

Environmental Health Sciences

MPH, MS and PhD Degree Programs

Division of Environmental Health Sciences

2009-2010 Student Guidebook



Welcome to the University of Minnesota School of Public Health And the Division of Environmental Health Sciences

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 and procedures can be found by clicking on the “Current Students” link at <http://www.sph.umn.edu/current/policies/home.html>

Division of Environmental Health Sciences

Administrative Contacts:

Division Head – William Toscano, PhD	612-624.2967	tosca001@umn.edu
Director of Graduate Studies – Elizabeth Wattenberg, PhD	612 626.0184	watte004@umn.edu
Major Chair – Matt Simcik, PhD	612.626.6269	msimcik@umn.edu
Graduate Student Coordinator – Khosi Nkosi	612 625.0622	enhsss@umn.edu (or nkosi001@umn.edu)

Our Mission

The primary mission of the Division of Environmental Health Sciences is to provide excellence in the education of environmental and occupational health professionals, in the conduct of research, and in the service to the people and the State of Minnesota. These aims are achieved through

Education: Masters' and doctoral education programs

Research: Research and scholarly activities

Service: Professional practice and service

Outreach: Continuing education, and outreach programs that include collaborative efforts with faculty in colleges throughout the university, and through collaboration with health care organizations, industry and government agencies.

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

This publication can be made available in alternative formats for people with disabilities. Direct requests to the Student Services Center, School of Public Health, MMC 819 Mayo, 420 Delaware St SE, Minneapolis, MN 55455; 612.626-3500 or 800.774.8636.

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University of Minnesota Calendar 2009-2010

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

Fall Semester 2009

September	2	SPH and EnHS New Student Orientation
	3-4	SPH New Student Academic Warm-up
September	7	Labor Day holiday – University closed
	8	Classes begin
November	11	Registration for Spring Semester 2010 begins
	26-27	Thanksgiving holiday – University closed
December	16	Last day of instruction
	17-19, 21-23	Final examinations
	23	End of Fall semester

Spring Semester 2010

January	18	Martin Luther King holiday – University closed
	19	Classes begin
March	15-19	Spring break – no classes
May	7	Last day of instruction
	10-15	Final examinations
	15	End of Spring semester

May Session 2010

May	31	Memorial Day holiday – University closed
	24	3-week session classes begin
June	11	Last day of instruction for 3-week May session

Summer Session 2010

June	14	8 and 10-week session classes begin
July	5	Independence Day holiday – University closed
August	6	Last day of instruction for 8-week session
	20	Last day of instruction for 10-week session

1. THE SCHOOL OF PUBLIC HEALTH

1.1 About the School

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

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

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

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

Notable accomplishments:

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

Academic Health Center (AHC)

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

1.2 School of Public Health Student Services Office

Office Hours

Monday – Friday, 7:45 AM - 4:30 PM

Location

Mayo Memorial Building, Room D305

Telephone

612.626.3500 or 800.774.8636

Fax

612.624.4498

E-Mail

sph-ssc@umn.edu

Mailing Address

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

Student Services Center (SSC)

The Student Services Center is a school-wide office that assists students with all phases of their academic journey. The SSC staff works closely with the major coordinators to create a set of school-wide and major-specific services that we hope meets your needs for high-tech and high-touch delivery. You will be interacting with us directly or indirectly throughout your education here.

We coordinate many functions including:

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

1.21 Career Services

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

Career Services Website

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

- § Our online job posting system listing internships, graduate assistantships and fellowships, and career opportunities.
- § A searchable *Alumni Networking Directory*, to help you connect with SPH alumnae all over the world.
- § Links to numerous public health organizations that will help you become familiar with professional membership and career opportunities in public health.
- § General career-related links and tip sheets on a variety of job-search related topics.

Career Resource Center

The Career Resource Center (located in Mayo D-305) is filled with information to help you in your job search efforts. You will find handouts, books, DVDs, and other resources to provide guidance on networking, resume writing, interviewing and negotiating, job and internship opportunities.

Our Staff

Barbara Laporte, Director of Career Services for the School of Public Health, has a Master's degree in Human Development and has been with the SPH since 2003. Mary Dwyer, Career Counselor, has a Master's degree in Human Resource Development with an emphasis in Career Development and joined the staff in 2009, primarily to serve Health Policy and Management students and alumni. Both Barbara and Mary have significant experience serving the career needs of diverse populations in academia, non-profits, and the private sector.

Kristina Pearson, Career Services assistant, earned her B.A. in Journalism and Mass Communication from the University of Minnesota. She is available to help you schedule appointments, sign out materials, and use technical resources.

Individual Appointments

You may schedule individual appointments with Barb or Mary to discuss any career-related issues, from creating a top-notch resume to ideas for field experiences to interviewing to negotiating job offers. To schedule an appointment, please email Barb at blaporte@umn.edu, or Mary at dwyer012@umn.edu; or Kristina at pearson@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 attend the Etiquette Dinner, participate in the Mentor Program, and attend the Field Experience Fair. Other activities will be announced via e-mail, and may include employer visits, alumnae panel discussions, and campus-wide career fairs.

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

Recruitment Services

The Recruitment Services Office seeks to make the School of Public Health a welcoming place to all prospective students and is the center for recruitment activities at the School of Public Health. Recruitment staff meets with prospective students to learn about their interests and goals, and discusses the School of Public Health's learning

opportunities. Recruitment Services also coordinates preview days, information sessions, and other special events, as well as attends career fairs and recruitment venues to meet with prospective students.

Student Services Staff

Barbara Laporte

Director of Career Services
612.626.5443
blaporte@umn.edu

Carol Francis

Assistant Director of Student and Academic Service
612.624.6952
franc004@umn.edu

Guy Piotrowski

Coordinator for Applications and Admissions
612.624.1991
piotr005@umn.edu

Kristina Pearson

Exec Oper/Student Services Specialist, Career Services
612.626.8908
pearson@umn.edu

Lori Herzog

Assistant to the Director of Recruitment Services
612.624.2494
herzo086@umn.edu

Mary Dwyer

Career Consultant
612.626.4448
dwyer012@umn.edu

Mary Ellen Nerney

Sr. Director of Education Operations
612.626.5005
nerne002@umn.edu

Melvin Monette

Director of Student Recruitment
612.624.0601
monet008@umn.edu

Micaela Kucinski

Principal Office and Administrative Specialist
612.624.7660
kuci0005@umn.edu

1.3 Mentor Program

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

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

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

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

1.4 SPH Student SPHere

Make use of the SPH Student SPHere (Commons) to relax or study with your student colleagues. All students actively registered in an SPH degree program have access to the SPH Student SPHere (Mayo A150) via their U-Card. 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, and wireless internet.
- § Study room with tables, chairs, computers (with internet connectivity, Microsoft Office, SAS and STATA software) and a printer.

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

- § Keep all areas of the SPHere clean in consideration of others.
- § Please protect the security of access. Do not let anyone enter behind you that you do not know to be a SPH student. Never prop the door open for any reason. The student commons is for SPH students only.

- § If you are aware of a breach of security or if you see something in the commons that needs repair, please report it to the SSC (D305 Mayo) as soon as possible.
- § Avoid being alone in the commons during the evening or early morning.
- § If you believe, you are in danger or see improper activity in progress, call 9-1-1.

1.5 Complaints and Grievances

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

- § provide comments on the annual student survey (in May)
- § meet with your advisor and/or major coordinator
- § raise the issue with your major chair or director of graduate studies, either individually or in a meeting set up for this kind of feedback

The SPH takes all student input seriously and we welcome your input in any of these ways. If the matter is not handled satisfactorily by any of these methods, or if the issue is particularly widespread or serious, please make an appointment with Mary Ellen Nerney, Sr. Director of Education Operations, at nerne002@umn.edu.

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

1.6 Field Experience Requirement and Contract

All students completing a required field experience (**PubH 7196**) must complete a contract prior to beginning the experience. The online contract form provides streamlined, comprehensive information for you, your preceptors, and your faculty advisor. Please refer to the current student Web site for this and other resources related to the field experience. <http://www.sph.umn.edu/current/fe/student/home.html>.

1.7 Community Engagement Contract

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

To access liability insurance students must register for PubH 0020 for each semester in which they are volunteering. To register for PUBH 0020 students must contact Mary Ellen Nerney, Sr. Director of Education Operations, for a permission number. Students are required to provide information about the experience by completing the Community Engagement Contract available at <http://www.ahc.umn.edu/sphcommunity>. The contract is complete once the student's advisor and the Senior Director of Education Operations have approved it.

