
- Academic Opportunities for University Students
- Announcements
- Tax Return Information
- Graduation

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

Bio-Medical Library

WWW.BIOMED.LIB.UMN.EDU

The Bio-Medical Library, located in Diehl Hall, contains materials in the areas of allied health, medicine, mortuary science, nursing, pharmacy, public health, and the basic life sciences. Rare and historical items are found in Wangenstein Library, and Drug Information Service provides materials in the area of substance abuse. The entire library collection contains more than 420,000 volumes, 4,000 current journal subscriptions, 1,100 full-text electronic

journals, and 1,200 audio-visual and computer programs. Over 15+ health science electronic databases include MEDLINE, CINAHL, and HAPI (Health and Psychological Instruments).

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

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

Disability Services

[HTTP://DS.UMN.EDU/](http://ds.umn.edu/)

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

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

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

- securing documentation of disability conditions
- determining and implementing reasonable accommodations
- referral and consultation for enrolled and prospective students.

The Academic Health Center Liaisons also provide consultation with and training for faculty and staff to ensure access to their programs, facilities and services. All services are confidential and free of charge. For more information or to arrange reasonable accommodations, contact the DS Academic Health Center Liaisons in the McNamara Alumni Center, Suite 180, 612.626.1333 (voice or TTY)

Parking and Transportation

[WWW.UMN.EDU/PTS/](http://www.umn.edu/pts/)

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

Campus Shuttle Busses

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

Metro Transit and the U Pass

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

Parking

Contract parking for students is sold through a lottery system each semester. Locations may vary but include spaces on the East Bank, West Bank, and St Paul campuses. Hourly parking is available in several University public facilities. Parking rates vary depending on proximity to campus and the facility type. Visit the Parking and Transportation website or call 612.626.PARK (7275) for more information.

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

Disability parking is available in many parking facilities and metered areas. Use of these designated spaces requires a state-issued permit or license plate. For additional information, call the State of Minnesota at 651.296.6911 or Disability Services at 612.624.4037.

Event Calendars

Campus Events

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

School of Public Health Events

<http://www.sph.umn.edu/about/news/home.html>

Academic Health Center Events

<http://www.ahc.umn.edu/news/home.html>

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

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

Other University Resources

The Aurora Center

www.umn.edu/aurora

The Aurora Center for Advocacy and Education provides crisis intervention and advocacy services to victim/survivors of sexual and relationship violence, harassment and stalking. The staff and volunteers are also available to provide prevention training and education on a variety of issues.

Bookstore

www.bookstore.umn.edu

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

Center for Teaching and Learning Services

www.umn.edu/ohr/teachlearn/

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

Center for Writing

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

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

Computing Services

www.umn.edu/adcs

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

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

Copies/Fax Machines

www.printing.umn.edu

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

Counseling and Consulting Services

www.uccs.umn.edu

Provides the following services to the University community:

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

Dining

www.umn.edu/dining

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

Expression Connection for Nursing Mothers

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

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

GLBT Programs Officewww.umn.edu/glb

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

Housingwww.umn.edu/housing

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

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

Find the way to any University building.

Online Writing Centerwww.owc.umn.edu

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

Tutors are trained in fields such as composition, speech communication, scientific and technical communication, and rhetoric, and many of them are instructors at the university. Tutors review the writing you submit by offering comments and suggestions for improvement; however, they will comment mainly on the areas students specify.

Policewww.umn.edu/umpolice/

The University of Minnesota Police Department website.

Post Office

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

Rec Centerwww.recsports.umn.edu

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

Security Monitor Programwww.security.umn.edu

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

Student Dispute Resolution Centerwww.tc.umn.edu/~sos/

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

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

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

Student Activities Officewww.sao.umn.edu

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

More than 400 student groups on campus are registered with SAO, including academic societies, cultural centers, sports clubs, political action groups and fraternities and sororities. These organizations provide students with endless involvement opportunities and the chance to interact with others who share a similar interest.

