Public Health
Administration and Policy
MPH Degree Program
Division of Health Policy and Management

2009-2010 Student Guidebook
All students are responsible for knowing the rules and policies that govern their academic program. To this end, the School of Public Health is providing you with this guidebook.

This guidebook will prove to be a valuable resource as you complete your degree. Please keep it with you and refer to it often.

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**Public Health Administration and Policy Program Contact Information**

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Major Coordinator  
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hatton@umn.edu

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*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 is available in alternative formats for people with disabilities. Direct requests to Students Services Center, School of Public Health, MMC 819 Mayo, 420 Delaware St SE, Minneapolis, MN 55455; 612.626.3500 or 800.774.8636; sph-ssc@umn.edu.
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# University of Minnesota Calendar 2009-2010

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

## Fall Semester 2009

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 2</td>
<td>SPH New Student Orientation</td>
</tr>
<tr>
<td>3-4</td>
<td>HPM Welcome Reception, SPH New Student Academic Warm-up</td>
</tr>
<tr>
<td>7</td>
<td>Labor Day holiday – University closed</td>
</tr>
<tr>
<td>8</td>
<td>Classes begin</td>
</tr>
<tr>
<td>15</td>
<td>Last day to add w/o instructor consent; drop w/ 100% refund</td>
</tr>
<tr>
<td>21</td>
<td>Last day to change grade basis; drop w/o &quot;W&quot;</td>
</tr>
<tr>
<td>October 27</td>
<td>First day of Second-Half (Term B) courses</td>
</tr>
<tr>
<td>November 3</td>
<td>Last day: add Term B courses, change grade basis, 100% refund</td>
</tr>
<tr>
<td>10</td>
<td>Registration for Spring Semester 2010 begins</td>
</tr>
<tr>
<td>26-27</td>
<td>Thanksgiving holiday – University closed</td>
</tr>
<tr>
<td>December 16</td>
<td>Last day of instruction</td>
</tr>
<tr>
<td>17-19, 21-23</td>
<td>Final examinations</td>
</tr>
<tr>
<td>23</td>
<td>End of Fall semester</td>
</tr>
</tbody>
</table>

## Spring Semester 2010

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 18</td>
<td>Martin Luther King holiday – University closed</td>
</tr>
<tr>
<td>19</td>
<td>Classes begin</td>
</tr>
<tr>
<td>26</td>
<td>Last day to add a course w/o consent; drop w/ 100% refund</td>
</tr>
<tr>
<td>February 1</td>
<td>Last day to change grade basis; drop w/o &quot;W&quot;</td>
</tr>
<tr>
<td>March 15-19</td>
<td>Spring break – no classes</td>
</tr>
<tr>
<td>22</td>
<td>First day of Second-Half (Term B) courses</td>
</tr>
<tr>
<td>May 7</td>
<td>Last day of instruction</td>
</tr>
<tr>
<td>10-15</td>
<td>Final examinations</td>
</tr>
<tr>
<td>12-14</td>
<td>PHAP Master's Project Presentations</td>
</tr>
<tr>
<td>15</td>
<td>End of Spring semester</td>
</tr>
<tr>
<td>17</td>
<td>SPH Commencement 5:00pm Northrup Auditorium</td>
</tr>
</tbody>
</table>

## May Session 2010

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 31</td>
<td>Memorial Day holiday – University closed</td>
</tr>
<tr>
<td>24</td>
<td>3-week session classes begin</td>
</tr>
<tr>
<td>June 11</td>
<td>Last day of instruction for 3-week May session</td>
</tr>
</tbody>
</table>
### Summer Session 2010

<table>
<thead>
<tr>
<th>Month</th>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>June</td>
<td>14</td>
<td>8 and 10-week session classes begin</td>
</tr>
<tr>
<td>July</td>
<td>5</td>
<td>Independence Day holiday – University closed</td>
</tr>
<tr>
<td>August</td>
<td>6</td>
<td>Last day of instruction for 8-week session</td>
</tr>
<tr>
<td></td>
<td>20</td>
<td>Last day of instruction for 10-week session</td>
</tr>
</tbody>
</table>
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**

<table>
<thead>
<tr>
<th><strong>Office Hours</strong></th>
<th><strong>E-Mail</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday – Friday, 7:45 AM - 4:30 PM</td>
<td><a href="mailto:sph-ssc@umn.edu">sph-ssc@umn.edu</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Location</strong></th>
<th><strong>Mailing Address</strong></th>
</tr>
</thead>
</table>
| Mayo Memorial Building, Room D305 | Student Services Center  
School of Public Health  
Mayo Mail Code 819  
420 Delaware Street SE  
Minneapolis, MN 55455-0381 |

<table>
<thead>
<tr>
<th><strong>Telephone</strong></th>
<th><strong>Fax</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>612.626.3500 or 800.774.8636</td>
<td>612.624.4498</td>
</tr>
</tbody>
</table>
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
- Orientation and Academic Warm-Up
- Class Scheduling
- Student Tracking
- CoursEval
- SPH Scholarships
- Graduation clearance
- Commencement

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, 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

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Micaela Kucinski  
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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/.

1.7 Community Engagement Contract

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

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 it has been approved by the student’s advisor and the Senior Director of Education Operations.

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
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 are mandatory but may prove helpful to those with little or no experience with online courses.

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  The Roles of Your Advising team

The School of Public Health provides advising that promotes collaboration among students, staff and faculty to enhance students’ academic and professional development in the field of public health. The School’s goal is 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

2.1 Mission

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

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

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

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

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

2.2 Twin Cities Campus

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

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

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

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

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

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

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

All SPH students are required to use their University of Minnesota e-mail account. Course lists, 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
The myU web portal permits you to:
- Sign-in once to access all major applications
- Receive personalized information
- Create a custom news page from over 200 news channels
- Set-up secure areas to discuss, share, and collaborate.

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

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

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

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

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

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

Testing Services
- HIV Testing and Counseling
- Pregnancy Testing
- STI Testing

General Care
- Pharmacy
- Physical Exams
- Primary Care
- Urgent Care

Boynton also offers a variety of programs and classes including:
- Alcohol & Other Drugs Presentations
- Birth Control Classes
- CPR/First Aid Classes
- Eating-Disorders Program
- HIV Testing and Counseling
- Smoking Cessation
- Stress Management

Mental Health Resources
Financial challenges, isolation, cultural changes, academic stress, and other pressures on graduate students can create health issues. Please seek assistance before you feel overwhelmed. Resources include:
- Boynton Health Service Mental Health Clinic www.bhs.umn.edu/services/mentalhealth.htm
- International Student and Scholar Services counseling www.isss.umn.edu/services/advising/personal.html
Your advisor or major coordinator can also help lead you to appropriate resources.

**International Student and Scholar Services**  [www.isss.umn.edu](http://www.isss.umn.edu)

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

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

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

**University Libraries**  [www.biomed.lib.umn.edu](http://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](http://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](http://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/lmcguire/publichealthliaison](http://blog.lib.umn.edu/lmcguire/publichealthliaison)

**Disability Services**  [ds.umn.edu/](http://ds.umn.edu/)

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

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

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

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

The Academic Health Center Liaisons also provide consultation with and training for faculty and staff to ensure access to their programs, facilities and services. All services are confidential and free of charge. For more information or to arrange reasonable accommodations, contact the DS Academic Health Center Liaisons in the McNamara Alumni Center, Suite180, 612.626.1333 (voice or TTY)
Parking and Transportation
The University’s Parking and Transportation website has a wealth of information concerning getting to and around campus. Parking is extremely limited on campus and we encourage students to bus, bike, or walk if possible.

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

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

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 (web links to local/community events around the Twin Cities area) http://events.umn.edu/aroundtown

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

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

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

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

Computing Services www.umn.edu/adcs
The University’s Academic and Distributed Computing Services (ADCS) website provides a wealth of information and services available to students including:
Copies/Fax Machines
A University Copy Center is located in Mayo D104 as well as other locations throughout the University.

Counseling and Consulting Services
Provides the following services to the University community:
- Career Development Center
- Consultation, Outreach, and Diversity Program
- Counseling Program
- Groups and Workshops
- Learning and Academic Skills Center
- Academic Support Groups

Dining
University Dining Services offers a wide variety of dining experiences throughout the Twin Cities campus. The East Bank Campus offers several University Dining Service locations.

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

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

Maps
Find the way to any University building.

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

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

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

Police
The University of Minnesota Police Department website.