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

Name of the organization, Address, Organization phone number, Supervisor within the organization

Description of the activity, Description of how this activity relates to their development as a public health professional
Semester and date of experience

Electronic signature of academic advisor

1.8 Online Courses

WebCT is the course management software used by the University of Minnesota that enables instructors to create and manage Web-based learning materials and activities. Students use WebCT to access these materials and participate in learning activities via the Web

Once you register for classes, you will be given access to an orientation specific to School of Public Health online courses. A general WebCT tutorial is also available. Neither of these orientations is mandatory but may prove helpful to those with little or no experience with online courses.

SPH Internet Courses and In person 2009-2010: <http://www.sph.umn.edu/education/phm/core.html>

1.9 Course Evaluations and Annual Student Survey

Course Evaluations

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

1.10 Your Advising Team

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

DEFINING ADVISING

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

1. **Administrative Advising:** advising on course planning and scheduling, policies, procedures and benchmarks of the degree program/major, SPH, and the University. Your program coordinator is your first point of contact for these questions
2. **Academic Advising:** general guidance on topics related to program/major including, but not limited to program focus (may include identifying appropriate course work options), project selection and career planning. Students find their faculty advisors, coordinators and career services staff helpful in answering these questions.
3. **Field Experience/Internship/Practicum Advising:** specific and targeted advising for field experience/internship/practicum development, placement and completion. Your faculty advisor can assist you as you select the type of field experience that would best match your goals. Career Services staff can help you to learn how to network with other students and alums to explore possible field experiences sites.
4. **Masters Project/Thesis/Plan A&B/Dissertation Advising:** specific and targeted direction on a master's project or a PhD dissertation including, but not limited to development, completion and in some cases publication. Your faculty advisor will assist you in developing a direction for your project or dissertation.

ADVISING EXPECTATIONS FOR STUDENTS

SPH students are expected to...

- Regularly read and respond to University email (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.

2. THE UNIVERSITY OF MINNESOTA

Mission

The University of Minnesota, founded in the belief that all people are enriched by understanding, is dedicated to the advancement of learning and the search for truth; to the sharing of this knowledge through education for a diverse community; and to the application of this knowledge to benefit the people of the state, the nation, and the world. The University's mission carried out on multiple campuses and throughout the state, is threefold:

1. **Research and Discovery**

Generate and preserve knowledge, understanding, and creativity by conducting high-quality research, scholarship, and artistic activity that benefit students, scholars, and communities across the state, the nation, and the world.

2. **Teaching and Learning**

Share that knowledge, understanding, and creativity by providing a broad range of educational programs in a strong and diverse community of learners and teachers, and prepare graduate, professional, and undergraduate students, as well as non-degree-seeking students interested in continuing education and lifelong learning, for active roles in a multiracial and multicultural world.

3. **Outreach and Public Service**

Extend, apply, and exchange knowledge between the University and society by applying scholarly expertise to community problems, by helping organizations and individuals respond to their changing environments, and by making the knowledge and resources created and preserved at the University accessible to the citizens of the state, the nation, and the world.

In all of its activities, the University strives to sustain an open exchange of ideas in an environment that embodies the values of academic freedom, responsibility, integrity, and cooperation; that provides an atmosphere of mutual respect, free from racism, sexism, and other forms of prejudice and intolerance; that assists individuals, institutions, and communities in responding to a continuously changing world; that is conscious of and responsive to the needs of the many communities it is committed to serving; that creates and supports partnerships within the University, with other educational systems and institutions, and with communities to achieve common goals; and that inspires, sets high expectations for, and empowers individuals within its community.

Twin Cities Campus

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

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

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

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

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

2.1 U of M Online Services (for your convenience)

One Stop

onestop.umn.edu

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

E-mail Accounts

www.umn.edu/initiate

Each student attending the University of Minnesota must set-up a student internet/e-mail account by going to www.umn.edu/initiate or by calling the Technology Help Line at 612.301.4357 (1-HELP).

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

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

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

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

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

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

Service includes full access to these features:

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

myU Portal

myu.umn.edu

The myU web portal permits you to:

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

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

Portfolio

portfolio.umn.edu

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.

2.2 University Libraries

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. In addition the library provides numerous resources and services such as library instructional classes, research workshops, reference consultations, library mediated searches, and citation clarification. The Mathematics library (math.lib.umn.edu/index.phtml), located in Vincent Hall, contains materials in the area of mathematics and statistics.

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

Lisa McGuire, a reference librarian which a focus on public health, has designed a great online tutorial to help you become familiar with the available resources. Go to <http://blog.lib.umn.edu/lmcquire/publichealthliaison>

U Card

www.umn.edu/ucard

The U Card identifies you as a student on the Twin Cities campus. Your first U Card is free and can be obtained at the U Card Office. Bring your driver's license, state ID, or passport and be prepared to have your picture taken.

U Card Main Office

G22 Coffman Memorial Union
300 Washington Avenue SE
Phone 612.626.9900
Weekdays: 8:30 to 4:00pm

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

Services

- Contraceptive Services
- Immunization Services
- Massage Therapy Services
- Nutrition Services
- § Pediatric Services Immunizations
- § Nursing Mothers Room

Testing Services

- § HIV Testing and Counseling
- § Pregnancy Testing
- § STI Testing

General Care

- § Pharmacy
- § Physical Exams
- § Primary Care
- § Urgent Care
<http://www.bhs.umn.edu/services/urgentcare.htm>
- § Minute Clinic
www.umn.edu/ohr/eb/uplan/minutedclinic.htm

Boynton also offers a variety of programs and classes including:

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

Mental Health Resources

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

- § Boynton Health Service Mental Health Clinic www.bhs.umn.edu/services/mentalhealth.htm
- § International Student and Scholar Services counseling www.iss.umn.edu/services/advising/personal.html

Your advisor or major coordinator can also help lead you to appropriate resources.

2.3 International Student and Scholar Services**International Student and Scholar Services**

www.iss.umn.edu

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

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.

Services include:

- § Counseling and Advising
 - ø Personal and Academic Advising
 - ø 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

2.4 Disability Services**Disability Services**

ds.umn.edu/

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

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

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

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

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

2.5 Parking and Transportation

Parking and Transportation

www.umn.edu/pts/

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

Campus Shuttle Busses

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

Metro Transit and the U Pass

Take advantage of the deeply discounted Metro Transit bus pass. U-Pass is the ultimate transit pass that provides unlimited rides 24 hours a day. It is valid on all regular bus and light-rail train routes, as well as express, local, limited-stop, or Downtown Zone routes. It may not, however, be used on some special event services. Information can be found at <http://www1.umn.edu/pts/upass.htm>.

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.

2.6 Events Calendar

Event Calendars

Campus Events

<http://events.tc.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

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

(web links to local/community events around the Twin Cities area)

2.7 Other Frequently Accessed 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.

Bookstorewww.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 Serviceswww.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 Writingwriting.umn.edu

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

Computing Serviceswww.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 | § Training |
| § Computer Rental | § Support and Help Services |
| § Internet Services and E-mail Accounts | § Resources and Useful Links |
| § Computers and Software for Purchase | § Security |

Copies/Fax Machineswww.printing.umn.edu

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

Counseling and Consulting Serviceswww.ucs.umn.edu

Provides the following services to the University community:

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

Diningwww.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.

Expression Connection for Nursing Motherswww.bhs.umn.edu/services/expression.htm

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 emailing bellx024@umn.edu.

GLBT Programs Officewww.glbta.umn.edu

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.housing.umn.edu

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

Mapsonestop.umn.edu/Maps/

Find the way to any University building.

Office for University Womenwww.umn.edu/women/

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

Office of Equal Opportunity and Affirmative Actionwww.eoaffact.umn.edu

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

Online Writing Centerwriting.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.

Recreation 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 Programwww1.umn.edu/police/escort.html

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 Unions and Activities Officewww.sua.umn.edu

The Student Unions and Activities Office 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 the Student Unions and Activities Office, including academic societies, cultural centers, sports clubs, political action groups and fraternities and sororities. These organizations provide students with endless involvement opportunities and the chance to interact with others who share a similar interest.

Student Conflict Resolution Centerwww.sos.umn.edu

The Student Conflict Resolution Center assists students in resolving campus-based problems and concerns through coaching, intervention and mediation by Ombudsman and Advocacy staff.

Student Legal 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.

3. REGISTRATION

3.1 Full-Time Status and Certification

MPH and Certificate students need to register for at least nine (9) credits in fall and spring 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: http://onestop.umn.edu/contact_us/index.html (helpingu@umn.edu.)

In summer MPH, students must be registered for 6 credits to be considered fulltime and 3 credits to be considered halftime.

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.