Student Legal Servicewww.umn.edu/usls/

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

Office for University Womenwww.umn.edu/women/programs.html

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

Writing Support Network

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

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

4. REGISTRATION

4.1 Full-Time Status

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

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

4.2 Registration Process

Step One

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

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

Step Two

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

- If instructor consent is necessary for any of your selected course(s), get a permission number from the course instructor or his/her designee before registering. This number permits registration for the course through the second week of the semester; after the second week, it expires. Note that the number is specific to the student it is given to and the course requiring instructor consent. Once a number is used to register, it becomes invalid and cannot be used for another course or by another student.
- You will not be able to register if you have any holds on your University record. Notice of any hold, including the name of the department or office where it may be cleared, is available at <http://onestop.umn.edu>.
- You can find your registration queue date and time on the web at <http://onestop.umn.edu>.
- You will need your x.500 login and password to register. If you have forgotten your password, call 612.626.4276 to have your password reset. You can also call this number if you have problems logging in to register.

Step Three

Register via the web at <http://onestop.umn.edu> or go to the University's One Stop Student Services Center in 200 Fraser Hall on the East Bank Campus to register in person. Students having difficulty with self-registration should contact the registration help-line at 612.624.1111 (M-F 8:00-4:00) or email helpingu@umn.edu. You may also contact your Major Coordinator or the School of Public Health Student Services Center at 612.626.3500. Please note the following when registering:

- Most courses give the option of either an A/F or S/N (pass/fail) grading option. Be sure to select the grade option desired for the course. Note that there may be a limit to the number of credits a student can take S/N (pass/fail); see the major section of this guidebook for more information.
- Some courses have variable credits. Before selecting the number of credits, students should make sure they are in agreement with the instructor as to the number of credits appropriate for the work proposed.

4.3 Registration Changes, Additions, and Cancellations

Change of Grading Option

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

Adding a Course

No approval is required to add a course during the first week of classes. Instructor approval is required during week two. After the second week of classes, instructor and college scholastic committee approval is required.

Course Cancellation and Withdrawal

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

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

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

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

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

5. TUITION, FEES, BILLING, AND FINANCES

5.1 Tuition and Fees

Note: Tuition and fees for Fall Semester 2007 through Summer Session 2008.

Tuition

School of Public Health (MPH students)	Resident	Non-Resident
Per credit	\$ 526.00	\$ 764.00
Graduate School (MS and PhD students)	Resident	Non-Resident
Per credit	\$ 861.00	\$1,468.00
6-14 credits	\$4,866.00	\$8,808.00
Each credit over 14	\$ 861.00	\$1,468.00

Fees

Fee	Students Assessed	Frequency	# of Credits	Amount
SPH Technology Fee	All students	per term	1-5 credits	\$ 90.00
			6 or more credits	\$115.00
University Fee	All students	per term	1-9 credits (per credit)	\$ 50.00
			10 or more credits (flat rate)	\$500.00
University Student Services Fee	All students	per term	6 or more credits	\$324.10
Hospitalization Insurance	\$1,008 per semester			

5.2 Billing

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

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

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

5.3 Financial Aid and Scholarships

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

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

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

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

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

5.4 Graduate Assistantships

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

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

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

The tuition benefits are particularly attractive to students. Graduate assistants who work at least 25% time from the beginning to the end of the official semester appointment dates are eligible to receive tuition benefits (tuition remission and resident rates) during that semester. The tuition remission does not cover fees. The maximum tuition benefit is defined by the Graduate School tuition plateau. For 2007-08, the tuition plateau cap is \$4,866 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

6. UNIVERSITY GUIDELINES AND POLICIES

6.1 Student Responsibility and Conduct

MISSION STATEMENT

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

SPH students are expected to...

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

DEFINING ADVISING

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

Administrative Advising: advising on course planning and scheduling, policies, procedures and benchmarks of the degree program/major, SPH, and the University.

Academic Advising: general guidance on topics related to program/major including, but not limited to program focus (may include identifying appropriate course work options), project selection and career planning.