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

Rec Center
UMNTC has extensive opportunities for fitness. University Recreation Center houses 2 fitness centers, 14 handball and racquetball courts, 5 international squash courts, 2 gymnasiums, a kitchenette, steam rooms, saunas, locker rooms, family locker rooms, a pro shop, a deli, and numerous lounge spaces. All full-time students pay a student services fee that includes membership to the Rec Center.
Security Monitor Program
www1.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 Office
www.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 Center
www.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 Service
www.umn.edu/usls/
University Student Legal Service (USLS) functions to provide legal representation and legal advice to eligible students on the Twin Cities campus.
3. REGISTRATION

3.1 Full-Time Status

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.

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.

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

**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.
4. **TUITION, FEES, BILLING, AND FINANCES**

4.1 **Tuition and Fees**

### Tuition

<table>
<thead>
<tr>
<th>2009-2010 Rates</th>
<th>Resident</th>
<th>Non-Resident</th>
</tr>
</thead>
<tbody>
<tr>
<td>School of Public Health (MPH and Certificate students)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Per credit</td>
<td>$607.00</td>
<td>$821.00</td>
</tr>
<tr>
<td>School of Public Health (MHA full-time students)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Per credit</td>
<td>$607.00</td>
<td>$821.00</td>
</tr>
<tr>
<td>School of Public Health (MHA part-time students)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Per credit</td>
<td>$990.00</td>
<td>$990.00</td>
</tr>
<tr>
<td>Graduate School (MS and PhD students)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1-5 credits (per credit)</td>
<td>$934.33</td>
<td>$1,525.83</td>
</tr>
<tr>
<td>6-14 credits (flat rate)</td>
<td>$5,606.00</td>
<td>$9,155.00</td>
</tr>
<tr>
<td>Each credit over 14 (per credit)</td>
<td>$934.33</td>
<td>$1,525.83</td>
</tr>
</tbody>
</table>

### Fees

<table>
<thead>
<tr>
<th>Fee</th>
<th>Students Assessed</th>
<th>Frequency</th>
<th># of Credits</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPH Technology Fee</td>
<td>All students</td>
<td>per term</td>
<td>1-5 credits</td>
<td>$90.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>6 or more credits</td>
<td>$115.00</td>
</tr>
<tr>
<td>University Fee</td>
<td>All students</td>
<td>per term</td>
<td>1-9 credits (per credit)</td>
<td>$60.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>10 or more credits (flat rate)</td>
<td>$600.00</td>
</tr>
<tr>
<td>University Student Services Fee*</td>
<td>All students</td>
<td>per term</td>
<td>6 or more credits</td>
<td>$348.41</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>6 or more credits</td>
<td>$600.00</td>
</tr>
</tbody>
</table>

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

4.2 **BILLING**

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

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

4.3 **Financial Aid and Scholarships**

A variety of resources to assist students in financing their education as well as estimations of living expenses can be found at www.sph.umn.edu/students/studentservices/incoming/tuition/home.html. 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:
<table>
<thead>
<tr>
<th>Aid Type</th>
<th>Contact</th>
<th>E-mail address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Division/Major Specific Awards and Traineeships, the Dean’s Scholarship</td>
<td>Your Major Coordinator</td>
<td></td>
</tr>
<tr>
<td>Medica Scholarships, and scholarships that support specific US minority groups</td>
<td>Melvin Monette SPH Student Services</td>
<td><a href="mailto:monet008@umn.edu">monet008@umn.edu</a></td>
</tr>
<tr>
<td>Federal Loans, Financial Aid Package</td>
<td>Rockne Bergman* U of M Office of Student Finance Administration</td>
<td><a href="mailto:r-berg@umn.edu">r-berg@umn.edu</a></td>
</tr>
</tbody>
</table>

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

### 4.4 Graduate Assistantships

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

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

For graduate assistant policies and benefits, go to [www1.umn.edu/ohr/employment/index.html](http://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 2009-10, the tuition plateau cap is $5,606.00 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 $607.00 resident or $881.00 nonresident tuition).

The example below is based on 2009-2010 information.

**Example 1: 25% appointment**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Appointment</td>
<td>25%</td>
</tr>
<tr>
<td>Percentage</td>
<td>X 2</td>
</tr>
<tr>
<td>Tuition Benefit</td>
<td>50%</td>
</tr>
<tr>
<td>Percentage</td>
<td>X 50%</td>
</tr>
<tr>
<td>Maximum</td>
<td>$5,606.00</td>
</tr>
<tr>
<td>2009-10 Tuition</td>
<td>$X 50%</td>
</tr>
<tr>
<td>Benefit</td>
<td>$2,803.00</td>
</tr>
<tr>
<td>(Tuition Benefit)</td>
<td></td>
</tr>
<tr>
<td>$7,284.00</td>
<td>(12 cr. at $607.00 SPH resident rate)</td>
</tr>
<tr>
<td>- 2,803.00</td>
<td>(Tuition benefit)</td>
</tr>
<tr>
<td>$4,481.00</td>
<td>(Tuition billed to student)</td>
</tr>
</tbody>
</table>

**Example 2: 50% appointment**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Appointment</td>
<td>50%</td>
</tr>
<tr>
<td>Percentage</td>
<td>X 2</td>
</tr>
<tr>
<td>Tuition Benefit</td>
<td>100%</td>
</tr>
<tr>
<td>Percentage</td>
<td>X 100%</td>
</tr>
<tr>
<td>Maximum</td>
<td>$5,606.00</td>
</tr>
<tr>
<td>2009-10 Tuition</td>
<td>$X 100%</td>
</tr>
<tr>
<td>Benefit</td>
<td>$5,606.00</td>
</tr>
<tr>
<td>(Tuition Benefit)</td>
<td></td>
</tr>
<tr>
<td>$7,284.00</td>
<td>(12 cr. at $607.00 SPH resident rate)</td>
</tr>
<tr>
<td>- 5,606.00</td>
<td>(Tuition benefit)</td>
</tr>
<tr>
<td>$1,678.00</td>
<td>(Tuition billed to student)</td>
</tr>
</tbody>
</table>
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](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](http://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:

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**University of Minnesota Board of Regents Policy**

**Student Conduct Code**

*Adopted:* July 10, 1970

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

*Supersedes:* (see end of policy)

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**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 firefighting 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 February 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/](http://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](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/](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](http://www.umn.edu/usenate/usen/policies.html).

**General Provisions**

1. There are two distinct grading systems on each campus of the University of Minnesota, A-B-C-D-F (with pluses and minuses), and S-N. The S-N system is a self-contained alternative to the A-F system and the two may not be combined for a particular student in a particular course. Students may receive grades or symbols only from the grading system under which they have registered for a course.
2. Interpretation by the Committee on Educational Policy: The policy does not require any instructor to use pluses and minuses.

3. Each college, campus, and program shall determine to what extent and under what conditions each of these two systems may be available to its students and to its faculty, consistent with the provisions of this policy. Any college, campus, or program may specify what courses or proportion of courses taken by its students or its prospective students must be on one or the other grading system. No campus, college, or program is required to offer a course on the S-N grading system. Any unit may choose to limit grades in a particular course to the A-F or the S-N system.

4. When both grading systems are available to a student, he or she must declare a choice of system as part of the initial registration for the course. The choice may not be changed after the end of the second week of classes (the first week in summer sessions).

5. The University's official transcript, the chronological record of the student's enrollment and academic performance, will be released by the University only at the request of the student or in accord with state or federal statutes; mailed copies will include the official seal of the University imprinted on them. Students may obtain an unofficial transcript of their own academic work at their request, except when they have a transcript hold on their record.

**Permanent Grades for Academic Work**

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

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

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

<table>
<thead>
<tr>
<th>Grade</th>
<th>Grade Points</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>F</td>
<td>0.00</td>
<td>Represents failure and signifies that the work was either (1) completed but at a level of achievement that is not worthy of credit or (2) was not completed and there was no agreement between the instructor and the student that the student would be awarded an I. The F carries zero grade points and the credits for the course do not count toward any academic degree program. The credit hours for the course shall count in the grade point average.</td>
</tr>
<tr>
<td>N</td>
<td></td>
<td>Represents no credit and signifies that the work was either (1) completed but at a level of achievement that is not worthy of credit or (2) was not completed and there was no agreement between the instructor and the student that the student would be awarded an I. The N carries no grade points and the credits for the course do not count toward any academic degree program. The credit hours for the course do not count in the grade point average.</td>
</tr>
</tbody>
</table>
Academic dishonesty in any portion of the academic work for a course shall be grounds for awarding a grade of F or N for the entire course.