Procedure for Enrollment Certification: <http://onestop.umn.edu/pdf/EnrollVer806b.pdf>

3.2 Registration Process

Step One

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

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

Step Two

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

- § If instructor consent is necessary for any of your selected course(s), get a permission number from the course instructor or his/her designee before registering. This number permits registration for the course through the second week of the semester; after the second week, it expires. Note that the number is specific to the student it is given to and the course requiring instructor consent. Once a number is used to register, it becomes invalid and cannot be used for another course or by another student.
- § You will not be able to register if you have any holds on your University record. Notice of any hold, including the name of the department or office where it may be cleared, is available at onestop.umn.edu.
- § You can find your registration queue date and time on the web at onestop.umn.edu.
- § You will need your x.500 login and password to register. If you have forgotten your password, call 612.301.4357 to have your password reset. You can also call this number if you have problems logging in to register.

Step Three

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

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

3.3 Grade Option Changes, Course Additions and Withdrawal, Petitions, Course Transfers/ Course Waivers/Course Substitutions

Full Calendar and deadlines: http://onestop.umn.edu/calendars/cancel_add_refund_deadlines/fall_2009.html

Change of Grade Option

For full-semester courses, students may change their grade option, if applicable, through the second week of the semester. Grade option change deadlines for other terms (i.e. summer and half-semester) can be found at onestop.umn.edu.

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. Adding a course for other terms (i.e. summer and half-semester) can be found at onestop.umn.edu.

Change of Grading Option

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

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. As a courtesy, students should notify their instructor and, if applicable, advisor of their intent to withdraw.

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.

Course Transfers/ Course Waivers/Course Substitutions

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

1. Meet with their advisor to discuss the petitioning process. If the petition is acceptable to the advisor, the student will complete and sign the *Petition* form: <http://www.hpm.umn.edu/education/mpH/files/Course%20Petition.pdf>, obtain the advisor's signature, attach an official transcript on which the final grade has been posted and submit the **full course syllabus**.
2. Submit the *Petition* form and materials to the Major Coordinator for processing. The *Petition* form can be downloaded from: <http://www.hpm.umn.edu/education/mpH/files/Course%20Petition.pdf>

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

Petition form: <http://www.hpm.umn.edu/education/mpH/files/Course%20Petition.pdf>

SPH Core Curriculum: <http://www.sph.umn.edu/education/phm/core.html>

4. TUITION, FEES, BILLING, AND FINANCES

4.1 Tuition and Fees

Tuition

	Resident	Non-Resident
School of Public Health (MPH and Certificate students)		
Per credit	\$607.00	\$821.00
School of Public Health (MHA full-time students)		
Per credit	\$607.00	\$821.00
School of Public Health (MHA part-time students)		
Per credit	\$990.00	\$990.00
Graduate School (MS and PhD students)		
1-5 credits (per credit)	\$934.33	\$1,525.83
6-14 credits (flat rate)	\$5,606.00	\$9,155.00
Each credit over 14 (per credit)	\$934.33	\$1,525.83

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)	\$60.00
			10 or more credits (flat rate)	\$600.00
University Student Services Fee*	All students	per term	6 or more credits	\$348.41
AHC Student Health Benefit Plan	See section 5.6 of this guidebook.			

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

4.2 BILLING

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

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

4.3 Financial Aid and Scholarships

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

Information on financial aid can be found at onestop.umn.edu or by e-mailing helpingu@umn.edu.

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

Aid Type	Contact	
EnHS Specific Awards and Traineeships, the Dean's Scholarship	Your Major Coordinator	http://enhs.umn.edu/prospective/financial.htm
Medica Scholarships, and scholarships that support specific US minority groups	Melvin Monette SPH Student Services	monet008@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.

4.4 Graduate Assistantships

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

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

For graduate assistant policies and benefits, go to www1.umn.edu/ohr/employment/index.html.

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 2008-09, the tuition plateau cap was \$5,231.00 per semester for a 50% appointment. MPH students may calculate your tuition with the following method:

- § Multiply your actual appointment percentage times two to determine tuition benefit percentage
- § Multiply the maximum tuition benefit by your calculated tuition benefit percentage
- § Subtract this amount from your total tuition (number of registered credits times \$566.00 resident or \$764.00 nonresident tuition).
- §

The example below is based on 2008-09 information since tuition rates for 2009-2010 were not set at the time this guide was of published.

Example 1: 25% appointment		\$5,231.00	(Maximum 2008-09 Tuition Benefit)
25%	(Appointment Percentage)	X 100%	(Tuition Benefit Percentage)
<u>X 2</u>		\$5,231.00	(Tuition Benefit)
50%	(Tuition Benefit Percentage)		
\$5,231.00	(Maximum 2008-09 Tuition Benefit)	\$6,792.00	(12 cr. at \$566.00 SPH resident rate)
<u>X 50%</u>	(Tuition Benefit Percentage)	- 5,231.00	(Tuition benefit)
\$2,616.00	(Tuition Benefit)	\$1,561.00	(Tuition billed to student)
\$6,792.00	(12 cr. at \$566.00 SPH resident rate)		
<u>- 2,616.00</u>	(Tuition benefit)		
\$4,176.00	(Tuition billed to student)		

Example 2: 50% appointment

50%	(Appointment Percentage)
<u>X 2</u>	
100%	(Tuition Benefit Percentage)

5. UNIVERSITY GUIDELINES AND POLICIES

5.1 Student Responsibility and Conduct

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

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

The School of Public Health emphasizes three principles of student conduct in all of its degree programs:

1. **Respect others**
Students are expected to behave in a respectful and professional manner with other students, faculty, and staff in the classroom and on campus.
2. **Honor privacy**
Every student's course grades are private and are not to be shown to anyone else. This also applies to the grades of students in courses for which you are a Teaching Assistant.
3. **Present your work honestly**
Plagiarism is defined as the presentation of another's writing or ideas as your own. For more information on this policy and for a helpful discussion of preventing plagiarism, please consult University policies and procedures regarding academic integrity: <http://writing.umn.edu/tww/plagiarism/definitions.html>. Students should be careful to properly attribute and cite others' work in their writing. For guidelines for correctly citing sources, go to tutorial.lib.umn.edu.

5.2 University of Minnesota Board of Regents' Policies

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

We encourage students to read the policies and ask that they particularly become aware of the following policies reprinted here in a slightly different format:



University of Minnesota Board of Regents Policy Student Conduct Code

Adopted: July 10, 1970

Amended: December 13, 1974; March 11, 1994; June 13, 2003, December 8, 2006

Supersedes: (see end of policy)

SECTION I. SCOPE.

This policy applies to all students and student organizations at the University of Minnesota (University).

SECTION II. JURISDICTION.

The Student Conduct Code (Code) shall apply to student conduct that occurs on University premises or at University-sponsored activities. At the discretion of the president or delegate, the Code also shall apply to off-campus student conduct when the conduct, as alleged, adversely affects a substantial University interest and either:

- (a) constitutes a criminal offense as defined by state or federal law, regardless of the existence or outcome of any criminal proceeding; or
- (b) indicates that the student may present a danger or threat to the health or safety of the student or others.

SECTION III. GUIDING PRINCIPLES.

- (a) The University seeks an environment that promotes academic achievement and integrity, that is protective of free inquiry, and that serves the educational mission of the University.
- (b) The University seeks a community that is free from violence, threats, and intimidation; that is respectful of the rights, opportunities, and welfare of students, faculty, staff, and guests of the University; and that does not threaten the physical or mental health or safety of members of the University community.
- (c) The University is dedicated to responsible stewardship of its resources and to protecting its property and resources from theft, damage, destruction, or misuse.
- (d) The University supports and is guided by state and federal law while also setting its own standards of conduct for its academic community.
- (e) The University is dedicated to the rational and orderly resolution of conflict.

SECTION IV. THE RESPONSIBILITIES OF DUAL MEMBERSHIP.

Students are both members of the University community and citizens of the state. As citizens, students are responsible to the community of which they are a part, and, as students, they are responsible to the academic community of the University. By enforcing its Code, the University neither substitutes for nor interferes with other civil or criminal legal processes. When a student is charged in both jurisdictions, the University will decide on the basis of its interests, the interests of affected students, and the interests of the community whether to proceed with its disciplinary process or to defer action. Determinations made or sanctions imposed under the Code will not be subject to change because criminal charges arising out of the same facts were dismissed, reduced, or resolved in favor of the criminal law defendant.

SECTION V. DISCIPLINARY OFFENSES.

Any student or student organization found to have committed or to have attempted to commit the following misconduct is subject to appropriate disciplinary action under this policy:

Subd. 1. Scholastic Dishonesty. Scholastic dishonesty means plagiarizing; cheating on assignments or examinations; engaging in unauthorized collaboration on academic work; taking, acquiring, or using test materials

without faculty permission; submitting false or incomplete records of academic achievement; acting alone or in cooperation with another to falsify records or to obtain dishonestly grades, honors, awards, or professional endorsement; altering, forging, or misusing a University academic record; or fabricating or falsifying data, research procedures, or data analysis.