Field Experience/Internship/Practicum Advising: specific and targeted advising for field experience/internship/practicum development, placement and completion.

Masters Project/Thesis/Plan A&B/Dissertation Advising: specific and targeted direction on a master's project or a PhD dissertation including, but not limited to development, completion and in some cases publication.

6.2 Academic Advisor Responsibility

Faculty advisors are expected to...

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

6.3 University of Minnesota Board of Regents' Policies

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

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

Student Conduct..... http://www1.umn.edu/regents/policies/academic/Student_Conduct_Code.pdf

Conflict Resolution Process for Student Academic Complaints
.....http://www1.umn.edu/regents/policies/academic/Conflict_Res_Process_Students.pdf

Sexual Harassment..... <http://www1.umn.edu/regents/policies/humanresources/SexHarassment.pdf>

6.4 Satisfactory Progress

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

Each major within the School of Public Health must provide written notification by the middle of each term to students whose cumulative GPA is less than 3.0 at the end of the preceding semester term (excluding incompletes) that they are on probation and that they must maintain a minimum term GPA of 3.0 for each subsequent term. Students must achieve letter grades (incompletes are unacceptable while on probationary status). This written notice must inform the student that the GPA must be raised to a minimum of 3.0 to be removed from probationary status and to be awarded a degree.

Students on probationary status who do not receive at least a 3.0 GPA for each subsequent term will be dismissed from the program. A major may adopt a more extensive or stringent policy related to probation or dismissal for academic deficiencies. 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.

Students who have been dismissed and are interested in reapplication to the School are allowed to do so 12 months after the original admission term and year. The dismissal becomes part of the reapplication and is considered in any admission decision. Note that any courses taken for graduate credit during this 12-month period cannot be transferred in to a program should the student be readmitted.

For more information, please contact your Major Coordinator.

6.5 University Senate Uniform Grading & Transcript Policy

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

General Provisions

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

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

Permanent Grades for Academic Work

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

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

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

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

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

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

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

credits attempted with grades of A-F (including pluses and minuses). Both the periodic and cumulative grade point average will appear on each student's record.

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

Other Transcript symbols

Incomplete [I]

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

The I shall be assigned at the discretion of the instructor when, due to extraordinary circumstances, the student was prevented from completing the work of the course on time. The assignment of an I requires a written agreement between the instructor and student specifying the time and manner in which the student will complete the course requirements. In no event may any such written agreement allow a period of longer than one year to complete the course requirements.

For graduate and professional students, an I is to remain on the transcript until changed by the instructor or department.

When an I is changed to another symbol, the I is removed from the record.

A student does not need to be registered at the University in order to complete the work necessary to convert an I to a grade with credit in the time and manner previously agreed upon between the student and the instructor. The instructor is expected to turn in the new grade within four weeks of the date the work was submitted by the student.

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

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

Transfer [T]

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

Withdrawal [W]

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

There shall be a symbol W, **withdrawal**, entered upon a student's record when the student officially withdraws from a course in accordance with procedures established by the student's college or campus*. The W will be entered on the transcript irrespective of the student's academic standing in that course if the student withdraws from the course during the third through eighth week of class (second or third weeks of summer sessions). Withdrawal in the ninth or later week of classes (fourth or later in summer sessions) shall require approval of the college and may not be granted solely because a student is failing the course; there must extenuating non-academic circumstances justifying late withdrawal.

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

Continuation [X]

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

In Progress [K]

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

Other Provisions

Bracketing (repeating) Courses

A student may repeat a course once. When a student repeats a course, (a) both grades for the course shall appear on the official transcript, (b) the course credits may not be counted more than once toward degree and program

requirements, and (c) only the last enrollment for the course shall count in the student's grade point average. All such courses falling under this provision must be approved by the college*.