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

3. In connection with all symbols of achievement, and especially for the S, instructors shall define for a class, at one of its earliest meetings and as explicitly as possible, the performance that will be necessary to earn each (subject to the provision in this policy that the amount and quality of work required for an S may not be less than that required for a C-). [In any class, instructors have the right to set the level of performance required for an S at any level. They may not set it at less than a C-]

4. Every student shall have calculated, both at the end of each grading period (quarter or semester) and cumulatively, a grade point average, which shall be the ratio of grade points earned divided by the number of credits attempted with grades of A-F (including pluses and minuses). Both the periodic and cumulative grade point average will appear on each student's record.

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

Other Transcript symbols

Incomplete [I]
There shall be a temporary symbol I, *incomplete*, awarded to indicate that the work of the course has not been completed. The I shall be assigned at the discretion of the instructor when, due to extraordinary circumstances, the student was prevented from completing the work of the course on time. The assignment of an I requires a written agreement between the instructor and student specifying the time and manner in which the student will complete the course requirements. In no event may any such written agreement allow a period of longer than one year to complete the course requirements.

For graduate/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 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/](https://privacy.ahc.umn.edu/).

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

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

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

In addition:

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

**HIPPA (Health Insurance Portability and Accountability Act)**

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

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

Login to [www.ahc.umn.edu/privacy/training/sectraining/home.html](https://www.ahc.umn.edu/privacy/training/sectraining/home.html), click on [myU.umn.edu](https://www.umn.edu) and select [my Worklife](https://my.umn.edu) 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](https://www.bhs.umn.edu/services/AHC.htm#AHC).

### 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](http://www.irb.umn.edu). Students should check this site out before speaking with their advisor to familiarize themselves with procedures and to download/print the forms they will need to complete. Students should consult with their advisor before submitting an application. Here are a few tips:

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

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

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

5.10 International Student Requirements

Note: International student requirements may change over time. For up-to-date information go to [www.isss.umn.edu](http://www.isss.umn.edu).

Document Check and Orientation

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

International students are allowed to enter the U.S. only within 30 days of their program start date. Regulations and SEVIS requirements provide strict guidelines regarding this date, to coincide with the term of admission.
Student and Exchange Visitor Information System (SEVIS)
SEVIS is an electronic reporting system that provides the Department of Homeland Security with information on international students and scholars in the United States who hold F, J, and M visas. This internet-based record-keeping system maintains electronic data on all international students. The system also tracks entries into and departures from the U.S. Every school, college, and university that admits students or scholars on F, J, or M visas is mandated to implement SEVIS.

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

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

Academic Status
International students must maintain full-time status. MPH students must register for at least 9 credits each semester (6 credits for MS and PhD students). Under special conditions, students may apply for an exemption from full-time status rule at the ISSS office. Students must apply for the exemption before registering for less than a full course of study.

Address Change
International students MUST notify BOTH the DHS Bureau of Citizenship & Immigration Services (BCIS) and the University of Minnesota within 10 days of a change of address. For more information go to www.isss.umn.edu/INSGen/address.html.

6. GROUPS, ASSOCIATIONS, AND SOCIETIES

6.1 Student Groups

School of Public Health Student Senate
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:

<table>
<thead>
<tr>
<th>Office</th>
<th>Name</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>President</td>
<td>Ania Urban</td>
<td><a href="mailto:urba0101@umn.edu">urba0101@umn.edu</a></td>
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<tr>
<td>Vice-President</td>
<td>Erika Vetta</td>
<td><a href="mailto:vett0066@umn.edu">vett0066@umn.edu</a></td>
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<tr>
<td>Secretary</td>
<td>Meghan Mason</td>
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</tr>
<tr>
<td>Co-Treasurer</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Graduate and Professional Student Assembly
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)

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)

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

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

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)

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

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

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

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

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

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](http://www.alumni.umn.edu)

[www.sph.umn.edu/alumni/home.html](http://www.sph.umn.edu/alumni/home.html)

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

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

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

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

#### MHA Alumni Association

[http://www.sph.umn.edu/education/mha/alumni_association.html](http://www.sph.umn.edu/education/mha/alumni_association.html)

The Alumni Association of the University of Minnesota MHA Program was established in 1948 to facilitate ongoing support of the Healthcare Administration program and to continue fellowship among alumni. There are over 1,600 members. The Association supports MHA students through scholarships, and by providing learning opportunities.

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### (2009-10)

#### Introduction

Welcome! Health Policy and Management (HPM) is one of four Divisions in the School of Public Health (SPH). The Division of HPM offers four degree programs:

**The M.P.H. degree in Public Health Administration and Policy** provides management training in public health administration, focusing on the public health functions of management, analysis, and policy. The program emphasizes a population-based health improvement approach to public health.

**The M.S. degree in Health Services Research, Policy and Administration** emphasizes a policy/population orientation, a research perspective, analytic methods, and broad exposure to the field. Graduates enter careers in policy analysis, clinical outcomes research, and health services research positions in public and private sector organizations such as state legislatures, public health agencies, managed care organizations, large multi-specialty medical group practices, and hospital/physician organizations.

**The Ph.D. in Health Services Research, Policy and Administration** trains students for positions as researchers and teachers in top research universities, in government agencies at the state and federal level, and in the research arms of private health insurance, provider, or consulting organizations. The program is known for its rigorous training in statistical methods and for its emphasis on economic, sociological and political theory as a basis for organizing thought.

**The Master of Healthcare Administration** degree is the traditional preparation for those who want to build their careers in the management, financing, and marketing of healthcare delivery. Students pursue coursework in the classic management disciplines and apply those concepts to the healthcare industries. M.H.A. graduates are employed in a variety of settings such as, clinics and hospitals, consulting firms, managed care and insurance companies, and medical device and pharmaceutical companies.
It is important to understand these distinctions because policies and requirements vary by degree and program. Students in the MHA and MPH degree programs are School of Public Health students. Degree program requirements, along with tuition rates, are controlled by the SPH.

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

Each degree program has its own student handbook that outlines policies and procedures.

**Student Mailboxes**

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

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

**Student Study Area**

A study area with computers is located in D367 Mayo. Students can contact any member of the HPM coordinator staff for the door combination and passwords for the computers (Maureen Andrew, Drew Hatton, or Diane McClellan. All are located in Suite D-262 Mayo).

**Division Calendar**

Events, seminars and meetings are posted on the Division calendar, which can be viewed at: http://www.hpm.umn.edu/events/info/calendar.htm

**Seminar Series**

The Division of Health Policy and Management sponsors two seminar series:

**Health Services Research Seminars (HSR)** - Nationally and internationally known leaders in health services research speak on current topics. These seminars, offered 2-4 times each academic year, are free and open to the public. HPM will announce the speaker, topics and location prior to each seminar.

**Work in Progress Seminars (WIP)** - Work in Progress Seminars feature Division faculty, visiting colleagues, and other University faculty, students and research staff. These seminars provide an opportunity to discuss current work and share ideas. Seminars take place on Wednesdays, 12:15-1:15 PM. The location and topic will be announced prior to each seminar. Dates of each seminar during the 2008-09 academic year as follows:

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<th>2008</th>
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<td>September 10, 17, 24</td>
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<td>November 5, 12, 26</td>
<td>March 4, 11, 25</td>
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<tr>
<td>December 3, 10</td>
<td>April 1, 8, 15, 22, 29</td>
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<td>May 6</td>
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**Joint/Dual Degree and Collaborative Programs**

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

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

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

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

This joint degree trains experts in the legal, ethical, and policy problems posed by health services in the 21st century. Students are educated to become leaders in managed care and health policy, intellectual property issues in biotechnology, law and policy. The program presents an on-going speaker’s series, colloquia, and other meetings to draw scholars to campus. For more information, see www.jointdegree.umn.edu.

PHAP students may also contact coordinator, Drew Hatton at: hatton@umn.edu.
MS and PhD students may contact coordinator, Maureen Andrew, andre031@umn.edu.

Master’s of Public Policy and Master’s of Health Services Research, Policy and Administration (HSRP&A) Joint Degree
The joint MPP/MS combines the skill and knowledge sets of public policy and health services research, policy and administration. The joint curriculum prepares graduates with the skills necessary to carry out research, formulate policy options, carry out sophisticated empirical studies, analyze results, shape and implement policies, evaluate policies once implemented, and work effectively in the public arena.

For more information see: www.hhh.umn.edu.
MS and PhD students may also contact coordinator, Maureen Andrew, andre031@umn.edu.