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

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

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

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

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

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

Subd. 8. Illegal or Unauthorized Possession or Use of Weapons. Illegal or unauthorized possession or use of weapons means possessing or using weapons or articles or substances usable as weapons, including, but not limited to, firearms, incendiary devices, explosives, and dangerous biological or chemical agents, except in those instances when authorized by law and, where applicable, by proper University authority.

Subd. 9. Illegal or Unauthorized Possession or Use of Drugs or Alcohol. Illegal or unauthorized possession or use of drugs or alcohol means possessing or using drugs or alcohol illegally or, where applicable, without proper University authorization.

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

Subd. 11. Theft, Property Damage, and Vandalism. Theft, property damage, and vandalism include theft or embezzlement of, damage to, destruction of, unauthorized possession of, or wrongful sale or gift of property.

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

Subd. 13. Disruptive Behavior. Disruptive behavior means willfully disrupting University events; participating in a campus demonstration that disrupts the normal operations of the University and infringes on the rights of other

individuals; leading or inciting others to disrupt scheduled or normal activities of the University; engaging in intentional obstruction that interferes with freedom of movement, either pedestrian or vehicular, on campus; using sound amplification equipment on campus without authorization; or making or causing noise, regardless of the means, that disturbs authorized University activities or functions.

Subd. 14. Hazing. Hazing means any act taken on University property or in connection with any University-related group or activity that endangers the mental or physical health or safety of an individual (including, without limitation, an act intended to cause personal degradation or humiliation), or that destroys or removes public or private property, for the purpose of initiation in, admission to, affiliation with, or as a condition for continued membership in a group or organization.

Subd. 15. Rioting. Rioting means engaging in, or inciting others to engage in, harmful or destructive behavior in the context of an assembly of persons disturbing the peace on campus, in areas proximate to campus, or in any location when the riot occurs in connection with, or in response to, a University-sponsored event. Rioting includes, but is not limited to, such conduct as using or threatening violence to others, damaging or destroying property, impeding or impairing fire or other emergency services, or refusing the direction of an authorized person.

Subd. 16. Violation of University Rules. Violation of University rules means engaging in conduct that violates University, collegiate, or departmental regulations that have been posted or publicized, including provisions contained in University contracts with students.

Subd. 17. Violation of Federal or State Laws. Violation of federal or state laws means engaging in conduct that violates a federal or state law, including, but not limited to, laws governing alcoholic beverages, drugs, gambling, sex offenses, indecent conduct, or arson.

Subd. 18. Persistent Violations. Persistent violations means engaging in repeated conduct or action in violation of this Code.

SECTION VI. SANCTIONS.

The following sanctions may be imposed upon students or student organizations found to have violated the Code:

Subd. 1. Warning. A warning means the issuance of an oral or written warning or reprimand.

Subd. 2. Probation. Probation means special status with conditions imposed for a defined period of time and includes the probability of more severe disciplinary sanctions if the student is found to violate any institutional regulation during the probationary period.

Subd. 3. Required Compliance. Required compliance means satisfying University requirements, work assignments, community service, or other discretionary assignments.

Subd. 4. Confiscation. Confiscation means confiscation of goods used or possessed in violation of University regulations or confiscation of falsified identification or identification wrongly used.

Subd. 5. Restitution. Restitution means making compensation for loss, injury, or damage.

Subd. 6. Restriction of Privileges. Restriction of privileges means the denial or restriction of specified privileges, including, but not limited to, access to an official transcript for a defined period of time.

Subd. 7. University Housing Suspension. University housing suspension means separation of the student from University Housing for a defined period of time.

Subd. 8. University Housing Expulsion. University housing expulsion means permanent separation of the student from University housing.

Subd. 9. Suspension. Suspension means separation of the student from the University for a defined period of time, after which the student is eligible to return to the University. Suspension may include conditions for readmission.

Subd. 10. Expulsion. Expulsion means the permanent separation of the student from the University.

Subd. 11. Withholding of Diploma or Degree. Withholding of diploma or degree means the withholding of diploma or degree otherwise earned for a defined period of time or until the completion of assigned sanctions.

Subd. 12. Revocation of Admission or Degree. Revocation of admission or degree means revoking a student's admission to the University or revoking a degree already awarded by the University.

SECTION VII. INTERIM SUSPENSION.

The president or delegate may impose an immediate suspension on a student or student organization pending a hearing before the appropriate disciplinary committee (1) to ensure the safety and well-being of members of the University community or to preserve University property, (2) to ensure the student's own physical or emotional safety and well-being, or (3) if the student or student organization poses an ongoing threat of disrupting or interfering with the operations of the University. During the interim suspension, the student or student organization may be denied access to all University activities or privileges for which the student or student organization might otherwise be eligible, including access to University housing or property. The student or student organization has a right to a prompt hearing before the president or delegate on the questions of identification and whether the interim suspension should remain in effect until the full hearing is completed.

SECTION VIII. HEARING AND APPEALS OF STUDENT DISCIPLINE.

Any student or student organization charged with violation of the Code shall have the opportunity to receive a fair hearing and access to a campus-wide appeal. To safeguard the rights of students and student organizations, the president or delegate shall ensure that each campus has an appeals procedure to govern alleged violations of this policy. The appeals procedure shall provide both substantive and procedural fairness for the student or student organization alleged to have violated the Code and shall provide for resolution of cases within a reasonable period of time.

The appeals procedure must describe:

- (a) grounds for an appeal;
- (b) procedures for filing an appeal; and
- (c) the nature of an appellate review.

SECTION IX. DELEGATION OF AUTHORITY.

The president or delegate shall implement this policy, including publishing and distributing the Code and the procedures governing the student disciplinary process at the University.

SUPERSEDES: Existing disciplinary appeals policies in contradiction and specifically repeals the appeals policies dated F 9, 1979.



University of Minnesota Board of Regents Policy Sexual Harassment Adopted: December 11, 1998

SECTION I. DEFINITION.

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

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

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

SECTION II. POLICY.

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

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

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

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

5.3 Scholastic Dishonesty and Plagiarism

Students are responsible for maintaining scholastic honesty in their work at all times. Students engaged in scholastic dishonesty will be penalized, and offenses will be reported to the Office of Student Conduct and Academic Integrity (OSCAI, www1.umn.edu/oscai/).

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

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

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/> and click on "Citing Sources."

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

5.4 University Senate Uniform Grading & Transcript Policy

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

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/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 be extenuating non-academic circumstances justifying late withdrawal.

*See *section 3.3* 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

An MPH or Certificate 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*.

MS and PhD students are not allowed to repeat a course.

*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.

5.5 AHC Student 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/twincities/ahc/index.htm>.

Benefits

The 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 2010 (incoming students)
- § Ongoing health care coverage will be offered to students after graduating, through the University of Minnesota Conversion Plan

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.

5.6 Privacy

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

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

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

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.

Login to www.ahc.umn.edu/privacy/training/sectraining/home.html, click on myU.umn.edu and select **my Worklife** link to complete the training.

5.7 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. Questions: Call 612-625-3222

Immunization Record Form: http://www.bhs.umn.edu/services/download/AHC_ImmForm.pdf

5.8 Criminal Background Checks

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

5.9 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

5.10 International Student Requirements

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

Document Check and Orientation

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

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

Student and Exchange Visitor Information System (SEVIS)

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

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

For more information on SEVIS requirements, including those listed below, go to www.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.

6. GROUPS, ASSOCIATIONS, AND SOCIETIES

6.1 Student Groups

School of Public Health Student Senate

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. They participate in volunteer activities around the Twin Cities, organize social events, and address student needs and concerns to the School and the divisions.

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

The student senate officers for the 2009-2010 academic year are:

Office	Name	Email Address
President	Ania Urban	urba0101@umn.edu
Vice-President	Erika Vetta	vett0066@umn.edu
Secretary	Meghan Mason	maso0299@umn.edu
Co-Treasurer		

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. GAPSA and its coordinate councils advocate on your behalf to make the University of Minnesota the premier institution for graduate and professional education in the nation, and try to make sure students have a smooth, supported, even fun time getting their degree

Council of Graduate Students (COGS)

www.cogs.umn.edu

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

Center for Health Interdisciplinary Programs (CHIP)

www.chip.umn.edu

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

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

Minnesota International Student Association

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.sua.umn.edu/groups/

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

6.2 Public Health Related Associations and Agencies

Minnesota Public Health Association (MPHA)

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 Health www.crosshealth.com

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

Centers for Disease Control and Prevention

www.cdc.gov

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

National Institutes of Health

www.nih.gov

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

American College of Healthcare Executives

www.ache.org

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

6.3 Alumni Societies

School of Public Health Alumni Society

www.alumni.umn.edu

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!