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

Course Prerequisites

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

Grade Submission

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

6.6 Scholastic Dishonesty and Plagiarism

The Regents' policy on student conduct and scholastic dishonesty can be found at http://www1.umn.edu/regents/policies/academic/Student_Conduct_Code.html

Plagiarism is an important element of this policy. It is defined as the presentation of another's writing or ideas as your own. Serious, intentional plagiarism will result in an "F" or "N" grade for an entire course and will be reported to the Office for Student Conduct and Academic Integrity: <http://www1.umn.edu/oscai/>. For more information on this policy and for a helpful discussion of preventing plagiarism, please consult University policies and procedures regarding academic integrity: <http://writing.umn.edu/tww/plagiarism/>.

Students are urged to be careful that they properly attribute and cite others' work in their own writing. For guidelines for correctly citing sources, go to <http://tutorial.lib.umn.edu/>.

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

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

6.7 Health Insurance

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

Cost of Coverage

Student Only	\$1,008.00
Spouse Only	\$1,386.00
Single Child	\$1,163.00
Two or More Children	\$1,446.00

Eligibility

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

Waiver

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

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

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

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

Coverage benefits

See <http://www.bhs.umn.edu/insurance/ahc/> for details.

6.8 Privacy

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

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

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

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

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

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

In addition:

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

HIPAA (Health Insurance Portability and Accountability Act)

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

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

All SPH students are required to complete two courses:

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

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

6.9 Immunizations

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

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

6.10 Criminal Background Checks

Students should be aware that certain facilities are required by Minnesota law to submit paperwork for a criminal background check for all personnel with direct, unsupervised client contact. Students placed in such facilities may be asked by the institution to submit paperwork, or the institution may require that they have this check facilitated by the School of Public Health or Division. The School is prepared to assist students with this process. Facilities that are covered by this law are hospitals, boarding care homes, outpatient surgical centers, nursing homes, home care agencies, residential care homes, and board/lodging establishments providing health supervision services. Client contact must be direct and unsupervised (outside the hearing or vision of a supervisor at the facility). In the unlikely event that this situation arises, students should call the School of Public Health Student Services Center at 612.626.3500 or go to D305 Mayo for assistance.

6.11 Use of Human Subjects in Research

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

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

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

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

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

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

Research Subjects Protection Program

MMC 820
D528 Mayo Memorial Bldg
420 Delaware Street SE
Minneapolis, MN 55455-0392

6.12 International Student Requirements

Note: International student requirements may change over time. For up-to-date information go to www.issss.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.issss.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.issss.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.issss.umn.edu/INSGen/address.html.

7. GROUPS, ASSOCIATIONS, AND SOCIETIES

7.1 Student Groups

School of Public Health Student Senate <http://www.sph.umn.edu/current/studentssenate/home.html>

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.

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

See *section 2.3* in this guidebook.

Minnesota International Student Association www.tc.umn.edu/~misa/

The Minnesota International Student Association (MISA) is a non-profit organization that aims at working in the interest of international students at the University of Minnesota. MISA represents the international community of the University of Minnesota Campus. There are about 3000 international students on this campus, whose length of stay varies from 3 months to several years. MISA plays a vibrant role in students' social lives, by being the forum for international students on the U of M campus and by organizing events throughout the year.

Other Groups www.sao.umn.edu/StudentOrgs/

More than 400 student groups on campus are registered with the Universities Student Activities Office (SAO), including academic societies, cultural centers, sports clubs, political action groups and fraternities and sororities. These organizations provide students with endless involvement opportunities and the chance to interact with others who share a similar interest.

7.2 Public Health Related Associations and Agencies

Minnesota Public Health Association (MPHA) <http://www.mpha.net/index.html>

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 Healthwww.crosshealth.com

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

Centers for Disease Control and Preventionwww.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 Healthwww.nih.gov

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

7.3 Alumni Societies

School of Public Health Alumni Society<http://www.sph.umn.edu/alumni/home.html>

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

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

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

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

8. DIVISION OF ENVIRONMENTAL HEALTH SCIENCES (ENHS)

8.1 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.

8.2 Division Course List

6100 Topics: Environmental Health

(1-4 cr; prereq EH major or #)

New course offerings or topics of interest in environmental health.