Medical Degree and PhD in Health Services Research, Policy and Administration
Medical School requires the completion of the MCAT entrance exam. See the Medical School website for more information at mdphd.med.umn.edu/index.html.

To fulfill the requirements of this joint degree, students complete their first two years of Medical School prior to entrance into the PhD program in HSRP&A. Upon completion of the PhD in HSRP&A, the student returns to Medical School to complete their coursework and residency. Students may also contact coordinator, Maureen Andrew, andre031@umn.edu.

Doctoral Program in Occupational Health Services, Research and Policy
This PhD program is a collaboration between the divisions of Environmental and Occupational Health Sciences, and Health Services Research and Policy within the School of Public Health, at the University of Minnesota. The program’s curriculum integrates statistics, research design, sampling, survey methodology, economics, occupational and environmental epidemiology, toxicology, exposure assessment, and policy.

Students in this collaborative program major in one Division and minor in the other. For example, a student who majors in the doctoral program in HSRP&A would minor in Environmental and Occupational Health. This minor is individually tailored to the particular needs and objectives of the student. For more information, PhD students may contact coordinator, Maureen Andrew, andre031@umn.edu.

Master of Healthcare Administration and Master of Business Administration
The MHA/MBA Dual Degree Program meets both the MHA and MBA requirements. A strong curriculum integrates the skills and breadth of understanding needed for leadership both the delivery of healthcare and the medical industry.

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

Funding for student travel in the Division of Health Policy and Management is specific to the student’s program. PHAP students selected as finalists for the Presidential Management Fellowship interviews in Washington, DC may request travel funding to help cover the cost of attending this competitive process. Other student travel funding is limited to School- and University-wide resources.

Preapproval of all travel is required BEFORE making any travel arrangements. To make an initial request for travel funds, follow this process:

- Obtain an expense worksheet from Patty Homyak and fill it out with proposed expenses prior to obtaining department approval.
- Obtain approval and signature form the Program Chair (or designee).
- Obtain final approval of proposed travel expenditures from Assistant to the Division Head--Patty Homyak. These signed approvals are required BEFORE making any travel arrangements.
- Read the University of Minnesota’s current travel policy on the Travel Services website at http://travel.umn.edu. Rates are often dictated by IRS rules and change frequently.

PLAGIARISM

The Division of Health Policy and Management Prohibition against Plagiarism

There is a general assumption that students engaged in graduate level work understand the concept of plagiarism and the prohibitions against it. In general, it is considered unacceptable behavior to use the intellectual work of others without giving the source proper credit for the ideas. It is even less acceptable to use another person’s direct words and appear to claim them as your own.

This sort of unacceptable behavior can take several forms:

1. Taking the work of others directly and claiming it as your own. This would involve directly quoting someone else’s work and providing neither references to acknowledge the source nor quotation marks. This and subsequent categories include using material from non-print sources such as the web.
2. Taking the work of others directly and failing to show that it is a direct quote through the use of quotation marks. In this case, you might provide a reference but use someone else’s words without using quotation marks.
3. Using someone else’s ideas (although not their specific words) and failing to reference the source. This might include paraphrasing someone else’s writing.
4. Having someone else write a work for you and claiming it as your own.

The University of Minnesota Student Conduct Code defines scholastic dishonesty as follows:

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.
Part of the problem with plagiarism may stem from a failure to appreciate what level of work is expected of a graduate student. It is not sufficient to simply recite the work of others, even of your professors. You are expected to know that material and then to use it to synthesize new ideas, weaving ideas together to produce a rational and coherent argument. It is permissible and encouraged to use citations, but simply reciting the work of others is not sufficient. It is never acceptable to claim the work of others as your own.

Selective use of quotations may help to bolster an argument but excessive quoting suggests a failure to master the material. Your work should reflect an understanding of the topic.

If you have questions about what constitutes plagiarism or academic dishonesty, you should talk with your faculty advisor or you might want to look at the following web site:
http://www.dartmouth.edu/%7Esources/about/what.html

For Additional Information:

University of Minnesota Center for Writing is an excellent resource for all types of writing support, including definitions and examples of plagiarism. See: http://writing.umn.edu/tww/index.htm and click on Preventing Plagiarism.

Office for Student Academic Integrity (OSAI) endeavors to promote scholastic responsibility and skill on the part of individual students; to aid faculty and instructional staff in providing a positive learning environment through the prevention and detection of cheating; and to serve as a centralized forum for the fair and even-handed resolution of reported cases of student scholastic dishonesty. Consultations, workshops and other resources are made available through OSAI to students as well as faculty to foster academic integrity and to help define, recognize, and deter instances of scholastic dishonesty. In the resolution of scholastic dishonesty cases, OSAI’s work is closely aligned with Student Judicial Affairs, which administers the University Student Conduct Code. See http://www.osai.umn.edu/ for more information.

Student Judicial Affairs has responsibility for administering matters arising from student conduct on campus. The office uses educational strategies and disciplinary counseling as catalysts for self-understanding and personal growth. Student Judicial Affairs mission is to provide a forum for these educational encounters within the services of its own office and through consultation and advisement of colleges, individuals, and administrative units within the University. Student Judicial Affairs is responsible for the creation, revision and review of policies and procedures that provide for the administration of a procedurally fair and lawful system of student discipline. Student Judicial Affairs handles most complaints on an informal, person-to-person basis with emphasis on educational development whenever possible.

See: http://www.sja.umn.edu/ for more information.

HPM Division Faculty and Coordinator Staff

<table>
<thead>
<tr>
<th>Faculty</th>
<th>Title</th>
<th>Office Location</th>
<th>Phone</th>
<th>E-mail Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jean Abraham, PhD</td>
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<td><a href="mailto:grant004@umn.edu">grant004@umn.edu</a></td>
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</tbody>
</table>
Student Services Staff

<table>
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<tr>
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<th>Title</th>
<th>Office</th>
<th>Phone</th>
<th>E-mail</th>
</tr>
</thead>
<tbody>
<tr>
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<td>Maureen Andrew</td>
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<tr>
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<td><a href="mailto:mrath@umn.edu">mrath@umn.edu</a></td>
</tr>
</tbody>
</table>

* All phone numbers are in area code 612

HPM Division Course Descriptions

The following courses are taught by Division faculty and are part of at least one of the four teaching programs' required curriculum. Students should always refer to their program curriculum for required courses, but may want to consider any of the following for course planning.

**PubH 3801 Health Economics and Policy (3cr)**

**PubH 3810 Math Review for Public Health I (1 cr)**
Review of calculus, linear algebra, and statistics designed to prepare students for the rigor of doctoral level statistics and health economics courses.
PubH 6535  Cost Accounting for Healthcare Services (3 cr)
Instructor TBA. How markets work, how positive economic rents (profits) are made, and how strategic behavior affects profits. Four major topical areas include market micro-structure, industrial structure, uncertainty, and incentives and firm governance.

PubH 6540  Healthcare Organizational Behavior (2 cr)
Human behavior in organizations; motivation, leadership, influence of organizational structure, informal group behavior, interpersonal relations, supervision. Emphasis on preventing and solving problems among individuals and groups in organizations.

PubH 6541  Statistics for Health Management Decision Making (3 cr)
Variation; frequency distribution; probability; significance tests; estimation; trends; data handling; simple operations research applications. Statistical approach to rational administrative decision making. Lectures and lab exercises.

PubH 6542  Management of Healthcare Organizations (3 cr)
Role of the hospital in health services delivery and relationships with other elements of the healthcare system. Problems of achieving results with emphasis on governance, medical staff, and role of administrator.

PubH 6543  Health Policy and Ethics (2 cr)
Overview of public policies and ethics underlying financing, organization and delivery of healthcare services.

PubH 6544  Principles of Problem Solving in Health Services Organizations (3 cr)
Lectures, seminars, and demonstrations on problem-solving theory and technique. Management problem solving of cases. Solving a management problem within a health services organization and presenting a report.

PubH 6545  Advanced Problem Solving in Health Services Organizations (4 cr)
Defining, analyzing, and solving significant senior management-level operational or health public policy problems by student groups in Twin Cities health services organizations.

PubH 6547  Healthcare Human Resources Management (2 cr)
Concepts in human resources management as applied to health services organizations. Relationship between human resources management and general management, nature of work and human resources, compensation and benefits, personnel planning, recruitment and selection, training and development, employee appraisal and discipline, union-management relations.

PubH 6548  Medical Group Management (2 cr)
Overview of physician group management in integrated delivery system--physician and administration roles, operational and strategic issues, alternative organizational models, risk-contracting, provider payment methods, managing change and effective communication.