7. Division of Environmental Health Services (EnHS)

7.1 Division Resources

EnHS Website - <http://enhs.umn.edu/current/index.htm>

Visit the EnHS website (<http://enhs.umn.edu/current/index.htm>) for current Division news and events, student resources and opportunities, faculty and staff directories, and academic information such as program curriculum, course listings and syllabi.

Website questions or submissions should be sent to Michelle Mansfield at mans0010@umn.edu

EnHS Mailboxes - 1215 Mayo

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

EnHS Computer Room - 1215 Mayo

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

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

Any questions regarding computer hardware or software should be addressed to David Stromberg in 1151 Mayo – phone 626-4825.

7.2 EnHS Division Faculty and Staff

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
Craig Hedberg, PhD, MS Env. & Infectious Diseases/Env. & Occ. Epi	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
Julie A. Jacko, PhD Health Informatics	Professor	jacko011@umn.edu	624-0132	1232 Mayo
Jeff Mandel, PhD Occ Medicine	Associate Professor	mand0125@umn.edu	626-9308	1260-4 Mayo
Patricia McGovern, PhD, MPH, RN Env. Health Policy/Occ. Health Nursing	Professor	pmcgr@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, DrPH, MPH, RN Occupational Health Nursing	Professor	olson002@umn.edu	625-0476	1228 Mayo
Michael Osterholm, PhD, MPH Ctr Infect Dis Res and Policy	Professor	mto@umn.edu	626-6770	263 Mayo
Lisa Peterson, PhD Environmental Toxicology	Professor	peter431@umn.edu	626-0164	760D Cancer Center
Gurumurthy Ramachandran, PhD, MS, CIH 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
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	Accountant and Payroll Sp	brenn006@umn.edu	624-6993	1245 Mayo
Debb Grove	Division Administrator	grove020@umn.edu	626-4803	1260-5 Mayo
Michelle Mansfield	Web Coordinator	mans0010@umn.edu	626-1440	1260-2 Mayo
Khosi Nkosi	Major Coordinator	enhsss@umn.edu	625-0622	1215-2 Mayo
David Stromberg	Info Tech Specialist	dstrom@umn.edu	626-4825	1151 Mayo

7.3 EnHS Division Awards see also: <http://enhs.umn.edu/prospective/financial.htm>

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.

7.4 Overview of Degree Programs

Degree Options: We offer MS, MPH, and PhD degrees in several specialty areas.

Students may elect a **general program in environmental health**, or focus in one of the following specialty areas:

- Environmental Chemistry (MS, PhD)
- Environmental and Occupational Epidemiology (MPH, MS, PhD)
- Environmental Health Policy (MPH, MS, PhD)
- Environmental Infectious Diseases (MPH, MS, PhD)
- Environmental Physiology (PhD)
- Exposure Sciences (MS)
- Global Environmental Health (MPH, MS)
- Industrial Hygiene (MPH, MS, PhD)
- Occupational and Environmental Health Nursing ((MPH, MS, PhD))
- Occupational and Environmental Medicine (MPH)
- Regulatory Toxicology and Risk Assessment (MPH)

For more on specialty descriptions see: http://enhs.umn.edu/prospective/specialty_tracks.htm

Doctoral Training Grants

EnHS offers two doctoral [training programs](#); each of which supports and enhances the Ph.D. training of students in multidisciplinary fields of study and research:

Occupational Health Services Research and Policy (OHSRP):

<http://enhs.umn.edu/prospective/ohsrp.htm>

Occupational Injury Prevention Research Training (OIPRT)

<http://enhs.umn.edu/prospective/oiprtp.htm>

Dual Degrees

The Division also offers the following joint degrees in collaboration with other university schools:

JD with the Law School

MA with the School of Journalism and Mass Communication

DVM with the School of Veterinary Medicine

MD with the Medical School

7.5 Role of Academic Advisors

Faculty advisors are expected to...

- 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)
- Refer advisee to Major Coordinator for course planning/scheduling, policy and procedural information

7.6 EnHS 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; PhD students should also consult with their advisor to determine their curriculum and course of study.

Environmental Health Core Coursework [required of MPH and MS]

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]•	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	Any term 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	Any term Spring Fall/Spring Spring	3 3 4 4
<i>One of the following courses in Ethics ,</i>			
PubH 6741 or PubH 6742	Ethics in Public Health: Professional Practice & Policy Ethics in Public Health: Research and Policy	Any term Any term	1 1

- Cannot be used to satisfy the 30 credit minimum requirement for MS students.
- , PubH 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.

More on Public Health Core Online and In person: <http://www.sph.umn.edu/education/phm/core.html>

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

7.7 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 and electives.

See Degree option and curriculum listings here:

http://enhs.umn.edu/prospective/specialty_tracks.htm

7.8 EnHS Division Fall Course Schedule

Course Schedule Planning Calendar 2009-2010

I Semester 2009

e	Monday	Tuesday			Wednesday			Thursday			Friday
05											
55		6414^a ±	6164	6180 9:45-11:00	6132	6176	6170	6414^a ±	6180 9:45-11:00		
10		TuTh 9:45-11:00						TuTh 9:45-11:00		6180	
00											
15		6020 ±						6020 ±			
05	6420	TuTh 11:15-12:30						TuTh 11:15-12:30			
20	6741 ±					6192				6192	
10	6742 ±					First half semester				First half semester	
						6193 2 nd half semester				6193 2 nd half semester	8120
25		6450^a ±		6190	8140			6450^a ±		6190	
15		TuTh 1:25-2:40		TuTh 1:25-2:40				TuTh 1:25-2:40		TuTh 1:25-2:40	
30											
20											
35	8165	6341 ±	6320 ±					6341 ±	6320 ±		
25		sec. 001 TuTh 3:35-4:50	Lecture		6341 ±			sec. 001 TuTh 3:35-4:50	Lab () TuTh 4:15-5:30	6341 ±	8141
				8163	sec. 002 TuTh 4:15-5:30				sec. 002 TuTh 4:15-5:30		
40						6115					
30										6112 4:40-7:40	
45		6103 ±	6104		6131 6:00-8:30			6103*	6104		
35		TuTh 1st half semester	TuTh 2nd half semester					TuTh 1st half semester	TuTh 2nd half semester	8160	
50											
40											
55											

e: Environmental Health Core requirements in bold. ±Course meets Public Health core requirement for MPH Students.

7.9 EnHS Division Course List

Course Syllabi can be found here: <http://www.sph.umn.edu/education/syllabi/home.html>

For 2009-2010 SPH Core -Internet Courses and In person see: <http://www.sph.umn.edu/education/phm/core.html>

6100 Topics: Environmental Health

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

New course offerings or topics of interest in environmental health.

6101 Environmental Health

(2 cr) Toscano

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 & Th

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.

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) Toscano

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 Th

6113 Public Policy and Risk: Strategies for Effective Decisions and Discourse

(3 cr; prereq EH or grad stu or #) tbd

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.

tbd

6115 Worker Protection Law

(1 cr;) 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.

Fall, 4:40pm-6:35pm Wed (first seven weeks of the semester)

6116 Environmental Law

(1 cr) 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 (Online course)

(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.

6130 Occupational Medicine: Principles and Practice

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

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) Berthold

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, quality, 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 – dates to be arranged.

6164 Toxicological Analysis

(2cr; Prereq Enrollment in toxicology concentration of Environmental Health PhD program) Peterson

Introduction to modern methods in molecular toxicology. Introduction to the core research facilities present at the University of Minnesota as well as field trips to local organizations imploring modern toxicological methods.

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.

Spring (offered every other year odd yr.)

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 – (offered every other year even yr).

6174 Control of Workplace Exposure

(3 cr; prereq EH major or grad stud, IH specialty or equiv) Raynor

Options for reducing human exposures to airborne contaminants, both gaseous and aerosol. Science and practice of general and local exhaust ventilation in workplaces and other indoor spaces. Use of air cleaners for personal respiratory protection and control of emissions to the workplace and the atmosphere.

Spring, (offered every other year odd yrs).

6175 Environmental Measurements Laboratory

(2 cr; prereq PubH 6171 or #) Raynor, Simcik

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- (offered every other year odd yrs)

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. (Fall Every other even year)

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

6182 Emerging Infectious Diseases: Current Issues, Policies, and Controversies

(3.0 cr; Prereq-AHC student, #; A-F or Aud, spring, every year) Osterholm

Issues/controversies surrounding emerging infectious diseases. Framework for considering realistic/innovative policies. Bioterrorism, public health preparedness. Pandemic influenza preparedness, smallpox vaccination, antibiotic resistance.