Sec. 001 Air Contaminant Measurements (2 cr) Ramachandran Fall Wed 2:30pm-6:30pm first seven weeks

Sec. 002 Exposure Sciences (2 cr) Adgate Fall Wed 2:30pm-6:30pm last seven weeks

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 seven 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

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 2007-08

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 seven 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.

Not offered 2007-08

6130 Occupational Medicine: Principles and Practice

(3 cr; prereq Grad stu or EH major) Greaves

Pathogenesis of diseases caused by occupational hazards, evaluating work-related illnesses, overall regulatory framework governing occupational health and safety.

Spring, 5:00pm-8:00pm Wed

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

6133 Global Health Seminar

(1 cr) Alexander

This seminar course will explore various aspects of global health from a public health perspective.

Spring, 3:35pm-5:30pm Thu

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.

Spring, 6:00pm-8:00pm Mon

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, 8:00am-11:00am Mon

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.

Not offered 2007-08

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.

Spring, 4:40pm-7:40pm Mon

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.

Not offered 2007-08

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 will consider the generation, control, and disposal of hazardous materials and wastes.

Not offered 2007-08

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.

Fall, 9:05am-12:05pm 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 #) Simcik

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) 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) Peterson

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 2007-08

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

8.3 New Students 2007-2008

Name	Degree	Specialty	Advisor
Auto, Heather	MPH	Tox	Peterson
Boyer, Timothy	PhD	Inf Dis	Singer
Burgess, Gregory	MPH	Inf Dis	Toscano
Culbert, Stacy	MS	IH	Brosseau
Dayman, Caitlyn	MPH	Inf Dis	Hedberg
Dunlap, Sara	MPH	Global	Greaves
Everstine, Karen	PhD	Inf Dis	Singer
Gannon, Patricia	MPH	OHN	Nachreiner
Hammrich, Alyssa	MS	Inf Dis	Hedberg
Hexum, Melinda	MS	Tox	Peterson
Hilgeman, Emily	MPH	Gen	Maldonado
Hoepner, Cindy	MPH	Epi	Alexander
Ingraham, Jessica	MPH	IH	Raynor
Keating-Klika, Lorraine	MS	Env Chem	Simcik
Klumb, Carrie	MPH	Epi	Alexander
Lamont, Genelle	PhD	Policy	McGovern
Lanners Jeffrey	MS	Env Chem	Simcik
Liverseed, David	MPH	Policy	Adgate
McCammon, Matthew	MPH	Gen	Raynor
McCauley, Jeannette	MS	Tox	Wattenberg
McNamara, David	MPH	Inf Dis	Alexander
Muma, Matthew	MPH	Gen	Greaves
Nelson, Jacob	MPH	Inf Dis	Toscano
Oehlke, Kristin	PhD	Tox	Toscano
Ogato, David	MPH	OHN	Nachreiner
Otten, Ryan	MPH	Occ Med	Greaves
Petran, Ruth	PhD	Food Safety	Hedberg
Rayo Canessa, Paula	MPH	Food Safety	Hedberg
Ringstad, Emily	MPH	Global	Adgate
Schofield, Katherine	PhD	Epi	Alexander
Suppes, Laura	MPH	Global	Ramachandran
Tobias, Elizabeth	MPH	IH	Brosseau
Urban, Anna	PhD	Gen	Peterson
Walton, Jocelyn	MPH	Global	Greaves
Weaver, Sean	MPH	Inf Dis	Maldonado
Weis, Julia	MPH	Occ Med	Greaves
Wenke, John	MPH	IH	Raynor

Students that started Spring Semester 2007 or Summer Session 2007:

Name	Degree	Specialty	Advisor
Anderson, Paul	MPH	Occ Med	Greaves
Korpela, Maren	MS	IH	Brosseau
Lee, Petrona	PhD	Gen	Toscano
Ngwa, Francis	MPH	Occ Med	Greaves
Oancea, Sanda	PhD	Epi	Church
Ortiz, Yvonne	MPH	Global	Toscano
Petkova, Elisaveta	MPH	Gen	Toscano
Wang, Wei	MPH	Gen	Alexander