PubH 6549  Long-Term Care Administration (2 cr)
Administrative issues in long-term care; public policy, client needs, institutional and non-institutional settings.

PubH 6550  Long-Term Care Industry (2 cr)
Organization, financing, and delivery of long-term care services to the aged. Demographic trends, financing structures, public policies, solicited responses to long-term care issues.

PubH 6551  Contemporary Problems (2 cr)
Current concepts, problems, principles and future developments of health and healthcare selected by students; developing models, based on current literature and research; verbal and written presentations from policy and issue perspectives.

PubH 6554  Marketing Health Services (2 cr)
Managing the marketing function; marketing planning, strategy, and management concepts. Identifying marketing problems and opportunities; constructing evaluating and managing a marketing plan.

PubH 6555  Topics in Health Economics (2 cr)
This course will introduce the student to the methods of health economics and demonstrate how these methods can be applied to managerial decision-making processes.

PubH 6556  Health and Health Systems (2 cr)
Sociopolitical, economic, and moral/ethical issues confronting the U.S. public health and medical care system. Trends in service provision, human resources, financing and health services organization, and implications for the public’s health.

PubH 6557  Health Finance I (2 cr)
Basic principles of finance and selected insurance concepts integrated and applied to healthcare with public sector emphasis. NPV; public financing; capital and operating budgets; Medicare PPS and RBRVS; risk-adjusted capitation; healthcare reform.
PubH 6558  Health Finance II (4 cr)
Principles of financial management and insurance are integrated and applied to the health field. Topics include: health care capital and operating budgets; health care payment methods, including Medicare’s payment systems for hospitals and physicians, and risk-adjusted capitation payment systems; population-based health care finance and managed care; and financing aspects of public health policy. Experience with computerized spreadsheets such as EXCEL is necessary.

PubH 6560  Operations Research & Quality in Health Care (2 cr)
Decision-making framework for both operating and control systems in the hospital environment. Basic modeling techniques and examples of actual hospital applications.

PubH 6561  Quantitative Methods Applied to Health Administration Problems (2 cr)
Applying quantitative methods to secondary data including analysis of cyclicities, data handling systems, linear regression, discriminant analysis and inventory control used in the solution of health problems at various administrative levels.

PubH 6562  Information Technology in Healthcare (2 cr)
How to analyze organization information needs, incorporate these needs into information technology (IT) policy and planning, and implement IT policies.

PubH 6563  Strategic Management in the Healthcare Industry (2 cr)
Evaluating application of organizational theory, analysis, and behavior and competitive analysis to healthcare providers, suppliers, and insurers.

PubH 6564  Managed Care (2 cr)
Development and organization of HMOs: risk-sharing, provider contracts, utilization management, quality improvement. HMO and PPO marketing and new product development; employer relations; Medicare and Medicaid contracting; budget processing; financial performance; pricing; government regulation.

PUBH 6565  Health Care Delivery Design and Innovation
(2.0 cr [max 4.0 cr]; Prereq-Public health MPH or MHA or certificate student or #; A-F only, fall, summer, every year)
Designing/creating health care delivery services/experiences. Innovation process, methodologies/tools of innovation design, strategies/processes to ensure execution.

PUBH 6568  Interprofessional Teamwork in Health Care
(2.0 cr; Prereq-[Public health MPH or MHA or certificate student] or [health services research, policy/admin] MS student or #; A-F only, fall, summer, every year)
Leading/participating in interdisciplinary teams. Team communication, problem solving, conflict management, organizational support.

PubH 6570  Topics: Hospital and Healthcare Administration (1-4 cr)
Selected readings in hospital and healthcare administration with discussion based on these readings.

PubH 6575  Pharmaceutical Industry: Business and Policy (2 cr)
The pharmaceutical industry is a large, growing component of the health sector with unique market characteristics, regulatory processes, and vigorously-debated public policy issues that differentiate it from other industries and deserve specialized study. This course focuses on those business and policy issues that are specific to the pharmaceutical industry. It is intended to provide future managers in the pharmaceutical industry and health sector generally with in-depth understanding of the field. This objective will be enhanced by interdisciplinary perspectives and active involvement by industry leaders.

PubH 6589  Medical Technology Evaluation and Market Research (2 cr)
Provides knowledge of the skills, data and methodology required to critically evaluate new medical technologies in order to meet financial investment as well as regulatory compliance objectives, such as FDA approval. This course is designed to provide the analytic tool kit for a manager of a new medical technology to formulate the evaluation necessary for this enterprise as well as effectively disseminate results in order to get a new product to market.

PubH 6596  Legal Considerations in Health Services Organizations (3 cr)
Laws affecting administration of hospitals and other healthcare organizations; administrative law, corporate and business law, labor law, civil liability, tax-related issues. Legal issues relevant to administration, decision-making, and planning process.

PubH 6700  Foundations of Public Health (3 cr)
Organization of public health, predominately in the United States. Role of public health administration. Problem-solving skills necessary for effective administration.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
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<tbody>
<tr>
<td>PubH 6705</td>
<td>Community Health Assessment (3 cr)</td>
</tr>
<tr>
<td></td>
<td>Two of the three core functions of public health: health assessment, assurance. Lectures, discussion, group activities, oral presentations.</td>
</tr>
<tr>
<td>PubH 6711</td>
<td>Public Health Law (2 cr)</td>
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<tr>
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<td>Basic concepts of law, legislative process, and legal bases for existence/administration of public health programs. Legal aspects of current public health issues/controversies, regulatory role of government in health services system.</td>
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<tr>
<td>PUBH 6717</td>
<td>Decision Analysis for Health Care (2 cr)</td>
</tr>
<tr>
<td></td>
<td>Introduction to methods/range of applications of decision analysis and cost-effectiveness analysis in health care technology assessment, medical decision making, and health resource allocation.</td>
</tr>
<tr>
<td>PubH 6721</td>
<td>Leading Collaborations (1 cr)</td>
</tr>
<tr>
<td></td>
<td>How mental health care providers located in individual organizations coordinate their activities so that care of clients is integrated. Coordination of labs and county health departments. Organizations such as rural health networks and community health information networks to achieve community-based goals.</td>
</tr>
<tr>
<td>PubH 6723</td>
<td>Lean Management in Healthcare (1 cr)</td>
</tr>
<tr>
<td>PubH 6724</td>
<td>The Healthcare System and Public Health (3 cr)</td>
</tr>
<tr>
<td>PubH 6726</td>
<td>Medical Device Industry: Business and Public Policy (3 cr)</td>
</tr>
<tr>
<td>PubH 6727</td>
<td>Health Leadership and Effecting Change (2 cr)</td>
</tr>
<tr>
<td></td>
<td>Applications of a broad theoretical base in planned change to solve managerial/organizational problems in health professions.</td>
</tr>
<tr>
<td>PubH 6730</td>
<td>International Comparative Health Systems (2 cr)</td>
</tr>
<tr>
<td></td>
<td>History/development of health systems from a socio-political perspective. Overview of relative importance and meaning of health outcomes data. Role of WHO. Students use OECD health database.</td>
</tr>
<tr>
<td>PubH 6732</td>
<td>Topics and Methods in Global Health Assessment (2 cr)</td>
</tr>
<tr>
<td></td>
<td>Evaluation of health populations relative to specific topics important to global health, including methodology appropriate to examining a particular issue. Focuses on developing countries.</td>
</tr>
<tr>
<td>PubH 6734</td>
<td>International Project Planning and Management (2 cr)</td>
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<tr>
<td></td>
<td>This course is designed to assist graduate students whose career objective is to work in international settings (either overseas or with refugee and immigrant populations in Minnesota) to gain the necessary, practical skills to begin work as an international project manager.</td>
</tr>
<tr>
<td>PubH 6741</td>
<td>Ethics in Public Health: Professional Practice and Policy (1 cr)</td>
</tr>
<tr>
<td></td>
<td>Introduction to ethical issues in public health practice/policy. Ethical analysis, recognizing/analyzing moral issues.</td>
</tr>
<tr>
<td>PubH 6742</td>
<td>Ethics in Public Health: Research and Policy (1 cr)</td>
</tr>
<tr>
<td></td>
<td>Introduction to ethical issues in public health research/policy. Ethical analysis. Recognizing/analyzing moral issues.</td>
</tr>
<tr>
<td>PubH 6751</td>
<td>Principles of Management in Health Services Organizations (2 cr)</td>
</tr>
<tr>
<td></td>
<td>Role of health-care services administrators, principles of management, administrative process. Lectures, case studies.</td>
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<tr>
<td>PubH 6755</td>
<td>Budgeting and Planning for Public Health (2 cr)</td>
</tr>
<tr>
<td></td>
<td>The basic principles of budgeting, planning, forecasting and analyzing with a focus on nonprofit and government organizations are applied to health care administration and public health in a single course.</td>
</tr>
</tbody>
</table>
PubH 6758  Managing Public Health Systems (2 cr)
Three essential skills are developed within the context of managing and organizing public health core functions and essential services: Problem Solving, Process Management and Quality Improvement, and Collaboration and Partnership Management.