Spring

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

6192 Measurement and Properties of Air Contaminant

(2 cr Prereq: Good grasp of [elementary physics, chemistry, and mathematics including calculus])

Ramachandran

This course explores the physical nature of gaseous and particulate air contaminants, their occurrence in workplaces, the factors governing generation and dispersal, the criteria, rationales and standards under which practical measurement in the workplace is conducted, the principles underlying industrial hygiene measurement techniques; processes of inhalation and deposition of aerosols and their ultimate fate, and scenarios linking exposure with aerosol-related ill-health

Fall, Wed and Fri 12:20pm – 2:15 pm first seven weeks

6193 Advanced Topics in Exposure Sciences

(2 cr A-F only; prereq 6192 or instr consent) Adgate and Ramachandran

Fall TTH 12:20-2:15pm last seven weeks

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

8100 Topics: Environmental Health

(1.0 - 4.0 cr [max 20.0 cr]; fall, spring, summer, every year)

New course offerings or topics of interest in environmental health.

8120 Occupational Health and Safety 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 the design, analysis and interpretation of epidemiologic studies. We begin with a discussion of counterfactual reasoning as applied to epidemiologic studies. We then use counterfactual reasoning as the basis for: (1) a general theory of study design; (2) recognizing, examining, and preventing bias in epidemiologic study results (confounding, selection biases, measurement-error biases and artifacts of statistical methods (specification bias)); and (3) a general theory for adjusting study results for the combined effect of biases.

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.

8163 Toxicology

Wattenberg, Peterson, Toscano

(5.0 cr; Prereq-Enrolled in toxicology concentration of environmental health PhD program; A-F only, fall, every year)

Biological/physiological principles that govern toxicological methods.

8165 Current Topics in Toxicology

Toscano

1.0 cr [max 2.0 cr]; Prereq-[Environmental health PhD, toxicology concentration] student or #; S-N only, fall, spring, every year)

Seminars presented by students/faculty in toxicology graduate program.

8166 - Experiences in Toxicology Research

Peterson

(3.0 cr; Prereq-Environmental health PhD student in toxicology concentration; A-F only, spring, every year)

Students complete research projects in labs of toxicology program graduate faculty members.

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.

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. EnHS MPH Degree Requirements

8.1 Program Curriculum- Coursework and Credits

Students must complete a minimum of 42 credits in: **SPH Core** courses, **EnHS Core** courses and **subspecialty** required courses and **electives**. Specialty curriculum have specific credit requirements, see: http://enhs.umn.edu/prospective/specialty_tracks.htm Click on “Degree Options” to see curriculum for each.

All MPH students must also complete an approved Field Experience and Master’s Project (**see section 8.4 for these requirements**)

8.2 SPH 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 School of 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.

8.3 Course Transfer Credits, Substitutions, Waivers, Grading Policies

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.
3. 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 here:

<http://www.hpm.umn.edu/education/mph/files/Course%20Petition.pdf>

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

Course Substitution Procedures:

The 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 Carol Francis to be presented to the appropriate SPH Educational Policy committee members. The student will be notified via e-mail of the committee's decision. If the 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.

PETITION form: <http://www.hpm.umn.edu/education/mph/files/Course%20Petition.pdf>

Residency and 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.

8.4 Other MPH Degree Requirements

Field Experience Information: <http://www.sph.umn.edu/current/fe/>

Requires **PubH 7196** registration. After negotiating terms of the contract with your advisor and preceptor, contact Major Coordinator for registration set-up. See Appendix A for more EnHS specific information for field experience.

Field Experience Contract : <http://www.ahc.umn.edu/sphfieldexp/index.cfm>

All students matriculating in a MPH program must complete a formal, supervised fieldwork experience consisting of at least 90 hours in order to graduate. This requires a 3-5cr registration under PubH 7196 arranged through the major coordinator. 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.

All students must complete a contract prior to beginning the experience. The online contract form provides streamlined, comprehensive information 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/.

Field Experience: EnHS Specific Requirements

Background

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 (EnHS) or related programs.

The EnHS 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 EnHS 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 EnHS 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 EnHS 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 EnHS 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 contract is online at website: www.ahc.umn.edu/sphfieldexp/. This form should be signed by the person the student will work with at the agency, and then filed with the student's advisor as soon as arrangements are completed for the agency assignment. The form is intended to avoid misunderstandings concerning expectations on the part of people involved.
6. Students must submit a field experience report(s) to their academic advisor. The nature and extent of the report(s) is determined by the advisor.
7. Some students may find certain aspects of the agency activity of sufficient interest to do a "Plan B" project while assigned to the agency. This requires study that is more extensive, an appropriate literature review, and an expansion of the subject beyond the field experience. The ultimate feasibility of such arrangements should be decided jointly by the student, the advisor, and the preceptor.
8. Grades for PubH 7196 are submitted when the major advisor has accepted and approved the report(s) on the field experience. S/N is the only grading option available.

8.5 MPH Study Plan

MPH Study Plan: <http://www.sph.umn.edu/current/studyplan/home.html>

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. Complete the Word doc version, save and email to your advisor and major coordinator

8.6 Master's Project

Requires **PubH 7194** registration. After negotiating terms with your academic advisor, contact Major Coordinator for registration set-up.

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 requires **a 3-5cr of PubH 7194** registration arranged with your major coordinator after discussing your plans with your academic advisor (see also guidelines and sample form. 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. Students are expected to **have 3 committee members to review and supervise their project**. You **may** have a different research advisor besides your academic advisor. This committee is formed in consultation with your academic advisor. **Your research advisor may be different from your academic advisor.**

Master's Project : EnHS Specific

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.

8.7 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.

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.

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.

Comprehensive Examination

MPH students must complete an oral examination as specified by the major. For EnHS the oral exam is based on the student's written result of the project-referred to as the master's thesis. All students are expected register S/N for PubH 7196 Master's project credits (3-5cr) and to hold a thesis defense in order to get a grade for the registration. A project not completed within the same term of registration can be continued by the instructor .with a "K" grade posted on the transcript.

8.8 Time Frame and Application for Degree and Graduation

Time Frame

The maximum time allowed by the School of Public Health for completion of an MPH degree is seven years. With full time study, the MPH can be completed in 2 years. Seven-year period begins with the first term of enrollment after admission to a degree program within the School.

Application for Degree

MPH students are required to complete an *Application for Degree* form:

<http://www.sph.umn.edu/img/assets/9103/application%20for%20degree.pdf>

There are strict deadline dates before a student can be cleared for graduation. Complete the Grad Survey <http://www.sph.umn.edu/education/phm/tools.html> and Complete Exit form and you are DONE!

9. 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.

9.1 Program Curriculum

MS and PhD students must be registered fall and spring semester each year to remain active in the Graduate School

Coursework and Credits

Students must complete a minimum of 30 credits of which at least 14 credits must be in the major field, 6 credits must be in one or more related fields plus at least 3 credits for **Plan B project (PubH 7194)**.

Transfer of Credits: With approval of the advisor and Director of Graduate Studies, up to 40 percent of degree credits may be transferred

Grade Point Average Expectation Students must maintain a cumulative GPA of 3.0. EnHS majors are expected to register A/F for EnHS 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.

9.2 Subspecialty Requirements

Subspecialty programs have specific credit requirements. See: EnHS Curriculum Website and Consult with advisor

Registration Requirement- Remaining Active in the Graduate School

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 no longer automatically available for EnHS students to maintain their active status toward the MS degree.

For more information on Registration and Readmission after being inactive:

http://www.grad.umn.edu/current_students/registration/index.html

FAQ:

- Certification for Full-Time or Half-Time Status
- Change of Status / Readmission
- CIC Traveling Scholar
- Policy Change for 8666 (Doctoral Pre-thesis Credits)
- Registration Deadlines
- Registration Exception Request Form and Information
- Registration Requirements (Maintaining Active Status)
- Special Registration Categories Information (GRAD 999, Advanced Status, Thesis Credits, etc.)

9.3 Transfer of Credits

With approval of the advisor and Director of Graduate Studies, up to 40 percent of degree credits may be transferred

Grade Point Average Expectation

Students must maintain a cumulative GPA of 3.0. EnHS majors are expected to register A/F for EnHS 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.

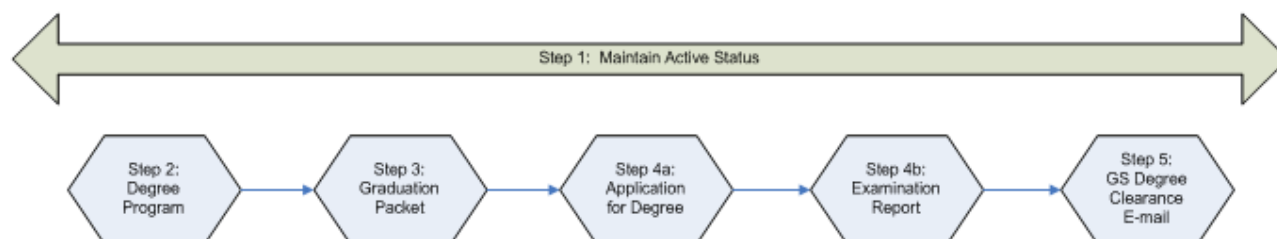
Responsible Conduct of Research

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.