8.4 Division Faculty and Staff List

Faculty

Name	Title	E-Mail	Phone	Office
John Adgate, PhD, MSPH Environmental Health Policy	Associate Professor	jadgate@umn.edu	624-2601	1214 Mayo
Bruce Alexander, PhD Env. and Occupational Epidemiology	Associate Professor	balex@umn.edu	625-7934	1239 Mayo
Paul Allwood, PhD, MPH	Assistant Professor	allw001@umn.edu	625-5422	W-158 Boynton HS
Lisa Brosseau, ScD, MS Industrial Hygiene	Associate Professor	brosseau@umn.edu	624-3143	1108 Mayo
Timothy Church, PhD, MS Env. and Occupational Epidemiology	Professor	churc001@umn.edu	626-1494	1162 Mayo
Susan Gerberich, PhD, MS Env. and Occupational Epidemiology	Professor	gerbe001@umn.edu	625-5934	1156 Mayo
Ian Greaves, MD Env. Health Policy/Occ. Medicine	Associate Professor	greav001@umn.edu	624-6196	1240 Mayo
Craig Hedberg, PhD, MS Env. & Infectious Diseases/Env. & Occ. Epi	Associate Professor	hedbe005@umn.edu	626-4757	1242 Mayo
George Maldonado, PhD, MS Env. and Occupational Epidemiology	Associate Professor	gmphd@umn.edu	626-2104	1114 Mayo
Jeff Mandel, PhD	Associate Professor	mand0125@umn.edu	626-9308	1260-4 Mayo
Patricia McGovern, PhD, MPH, RN Env. Health Policy/Occ. Health Nursing	Professor	pmcg@umn.edu	625-7429	1112 Mayo
Nancy Nachreiner, PhD, MPH, RN, COHN-S Occupational Health Nursing	Assistant Professor	nachr001@umn.edu	625-2487	1234 Mayo
Deb Olson, MPH, RN Occupational Health Nursing	Assoc. Dean/ Instructor	olson002@umn.edu	625-0476	1228 Mayo
Lisa Peterson, PhD Environmental Toxicology	Professor	peter431@umn.edu	626-0164	760D Cancer Center
Gurumurthy Ramachandran, PhD, MS Industrial Hygiene	Professor	ramac002@umn.edu	626-5428	1205 Mayo
Peter Raynor, PhD, MS Industrial Hygiene	Assistant Professor	praynor@umn.edu	625-7135	1230 Mayo
Matthew Simcik, PhD, MS Environmental Chemistry	Associate Professor/ Major Chair	simci001@umn.edu	626-6269	1210 Mayo
Randy Singer, PhD, DVM Env. & Infectious Diseases	Assistant Professor	sing024@umn.edu	625-6271	300 A Vet Sci
Deborah Swackhamer, PhD, MS Environmental Chemistry	Professor	dswack@umn.edu	626-0435	1115 Mayo
William Toscano, PhD Environmental Toxicology	Professor/ Division Head	tosca001@umn.edu	624-2967	1260-6 Mayo
Elizabeth Wattenberg, PhD Environmental Toxicology	Associate Professor/DGS	watte004@umn.edu	626-0184	1110 Mayo

Staff

Name	Title	E-mail	Phone	Office
Karen Brademeyer	Office Supervisor	kbrad@umn.edu	626-0900	1260 Mayo
Bridget Brennan	Sr. Accountant	brenn006@umn.edu	624-6993	1245 Mayo
Jim Fisher	Coordinator	fish061@umn.edu	626-0403	1260-4 Mayo
Debb Grove	Fiscal Officer	Grove020@umn.edu	626-4803	1260-5 Mayo
Kathy Soupir	Major Coordinator	soupi001@umn.edu	625-0622	1215 Mayo
David Stromberg	Info Tech Specialist	dstrom@umn.edu	626-4825	1151 Mayo

8.5 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.