PubH 6762  Health Finance Applications (2 cr)

PubH 6765  Continuous Quality Improvement: Methods and Techniques (3 cr)
Understanding and applying statistical process control techniques to health care management and clinical problems. Provides a comprehensive overview of the history, methods, and issues in quality within the health care system.

PubH 6780  Topics: Public Health Administration and Policy (1-4 cr)
New courses or topics of interest in public health administration/policy.

PubH 6800  Community Mental Health (3 cr)
Provides an overview of social and social-psychological processes that shape the experience of mental health and illness and the consequences of disorders for individuals, families, and communities, and examines these issues in the context of public health rather than attributes of individuals.

PubH 6800  Health Disparities Research: Measures, Methods and Data (2 cr)
Explore research methods using publicly available data sources. Course covers conceptualization of disparities, measurement and analytic choices, and debates strengths and weaknesses within topic areas to produce sound decisions in disparities research.

PubH 6801  Health and Human Rights (2 cr)
Explores the relationship of health and human rights in the context of public health. It examines philosophical frameworks and groundings of human rights, development of the nexus between health and human rights, and a variety of historical and contemporary topics at the crossroads of health and human rights.

PubH 6802  Managing Electronic Health Information (3 cr)

PUBH 6803  Conducting a Systematic Literature Review (2 cr)
How to conduct systematic literature review. Draws on skills/experience of staff at Minnesota Evidence-based Practice Center, an AHRQ-funded program

PubH 6806  Principles of Public Health Research (2 cr)
Evaluation of public health research literature and planning for independent research projects. Formulation of research question, research design, sampling techniques, use of research concepts, and data analysis. Data collection techniques, including questionnaires, interviews, and data analysis.

PubH 6809  Advanced Methods in Health Decision Science (3 cr)
Methods applicable to issues of medical decision making. Analyses of environmental/safety decisions. How to apply methods at cutting-edge of clinical decision science.

PUBH 6810  Survey Research Methods (3 cr)
Theory/application of survey research in data collection. Sampling, item development, instrument design/administration to conduct survey or be aware of issues related to design/implementation. Identification of sources of error in survey research.

PubH 6832  Economics of the Health Care System (3 cr)
Development of traditional issues in health economics. Production of health, demand for health capital and health care, insurance theory and markets, managed care, pricing, physician's services, production and costs in health care institutions, role of government, cost effectiveness analysis, reform.

PubH 6835  Health Services Policy (2 cr)
Social, political, and economic context within which U.S. health-care system developed. Influence of these contextual elements on public policies guiding/regulating organization/delivery of health services.

PubH 6845  Using Demographic Data for Policy Analysis (3 cr)
How to pose researchable policy questions, locate existing data, turn data into a usable format, understand data documentation, analyze data, communicate findings according to standards of the professional policy community. Quantitative issues.
PubH 6852    Program Evaluation in Health and Mental Health Settings (3 cr)
Provides an overview of evaluation, models of evaluation, objectives of an evaluative study, sampling of subjects, methods of data collection, methodological designs, interpretation of data, preparation of final report, ethical/political considerations.

PubH 6855    Medical Sociology (3 cr)
Introduction to common theoretical/empirical approaches used by sociologists to study health/illness. How content reflects social inequalities in health/illness. Social processes that shape experience of health/illness.

PubH 6861    Health Insurance (2 cr)
Financing personal health care: theory of insurance, health insurance markets, cost sharing, HMOs, PPOs, public and catastrophic health insurance, and the uninsured. Emphasis on public policy.

PubH 6862    Cost-Effectiveness Analysis in Health Care (3 cr)

PubH 6863    Understanding Health Care Quality (2 cr)
Introduction to assessing/assuring quality of care. Emphasizes both process and outcomes approaches, paralleling interest in appropriateness/effectiveness of care. Issues around creating needed behavioral changes.

PubH 6864    Conducting Health Outcomes Research (3 cr)
Major concepts/principles in conducting health outcomes research that evaluates medical care. Developing study designs matched to research questions. Frequently used study designs. Evaluating health outcomes. Analytical approaches.

PubH 7784    Master's Project Seminar: Public Health Administration and Policy
Students participate in exercises to improve written/verbal communication, enhance skills related to giving constructive feedback. Ways that public health administration/policy is practiced. How to integrate knowledge into individually designed master's project.

PubH 7794    Master's Project: Public Health Administration and Policy (2 cr)
Students work with their adviser to complete one of three types of master's projects: research project, critical literature review, or applied field project.

PubH 7796    Field Experience: Public Health Administration and Policy (2 cr)
Supervised public health administration and policy field study in health or public health setting under academic/professional supervision. Emphasizes application of acquired knowledge/skills to relevant issues/problems.

PubH 8801    Health Services Policy Analysis: Theory (3 cr)

PubH 8802    Health Services Policy Analysis: Applications (2 cr)
Emphasizes relationships between health services research and policy, and uses case studies to examine how research influences policy and vice versa.

PubH 8803    Long-Term Care: Principles, Programs, and Policies (2 cr)
Long-term care policy for functionally impaired persons, particularly the elderly. Team taught from healthcare and social services perspective; grounded in research literature on evidence of program effects. Innovative programs addressing current fragmentation of services.

PubH 8805    Sociology of Health and Illness (3 cr)
Affect of social structure on health outcomes/behaviors. Current/historical events/issues from perspective of sociological/social psychological theories. Students apply theories to a topic they identify.

PubH 8810    Research Studies in Health Care (3 cr)
Introduction to philosophy of science, conceptual modeling, experimental design, survey/sample design, issues relevant to health services research.

PubH 8811    Research Methods in Health Care (3 cr)
Research methods commonly used in analysis of health services research and health policy problems.

PubH 8813    Measurement of Health-Related Social Factors (3 cr)
How social factors such as innovativeness, compliance, religiosity, and stress are measured and tested for reliability and validity. Relationships between theory, concepts, variables, data.
**PubH 8820**  Health Economics I (3 cr)
Application of microeconomic theory to healthcare decisions of consumers and producers under different assumptions about market structure and behavior.

**PubH 8821**  Health Economics II (3 cr)
Examines application of microeconomic theory to health services research through selected reading from published and unpublished health economics literature.

**PubH 8830**  Writing for Research (2 cr)
This is a two-course sequence for doctoral students to develop the requisite skills for writing research grants and articles.

**PubH 8831**  Writing for Research (2 cr)
This is a two-course sequence for doctoral students to develop the requisite skills for writing research grants and articles.
3. **Public Health Administration and Policy**

**MPH Degree Program**

3.1 **Mission and Program Objectives**

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

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

- Know the principles of organizational structure and performance, management of change and innovation, development of business plans.
- Possess leadership skills required to organize and motivate staff, utilize group process dynamics, negotiation and conflict resolution skills.
- Utilize effective communication skills, both oral and written, in a variety of applications including proposal writing, program presentation, interaction in the work setting, collaboration with community groups and leaders, and acting as a representative of the public health agency in the medical and greater community.
- Possess financial management skills, including analysis, accounting, budget management, development of options and strategies for coping with budget constraints.
- Analyze health policy, giving consideration not only to quantifiable methods of investigation but also to qualitative aspects of health programming.
- Discuss and implement methods of program evaluation and interpretation of outcomes.
- Understand the role and responsibility of the public health agency in acting as a social advocate in effectively and justly meeting the health care needs of all groups in the community.
- Identify ethical conflicts in current public health issues and discuss applications of various tools and processes for ethical decision-making; discuss the bases for divergent views and conflicts in bioethics.
- Apply the methods of epidemiology and biostatistics to investigate and compare rates and changes of disease conditions in populations.
- Analyze and discuss environmental health hazards and implications for the public’s health, and be able to discuss these matters articulately with the lay public.
- Utilize appropriate and effective methods of community assessment, organization, and development in working with communities to enact change and improve health.
- Identify the role of the public health agency in health promotion and disease prevention and the methods appropriate to this mission, including health education.
- Assess and understand the health status of populations, determinants of health and illness, and factors influencing the use of health services.
- Identify present methods and systems for delivery of health care.
- Identify health needs and services for special target populations, and analyze and discuss how meeting these needs may impact the public’s health.
- Utilize methods of effective health program planning and implementation, including identification of agency and program goals and objectives, assessment of resources, and monitoring/evaluative mechanisms.
- Apply principles of health care economics in program development, including evaluation of costs, efficacies and benefits, with critical assessment of various funding structures and economic consequences.
- Apply techniques of, and innovation in, quality assurance and management, explain the role of quality assurance in public health care delivery.
- Utilize Management Information systems and discuss their applications and usefulness in the public health sector.
- Discuss and apply methods of effective decision-making and problem solving in the management setting.
- Know research methods, including constraints of design related to ethical and legal issues.
- Apply statistical and epidemiological methods to public health problems, identifying and critically evaluating sources of public health data and statistics.
- Understand indicators of disease and health status in community assessment.
- Analyze the legal aspects of bioethical problems. Understand the legal basis for state and federal authority in promoting and/or enforcing health protection measures.
Function effectively in diverse cultural settings, adapting professional practice and aspects of public health service delivery to cultural needs.
Gather and organize information on political aspects of agency objectives; evaluate the political context of public health issues and organize an agency response as needed.
Understand the socio-political-economic context of decision-making in the public health arena.
Assess sociological factors affecting the care recipient (individual, family, or community), the care provider, and the health care environment.