9.4 Master's Degree Completion Check List and Forms

Master's Degree Completion Check List can be found here:

http://www.grad.umn.edu/current_students/masters/planb.html



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.

9.5 Plan A –Master's Degree with 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*.

9.6 Plan B Master's Degree (without Thesis)

Plan B Project (without Thesis)

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/.

9.7 Time Frame and Satisfactory Progress Requirements

See below for suggested time line for degree completion. EnHS requires that student meet with the academic advisors at least once a semester and meet with them again in the spring with the purpose of determining if goals have been met for the current year and to set goals for the upcoming year.

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.

Guidelines for timely progress towards the MS

See: http://www.grad.umn.edu/current_students/degree_completion/masters/index.html

Minimum Requirements:

- Plan A: 14 credits in the major field, 6 credits in one or more related fields, 10 thesis credits (PubH 8777).
- Plan B: 30 credits in addition to 3-5 credits of PubH 7194: Master's Project: Environmental Health. The 30 credits must include 14 credits in the major field and 6 credits in one or more related fields.

Other Requirements:

- Consult with your advisor about specific required and elective courses.
- All requirements for the master's degree must be completed and the degree awarded within seven years.
- Students are expected to submit the Degree Program form at least one term prior to graduation.

Suggested Timeline:

Year 1.

- Plan completion of requirements.
- Select examination committee members.
- Plan Master's project.
- File *Degree Program* form.

Year 2

- Complete course requirements.
- Complete Master's Project.
- Schedule final exam.
- Complete final exam.

9.8 Master's Examining Committee

- Minimum of 2 major field and 1 minor/related field members.

Adviser:

- Must hold an MA or SM membership in the major field.
- Must represent the major field on the examination committee.

Adviser as chair:

- Can serve as chair for the final examination.

Co-adviser:

- Not required;
- Must hold MA or SM membership in major field and/or minor/related field.

Co-adviser as chair:

- Can serve as chair or co-chair for the final examination.

Thesis reviewers (Plan A only):

- Assigned committee members also serve as thesis reviewers for the Plan A.

9.9 Completion of Degree / Degree Clearance/Graduation Packet

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 by requesting a graduation packet. Plan A Masters must file a Thesis Title page with the Graduate School. When filed, a Reviewers Report Form will be issued.

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 student. 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.

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.

10. 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.

10.1 Program Curriculum: Coursework and credits

Program Curriculum

MS and PhD students must be registered each fall and spring semester each year to remain active in the Graduate School.

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.

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 automatically available for EnHS students to maintain their active status.

Registration/Readmission

http://www.grad.umn.edu/current_students/registration/index.html

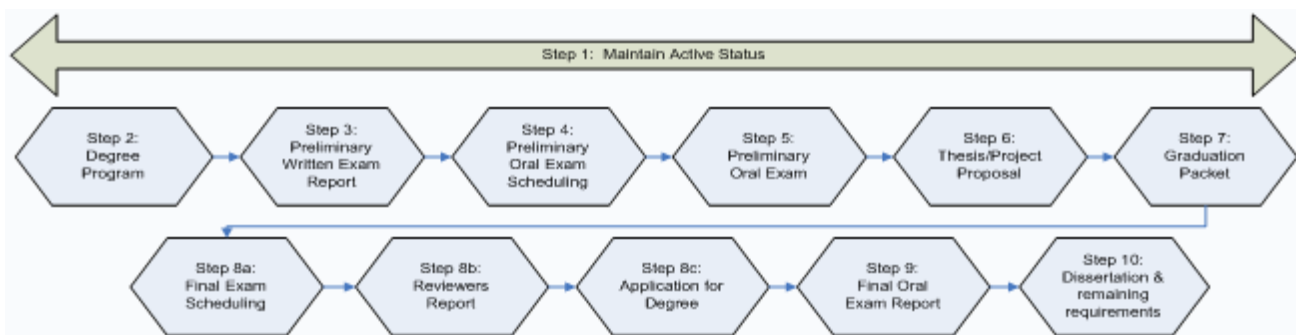
- Certification for Full-Time or Half-Time Status
- Change of Status / Readmission
- CIC Traveling Scholar
- Policy Change for 8666 (Doctoral Pre-thesis Credits)
- Registration Deadlines
- Registration Exception Request Form and Information
- Registration Requirements (Maintaining Active Status)
- Special Registration Categories Information (GRAD 999, Advanced Status, Thesis Credits, etc.)

Transfer of 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

10.2 PhD Forms and Progress Checklist

(http://www.grad.umn.edu/current_students/doctoral/phdeddchecklist.html)



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 http://www.grad.umn.edu/current_students/forms/doctoral.html.

10.3 Preliminary Written and Oral Exams and Other Requirements

All doctoral students are required to pass a written examination (See **Appendix A** p. 66-69) for Guide to Prelim Written Exams for EnHS. 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.

FORMS FOR DOCTORAL DEGREES

http://www.grad.umn.edu/current_students/forms/doctoral.html

http://www.grad.umn.edu/current_students/forms/g89a.pdf

Thesis Proposal Form

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.

Responsible Conduct of 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.

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.

10.4 Time Frame, Annual Review and Satisfactory Progress Requirement

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

See below for suggested time line for degree completion.

Annual Review Requirement and Satisfactory Progress

EnHS requires that student meet with the academic advisors at least once a semester and meet with them again in the spring with the purpose of determining if goals have been met for the current year and to set goals for the upcoming year.---

Guidelines for timely progress towards the PhD

See: http://www.grad.umn.edu/current_students/degree_completion/doctoral/index.html

Minimum Requirements:

- 12 credits in the minor or supporting program, 24 thesis credits (PubH 8888).
- Preliminary written and oral exam.
- Final oral exam.

Other Requirements:

- Consult with your advisor about specific required and elective courses.
- All requirements for the PhD must be completed and the degree awarded within five years of passing the preliminary oral exam. If otherwise, file for an extension- follow procedures.
- Students are expected to submit the Degree Program at least one term prior to the Preliminary Oral Exam.
- Submit the Preliminary Written Exam form at least one week before the Preliminary Oral Exam.
- Schedule the Preliminary Oral Exam with The Graduate School at least one week in advance of the exam.
- The Preliminary Oral Exam must take place at least one academic term (15 weeks) before the Final Oral Defense.
- Submit the signed Preliminary Oral Examination Report form within one working day of completion of the Prelim Oral exam.
- File a Thesis Proposal form at least one term prior to the Final Oral Exam.
- Submit the signed Thesis Reviewer's Report form and schedule the Final Oral Defense at least one week prior to the exam.
- Return the signed Final Oral Examination Report form no later than one working day following completion of the Final Oral Defense.
- For dissertation submission and formatting refer to http://www.grad.umn.edu/current_students/forms/g16.pdf.

10.5 Committees, Forms, Prelim Oral, Dissertation Submission and Formatting

http://www.grad.umn.edu/current_students/examiningcommitteesnew.html

http://www.grad.umn.edu/Current_Students/forms/GS63A.PDF

http://www.grad.umn.edu/current_students/forms/gs16.pdf

Forms for PhD and Dissertation

Doctoral Degree Requirements for Graduation

http://www.grad.umn.edu/current_students/degree_completion/doctoral/

Final Oral, Clearance for Degree

Clearance for Graduation

Final Orals must be completed within five years of taking the prelim oral. Submit a scheduling form to graduate School: http://www.grad.umn.edu/Current_Students/forms/gs12a.pdf

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/.

Appendix A: Guidelines for the Written Preliminary Exam

I. Introduction

The purpose of the written preliminary exam is to help determine if a student is prepared to pursue independent research in Environmental Health. This exam consists of a research proposal written by the student. Individual program areas may also require a take-home exam in addition to the research proposal (please see the note at the end of this document for an explanation of the take-home exam).

The research proposal will be written in the format specified by a granting agency, such as the NIH, NSF, or EPA. The student and the advisor will select the appropriate granting agency. The proposal should demonstrate the student's ability to do the following: 1) Formulate a thoughtful and logical approach for investigating a research problem; 2) Understand advantages and limitations of the experimental approach; 3) Master the literature in a field of research in Environmental Health; and 4) Write a clear, well-organized research proposal.

The examining committee will consist of three members of a graduate faculty. At least two committee members must be members of the graduate faculty of Environmental Health, and at least one of these two must be a regular faculty member of the Division of Environmental and Occupational Health. The thesis advisor may not be

a member of the examining committee, except when the student has both an advisor and a co-advisor. In this case, an advisor or co-advisor who does not directly guide the student's research may be a member of the examining committee. While the thesis advisor may guide the student as he or she prepares the research proposal, the advisor must be careful not to write the proposal for the student. When the student's research proposal is based on the advisor's research project, the advisor should write a letter, to be included with the research proposal, that indicates which aspects of the student's research proposal are original and which are adapted from other proposals.