9. ENVIRONMENTAL HEALTH DEGREE PROGRAMS

9.1 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 9.4* 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 – 2 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. Courses taken before the awarding of a baccalaureate degree cannot be applied toward a MPH degree.

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 6.5* 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 9.6*.

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 9.7*.

Comprehensive Examination

MPH students must complete an oral examination as specified by the major; see *section 9.10*.

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

Students must complete credit requirements as specified by the individual major with a minimum of 42 credits. A student may seek transfer of up to 40% of the total number of credits required to complete the MPH degree. Courses approved for transfer into the program must be graduate or professional degree level courses taken at an accredited institution within the last five years. Courses older than 5 years may be allowed for individuals with prior earned advanced degrees who have been actively working in their field of study as demonstrated by their current resume. Course credits may be used to satisfy public health core or other program requirements as jointly approved by the appropriate Major Chair and/or Educational Policy Committee and Associate Dean for Academic Affairs.

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. Courses taken before the awarding of a baccalaureate degree cannot be transferred. 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.

Students admitted to the Public Health Certificate in Core Concepts program are considered officially enrolled in the School of Public Health (SPH). While successful completion of the Certificate program does not entitle recipients to future admission to SPH degree programs, recipients are free to apply to degree programs upon completion of the Certificate. Should they be admitted to an MPH major, the 15 credits qualifying for the Certificate will be accepted as fulfilling the public health core requirements, and do not count as transfer credits.

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 <http://www.sph.umn.edu/img/assets/9103/application%20for%20degree.pdf>. We strongly encourage students to submit the form in their first semester of matriculation.

9.2 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 9.4* 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 9.7*. 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 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.

9.3 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/.

Registration Requirements

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.

9.4 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.

Course	Title	Offered	Credits
PubH 7194	Master's Project [S-N grade basis only]①	Any term	3-5
PubH 6103	Exposure to Environmental Hazards	Fall	2
PubH 6104	Environmental Health Effects: Introduction to Toxicology	Fall	2
PubH 6105	Environmental and Occupational Health Policy	Spring	2
<i>One of the following courses in Epidemiology</i>			
PubH 6320 or PubH 6341	Fundamentals of Epidemiology Epidemiologic Methods I	Fall/Spring/Summer Fall	3 3
<i>One of the following courses in Biostatistics</i>			
PubH 6414 or PubH 6415 or PubH 6450 or PubH 6451	Biostatistical Methods I Biostatistical Methods II Biostatistics I Biostatistics II	Fall/Spring/Summer Spring Fall/Spring Spring	3 3 4 4
<i>One of the following courses in Ethics ②</i>			
PubH 6741 or PubH 6742	Ethics in Public Health: Professional Practice & Policy Ethics in Public Health: Research and Policy	Fall/Spring/Summer Fall/Spring/Summer	1 1

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.

Course	Title	Offered	Credits
PubH 6020	Fundamentals of Social and Behavioral Science	Any term	3
PubH 7196	Field Experience [S-N grade basis only]	Any term	3-5
PubH 6751 or PubH 6752	Principles of Management in Health Services Organizations Public Health Management	Fall/Spring Fall/Summer	2 3

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
- Env and Occ Epidemiology
- Environmental Health Policy
- Environmental Infectious Diseases
- Exposure Sciences
- Environmental Toxicology
- Food Safety
- General Environmental Health
- Global Environmental Health
- Industrial Hygiene
- Occupational Health Nursing
- Occupational Medicine