3.2 SPH Graduate Student Advising - Student Guide to Mission, Definitions and Expectations of Advising

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

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.
   Administrative advising is provided by Drew Hatton, PHAP Major Coordinator, Tel: (612) 625-9480 or Email: hatton@umn.edu

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.
   Academic advising is typically provided by Health Policy and Management faculty who are assigned to students prior to the Fall 2009 semester. Interim questions should be directed to Drew Hatton, PHAP Major Coordinator, Tel: (612) 625-9480 or Email: hatton@umn.edu

3. Field Experience Advising: specific and targeted advising for field experience development, placement and completion.
   Field Experience advising is typically provided by Health Policy and Management faculty who are assigned as the student’s academic advisor. Interim questions should be directed to Drew Hatton, PHAP Major Coordinator, Tel: (612) 625-9480 or Email: hatton@umn.edu

4. Master’s Project Advising: specific and targeted direction on a master’s project including, but not limited to development, completion and in some cases publication.
   Masters Program advising is typically provided by Health Policy and Management faculty. Students usually identify and request a faculty project advisor as part of the PHAP Master’s Project Seminar.

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.

**PHAP Career Services**
There are a variety of career services for PHAP students provided by the School of Public Health Career Services Office, HPM Student Support Services Director, PHAP Major Coordinator and other HPM Staff. Services include workshops on interviewing, networking, resumes, internships and fellowships. Individual counseling on resume improvement, developing leadership skills and skills assessment is available through the SPH Career Center. Students are encouraged to take advantage of these professionalizing activities; workshops and meeting opportunities are announced via the PHAP listserv and appointments can be scheduled by contacting the Drew Hatton, PHAP Major Coordinator, by email at hatton@umn.edu.

**PHAP Current Students Information Online**
Information for current PHAP students, including this guidebook, is available online at http://www.hpm.umn.edu/education/current.htm.

### 3.3 Master of Public Health Graduation Requirements

#### Coursework and Credits
Students must complete all required coursework and credits for their chosen PHAP program option:

**Standard Program option—44 credits; see section.**
This option is appropriate for students who wish to focus their careers on U.S. health systems and public health. Students complete the PHAP and the public health core courses as well as one of the following specialty areas: management, analysis, or policy. In addition, students complete a number of electives, if necessary.

**International Program option—44 credits; see section.**
This option is appropriate for students who wish to focus their careers on international and/or developing health systems and public health. Students complete the PHAP and the public health core courses as well as courses in global health. In addition, students complete a number of electives, if necessary.

**JD/MPH Dual Degree Program option—44 credits (12 double-counted credits); see section.**
For students admitted to the UMN Law School, this option is appropriate for students who wish to combine a law degree with public health. Students complete the PHAP and the public health core courses as well as one of the following specialty areas: management, analysis, or policy. In addition, students complete a number of electives, if necessary. 12 credits can be double-counted between the programs.

#### Residency
All students admitted to the MPH in Public Health Administration and Policy are required to enroll in at least two 14-week semesters with PHAP as their primary program.

Joint Degree students are required to register in at least half of their semester credit load in the school/program in which they are enrolled. For example, a JD/MPH student enrolled with PHAP as the primary plan should take more PUBH credits than LAW credits during the given semester.

JD/MPH students admitted to the Law School and the School of Public Health simultaneously will defer admission to the MPH program for one academic year to focus on the first year of the Law program. At the end of the first year, joint degree students must then enroll with PHAP as their primary program for the following semester. Students may alternate between Law and Public Health enrollment at that point.

Law School students who apply to the School of Public Health after starting the JD program are required to submit a study plan to the PHAP Major Coordinator during the semester for which they are admitted. This plan should indicate in which semester the student plans to enroll as a Public Health student, as well as an estimated course list each semester indicating the proposed degree completion plan.
Public Health Core Area Requirements

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

- Satisfactorily pass one of the pre-approved courses in the core area (see pre-approved course list below);

  OR

- Pass an equivalency exam in the core area. Equivalency examinations for the 2009-2010 academic year are scheduled for both December 2009 and August 2010. Please contact your major coordinator for an exam schedule.

  OR

- Pass an advanced course in the core area as approved by the respective division head or the Educational Policy Committee,

  OR

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

Pre-approved Courses Meeting Public Health Core Area Requirements

Administration
PubH 6751 Principles of Management in Health Services Organizations – 2 cr.

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 6101 Environmental Health – 2 cr.
PubH 6102 Issues in Environmental and Occupational Health – 2 cr.

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

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

Registration Requirement

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

Course Numbers and Graduate Credit

5xxx 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, 6xxx, and 7xxx-level courses may also be applied toward a MPH degree as long as they are taught by a member of the graduate faculty.

**SPH Grading Policies**

**Grade Point Average**
PHAP students must achieve a cumulative grade point average of no less than 3.0 (B) across their entire program to receive an MPH degree. Additionally, PHAP students must maintain a semester GPA of at least 3.0. If a student earns a semester GPA below 3.0, the Major Coordinator will prepare an academic performance letter to be approved and signed by the Major Chair. This letter will contain a reminder to the student about PHAP grading policies, potential consequences of future unacceptable academic performance, and resources available for current students. The student’s faculty advisor will receive a copy of this letter.

**Core Courses**
Courses designated as part of the public health core and the PHAP core must be taken for a letter grade (A-F). Students will be required to achieve no less than a B- grade in each of these courses. At the end of each semester, the Major Coordinator will check student grades. Any student who has received a grade lower than B- in a Public Health Core Course or a PHAP Required Core Course will be notified in writing that he or she must either retake the course and receive a higher grade or pass an equivalency exam (applies only to Public Health Core Courses). Students may retake courses at their own expense until they achieve a grade of B- or better. However, a retaken course and its credits may be counted only once toward GPA and degree requirements in the student's study plan.

**S-N Grade Option**
Public Health Core and PHAP Required Core Courses must be taken for a grade (A-F) unless otherwise noted. Students may take no more than 20% of their MPH coursework on an S-N grading basis, exclusive of those topics, seminars, and field experience courses offered only on an S-N basis.

**Field Experience**
All students matriculating in a MPH program must complete a formal, supervised fieldwork experience consisting of at least 120 hours. PHAP students register for 2 credits of PUBH 7796 (S-N). Neither prior professional degrees nor prior work experience are sufficient grounds for waiving the fieldwork requirement.

All students must complete a contract prior to beginning the experience. The online contract form provides streamlined, comprehensive for the student, their preceptors, and faculty advisor. Please refer to the School of Public Health website for this and other resources related to the field experience http://www.ahc.umn.edu/sphfieldexp/. Similarly, an evaluation of the field experience by both the preceptor and the student must be completed prior to receiving a satisfactory grade. See section 3.5.

**MPH Study Plan**
Students are required to submit a completed MPH Study Plan (see Appendix A) to the Major Coordinator during the semester prior to their anticipated completion of coursework. Earlier submission (e.g. in the second to last semester) is suggested to allow the Major Coordinator time to review the study plan and notify a student of any missing requirements or outstanding paperwork.