The reviewers will evaluate the research proposal on both form and content, considering the guidelines listed in the following section. The proposal will be graded as either pass, pass with revisions, or fail. If the grade is a pass with revisions, the student will be given three months to revise and resubmit the research proposal. Students are encouraged to consult with the advisor and committee members while revising the research proposal. The revised proposal will be graded either pass or fail. Grading will be done as follows. First, each committee member will read and grade the proposal. The reviewers are also encouraged to write constructive criticism of the proposal. Next, the committee members will meet to discuss the proposal and agree on a final grade. The thesis advisor will be present at this committee meeting and will act as a non-voting chair of the committee. As chair, the advisor is responsible for convening the committee meeting and for meeting with the student to discuss the committee's comments on the proposal and to guide the student's efforts at any revisions.

II. Guidelines for Grading the Preliminary Written Exam

A. CONTENT

1. Does the proposal state a non-trivial, original hypothesis or research objective about an unsolved problem within the area of the student's thesis research? Does the proposal also discuss alternative hypotheses?
2. Are statements in the body of the proposal adequately supported with data, citations, etc.?
3. Does the student discuss data gaps?
4. Is there a thorough discussion of previous research?
5. Is the significance of the proposed research clear? For example, is it clear how this study will advance scientific knowledge and affect the concepts or methods that drive this field?
6. Is there a clear description of methods and experimental approach?
7. Is there a clear and thorough discussion of data analysis and interpretation? Is there an explanation of the most important expected results?
8. Is there a demonstrated understanding of the larger perspective of how this research fits into or makes a contribution to broad fields, including public health and environmental and occupational health?
9. Does the student discuss future research directions?

B. FORM**1. Readability**

- a. Is the proposal well organized and easy to follow?
 - i) Is the hypothesis or research objective clearly stated in the introduction?
 - ii) Is there a preview of the manner in which the hypothesis or research objective will be addressed?
 - iii) Does the background information inform the reader without overwhelming or confusing him or her?
 - iv) Is the proposal written clearly and concisely?
 - v) Are the mechanics of writing correct (spelling, grammar, punctuation, etc.)?
 - vi) Are footnotes and references present and correctly cited?
 - vii) Are data presented clearly in figures and tables with informative figure legends?

2. Format

The proposal must conform to the instructions provided for each student. The student will be given instructions that will specify page limits, margins, font size, type density, line spacing, format of citations and references, etc. A copy of the instructions will also be given to the examining committee.

III. Tips for Students

A successful research proposal will convince your committee of the following:

- Your proposed research addresses important questions in your field.
- Your proposed research plan will address those questions convincingly.
- You know and understand the contemporary research literature in your field.
- You are well qualified to conduct this research. For example, you have sufficient mastery of all the relevant techniques or methods needed to execute your research plan, or you have a reasonable plan to learn or develop the relevant techniques or methods; you have preliminary data to demonstrate your expertise and the likely success of the proposed research; you have consultants and collaborators to assist you in areas where you lack expertise.
- You have access to all the equipment, reagents, or other resources needed to execute your research plan.
- You will analyze and interpret your data thoughtfully and honestly.
- You will complete your studies within the proposed timeline.

Note: The written preliminary exam will have, as a minimum, the written research proposal, and in some instances (at the discretion of the thesis advisor) an additional take-home exam. The student will have to obtain a "pass" grade on both components of the preliminary exam.

This take-home exam will be coordinated by the thesis advisor, and will comprise a series of questions posed by the examining committee. The thesis advisor will also obtain clear guidelines from the examining committee on the expectations and the requirements for obtaining a pass grade for each question. Grading of each question will

be done by the committee member who posed that specific question. The grades for individual questions will be synthesized by the thesis advisor into an overall grade for the take-home exam.

Criteria for Questions:

- a. The exam would typically be of the "open-book", "take-home" variety.
- b. Questions should test the ability of the student to synthesize knowledge from the broad area of environmental health as well as more specific program areas.
- c. The question should not be confined to the prior coursework undertaken by the student, and indeed should test the student for his/her potential to become a Doctor of Philosophy. Thus, extra reading may be recommended for the student on advanced concepts that may not have been dealt with in routine coursework.

Appendix B Other MPH Resources

MPH Degree Requirements

Required SPH Core Courses, EnHS Core and electives See p.41-50 of Guidebook

Study Plan: <http://www.sph.umn.edu/current/studyplan/home.html>

Petitioning Courses for Transfer: <http://www.hpm.umn.edu/education/mpH/files/Course%20Petition.pdf>

Field Experience Information: <http://www.sph.umn.edu/current/fe/>

Field Experience Contract : <http://www.ahc.umn.edu/sphfieldexp/index.cfm>

Master's Project Sample and Contract see Appendix B.

Application for degree

Graduate /survey

Exit Form

Timeline/Time Frame for MPH degree:

Year 1

Take SPH core courses, EnHS courses and Subspecialty courses

Sign up for field experience and master's field experience

Form defense committee

Complete study plan

Complete field experience and master project

Year 2

Take more cores courses and EnHS courses and electives

Select committee for your defense

File Study plan and application for degree

Complete or revise study plan

Complete field experience and master project

Useful URLs:

Graduate Follow-up Survey (All Students)

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.

Appendix C Resources for MS degree

MS Degree Requirements

http://www.grad.umn.edu/current_students/masters/index.html







Instructions/Information:

- Graduation Instructions 
- Formatting Guidelines for the Master's Thesis/Project  (*Plan A/Design Project only*)
- Time Limits for Degree Completion 

Degree Progress:

- Degree Program Form 
- Graduation Packet Request 
- Petition Form 

Special Purpose:

- Commencement Attendance Approval Form 
- Full-Time Status with One Credit Registration Application 
- Letter of Certification Request 
- Registration Exception Information and Request Form 
- Special Graduate Assistant Registration Status Request 
- Thesis or Dissertation Embargo Request 






Appendix D Resources for PhD degree

PHD Degree Requirements








http://www.grad.umn.edu/current_students/doctoral/index.html

FORMS FOR DOCTORAL DEGREES








Instructions/Information:

- Certification of Foreign Language 
- Graduation Instructions 
- Graduation Instructions for Doctor of Musical Arts 
- Preparing the Doctoral Dissertation 
- Time Limits for Degree Completion 

Degree Progress

- Degree Program Form 
- Final Oral Examination Scheduling Form 
- Graduation Packet Request 
- Petition Form 
- Preliminary Oral Examination Scheduling Form 
- Preliminary Written Examination Report 
- Thesis/Project Proposal Form 

Special Purpose:

- Commencement Attendance Approval Form 
- Full-Time Status with One Credit Registration Application  (Departmental use only)
- Letter of Certification Request 
- Registration Exception Request Form and Information 
- Special Graduate Assistant Registration Status Request 
- Thesis or Dissertation Embargo Request 
- Conservancy Deposit Agreement 

Appendix E 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.

Appendix F 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.

Appendix G Career Services for Students

APPENDIX G CAREER SERVICES FOR STUDENTS

[HTTP://WWW.SPH.UMN.EDU/CURRENT/CAREER/STUDENTS/HOME.HTML](http://www.sph.umn.edu/current/career/students/home.html)

It is the mission of Career Services at the University of Minnesota School of Public Health to foster the career development of our students and alumni by providing them with the tools and resources necessary to successfully manage their careers, beginning when they first enroll in the SPH and continuing as they become established public health professionals.

Serving -STUDENTS & ALUMNI:

- Improve resume and cover letter writing skills.
- Hone interviewing and negotiating strategies.
- Seek graduate assistantships or internships, while enrolled in the SPH.
- Explore career possibilities.
- Begin or carry on their job search.
- Explore salary statistics for public health program areas.

Offers... JOB SEARCH RESOURCES:

- Job Postings, specifically for public health students.
- GoldPASS, the University-wide job postings system.
- Links to other internship and job search websites

Assists with... CAREER DEVELOPMENT RESOURCES:

- Online Career-Related PowerPoint Workshops
- U of MN Libraries - Careers & Jobs Development Resources
- InterviewStream for students to practice their interviewing skills.
- A month-by-month Career Calendar
- Tip Sheets to help you with your job search.
- A well-established Mentor Program
- A listing of H1 sponsors and employers (U of M log-in required)

Visit our Career Resource Center in Mayo D-305 for more information! For individual career development guidance, please schedule a meeting with Barb Laporte or Mary Dwyer. You may contact Barb at (612)626-5443 or blaporte@umn.edu and Mary at (612)626-4448 or dwyer012@umn.edu.