9.5 Course Schedule Planning Calendar 2007-2008

Fall Semester 2007

Time	Monday	Tuesday	Wednesday	Thursday	Friday
08:00-08:50	6170				
09:05-09:55			6132		
10:10-11:00		6414+ † TuTh 9:45-11:00		6414+ † TuTh 9:45-11:00	
11:15-12:05	6420	6020 † TuTh 11:15-12:30		6020 † TuTh 11:15-12:30	
12:20-01:10	6741 † 6742 †		8140		8120
01:25-02:15		6450+ † TuTh	6190 TuTh 1:25-2:40	6450+ † TuTh	6190 TuTh 1:25-2:40
02:30-03:20			6751 † WF 2nd half semester		6751 † WF 2nd half semester
03:35-04:25		6341 † sec. 001 TuTh 3:35-4:50	6341 † sec. 002 TuTh 4:15-5:30	6341 † sec. 001 TuTh 3:35-4:50	6341 † sec. 002 TuTh 4:15-5:30
04:40-05:30			6100 sec 001 1 st half semester 6114	6320 † Lab ()	8141
05:45-06:35		6103 † TuTh 1st half semester	6112	6103* † TuTh 1st half semester	8160
06:50-07:40		6104 † TuTh 2nd half semester		6104 † TuTh 2nd half semester	
07:55-08:45			6131 6:00-8:30		

Spring Semester 2008

Time	Monday	Tuesday	Wednesday	Thursday	Friday
08:00-08:50					
09:05-09:55		6320 † Lecture	6120	6320 † Lab	
10:10-11:00	6450 † MW				6140
11:15-12:05	6451 † MW		6180 10:10-11:40	6180 10:10-11:40	
12:20-01:10	6415 † MW	6150			
01:25-02:15			8142		8120
02:30-03:20		6191 TuTh 1:25-2:40			6191 TuTh 1:25-2:40
03:35-04:25		6331 † sec. 001 MW	6741 † 6742 †		8141
04:40-05:30	6160 MW 3:35-4:50	6181	6342 TuTh 3:35-5:00	6160 MW 3:35-4:50	
05:45-06:35	6173		6414 † TuTh 4:40-5:55	6175	
06:50-07:40		6161 6:00-8:00	6130 5-8	6133	6752 †
07:55-08:45		6105 † 6:00-7:55		6136 1 st half semester	

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.

9.6 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 6.10* 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.

9.7 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: _____

9.8 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.

9.9 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 6.11* for IRB procedures and further information.

9.10 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.

9.11 Graduate Follow-up Survey

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

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

9.12 Environmental Health MPH Competency Statement

The EHS MPH major is central to understanding the interplay of biological, chemical, physical and behavioral environmental factors on human health or ecological balances. In addition to obtaining a broad background in core courses EnHS students select a focus area based on their academic goals. EnHS graduate educational programs are organized into three core areas that reflect the inter- and multi-disciplinary scientific fields of environmental health as an essential component of the wider field of public health. Focus areas in Health Effects, Environmental Exposures, and Environmental Health Policy emphasize training in the assessment, management, and communication of environmental health hazards with a focus on preventing the occurrence of spread of disease. The core competencies promulgated by ASTHO and APHA <http://www.astho.org/pubs/CoreCompetenciesforLocalEH.pdf> were considered in the development of our curriculum.

9.13 Environmental Health MS and PhD Competency Statement

MS and PhD degrees are academic degree programs, which focus on the science of environmental health. Upon graduation, a student with an MS should understand the interplay of biological, chemical, physical and behavioral environmental factors on human health and ecological balances, and be able to interpret published data. Students with a PhD should be able to integrate biological, chemical, physical and behavioral environmental factors on human health and ecological balances, independently develop original hypotheses and design research studies to test hypotheses, publish original research, prepare a grant application, and evaluate the impact of environmental health studies. In addition to obtaining a broad background through core courses, EnHS students select a focus area based on their academic goals. EnHS graduate educational programs are organized into three core areas that reflect the trans- and multi-disciplinary scientific fields of environmental health as an essential component of the wider field of public health. MS and PhD students are expected to develop academic research skills in their respective focus area. Focus areas in Environmental Health Effects (toxicology, epidemiology), Environmental Exposure Science (chemistry, microbiology, industrial hygiene, injury prevention), and Environmental Health Policy (risk assessment, management, communication, policy formation) emphasize training in the biological mechanisms, assessment, management, and communication of environmental health hazards with a focus on preventing the occurrence or spread of disease.