**Master’s Project**
MPH students must complete a master’s project, demonstrating familiarity with the tools of research or scholarship in the major, the capacity to work independently, and the ability to present the results of the investigation effectively. The master’s project should involve a combined total of at least 120 hours of work. The major faculty specifies the nature and extent of the options available to satisfy this requirement and determines whether the requirement is to be satisfied in conjunction with or independent of the coursework in the student’s major; see section 3.6.

**Comprehensive Examination**
PHAP students must complete an oral examination as specified by the major. The PHAP major requires all students to complete an oral exam in the form of a final presentation as part of the PHAP Master’s Project Seminar course (PubH 7784).
Time Frame
The maximum time allowed by the School of Public Health for completion of an MPH degree is seven years. The seven year period begins with the first term of enrollment after admission to a degree program within the School.

Course Transfer Credits
Students must complete credit requirements as specified by the individual major with a minimum of 44 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. 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 14-15 credits qualifying for the Certificate will be accepted as fulfilling the public health core requirements, and do not count as transfer credits.

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 (Appendix B) form, obtain the advisor’s signature, and attach the course syllabus and an official transcript on which the final grade has been posted.
2. Submit the Petition form to the Major Coordinator for processing. The Petition form can be obtained from the Student Services Center, Major Coordinator, or on the HPM website Current Students section (see section 3.2).

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

Course Substitutions and Waivers

PHAP Major and Specialty Area Course Substitutions
A student may petition a course not listed in the specialty areas to count in place of a required or elective course. After reviewing the proposed course substitution with their faculty advisor, the student should complete a petition including a copy of the course syllabus and a written demonstration of how the proposed course significantly overlaps with the required course. The student should then submit the petition to the PHAP Major Coordinator for review. The decision will be made by the specialty area chair and/or the Major Chair.

All student requests that deviate from the degree curriculum requirements outlined in this Guidebook must be made on a Petition form. The Petition form can be obtained from the Student Services Center or Major Coordinator. Students should note that the process for approving a course substitution or waiver could take up to one month, so plan accordingly.

Example: A student in the International program is interested in taking a course from the School of Nursing on identifying solutions to global health issues, and would like the course and its credits to count toward the 8 credits required for the Global Health Specialty area. Upon approval by the Major Chair, this course and its credits would count as a substitute for one of the elective courses listed on the Global Health Specialty curriculum.
Course Substitution Procedures:
The following process should be followed when requesting that a course substitute for a required course in your degree program. **Note: These procedures apply only to the PHAP Standard and International programs Required Core Courses and the PHAP Specialty Areas: Management, Analysis, Policy, and Global Health.**

1. Gather the syllabus of the required course in your degree program and the proposed substitute course syllabus and a transcript on which the proposed course grade has been posted (if the proposed course has already been completed).

2. Complete the *Petition* (Appendix B) 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 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 specialty area chair or Major Chair for review. The student will be notified via e-mail of the committee's decision.

**MPH Core Course Substitutions**

If the substitute course is to replace a School of Public Health Core course (Administration-PubH 6751, Behavioral and 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 the appropriate SPH Educational Policy committee members. The student will be notified by the Major Coordinator 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.

**Course Transfer Credits**

Students must complete credit requirements as specified by the individual major with a minimum of 44 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.

**Example:** A student took Biostatistics I for 3 credits at another accredited School of Public Health last fall, and now wants to transfer the credits into the MPH and have the Biostatistics requirement waived.

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 14 credits qualifying for the Certificate will be accepted as fulfilling the public health core requirements, and do not count as transfer credits.
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 (Appendix B) form, obtain the advisor's signature, and attach a copy of the course syllabus and an official transcript on which the final grade has been posted.

2. Submit the Petition form to the Major Coordinator for processing. The Petition form can be obtained from the Student Services Center, Major Coordinator, or on the HPM website Current Students section (see section 3.2).

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

Application for Degree

MPH students are required to complete an Application for Degree form (Appendix C). There are strict deadline dates before a student can be cleared for graduation. Copies of this form can be obtained from the Major Coordinator, the Student Services Center or on the HPM website Current Students section. We strongly encourage students to submit the form in their final semester of matriculation.

Incompletes

All SPH courses (with the exception of field experience, internship, or master's or PhD project/thesis credits) must be completed during the academic term of registration. Students must complete all course requirements by the end of the registered term, and the Instructor needs to submit a grade by the appropriate due date.

An instructor can assign a grade of incomplete, "I," when, due to extraordinary circumstances the student was prevented from completing the work of the course on time. The assignment of an "I" requires that a contract be initiated and completed by the student before the last day of class, and signed by both the student and the instructor. For more information and to initiate an incomplete contract, student should go to www.sph.umn.edu/grades.

The contract describes the course requirements that need to be completed and the dates by which they must be completed. This form serves as a template for the required contract. It is recommended that the contract allow a period of no longer than one year to complete the course requirements. If the student does not complete the course requirements by the deadline(s) in the contract, then the Instructor is no longer obligated to accept make-up work. At his/her option, the Instructor can convert the "I" to a letter grade, including the possibility of a grade of "F".

Field experience, internship, and master's projects that are not completed by the end of the academic term will receive a grade of "K" indicating "work in progress". An incomplete contract is not required to receive a grade of "K".

A copy of this I-Contract, signed by both the Instructor and the Student, will be forwarded to the SPH Student Services Office.

Probation/Dismissal

At the end of each semester, the Student Services Center will identify all SPH students with a cumulative GPA of less than 3.0 who are enrolled in an SPH program (e.g., MPH/MHA, certificate, ISP). A letter of scholastic probation will be prepared by the Assistant Director of Academic and Student Services, to be approved and signed by the Associate Dean for Academic Affairs. The terms of this letter are the following: students will be placed on probation and informed that they must maintain a term GPA of 3.0 for each subsequent term. Students must achieve letter grades for all courses (incompletes are unacceptable while on probationary status) they are enrolled in during that semester. This written notice will inform the student that the GPA must be raised to a minimum of 3.0 to be removed from probationary status and to be awarded a degree. Students on probationary status who do not receive at least a 3.0 GPA for each subsequent term will be dismissed from the program by the Associate Dean of Academic Affairs.
A major may adopt a more extensive or stringent policy related to probation or dismissal for academic deficiencies, but must have such policies reviewed by the Educational Policy Committee and approved by the School of Public Health Dean. Where such policies are developed, majors must provide documentation to students upon admission and must include this policy statement in the initial written notification to students whose GPA drops below 3.0.

Students who have been dismissed from the SPH and are interested in reapplication to the School are allowed to do so 12 months after the date of dismissal. The dismissal becomes part of the reapplication and is considered in any admission decision.

3.4 PHAP Curricula: Standard, International, MS/MPH and JD/MPH

The following pages include the course work associated with the Accelerated, Standard and JD/MPH program options. Students should plan course work according to these curricula and contact PHAP Faculty Advisor or PHAP Coordinator with any questions.

- Standard 44-credit Option, pg. 57
- International 44-credit Option, pg. 58
- JD/MPH Dual Degree, pg. 59
Public Health Administration and Policy
STANDARD PROGRAM
Includes PHAP Required Core, Public Health Core, Specialty Area Core and 1-4 credits of electives to total 44 or more credits [credits in ()]

PUBLIC HEALTH CORE COURSES (14-15 CREDITS)
PubH 6020 Fundamentals of Social and Behavioral Science (3)
PubH 6101 Environmental Health (2) OR PubH 6102 Issues in Environmental Health (2)
PubH 6340 Fundamentals of Epidemiology (3)
PubH 6414 Biostatistical Methods I (3)
PubH 6741 Ethics in Public Health: Professional Practice (1)
PubH 6751 Principles of Management in Health Services Organizations (2)

PHAP REQUIRED CORE COURSES (21 CREDITS)
PubH 6600 Foundations of Public Health (3) Fall
PubH 6605 Community Health Assessment (3) Spring
PubH 6624 The Health Care System and Public Health (3) Fall
PubH 6625 Budgeting and Planning for Public Health (2) Fall
PubH 6628 Managing Public Health Systems (2) Fall
PubH 6806 Principles of Public Health Research (2) Fall
PubH 7784 Master’s Project Seminar (1) Fall (students take two semesters of the seminar, Fall and Spring)
PubH 7784 Master’s Project Seminar (1) Spring
PubH 7794 Master’s Project (2) offered every enrollment period
PubH 7796 Field Experience (2) offered every enrollment period

SPECIALTY AREA (8 CREDITS MINIMUM:)
Management– 8 credits minimum
Select 8 credits from the following:
PubH 6627 Health Leadership and Effecting Change (2) Spring and Summer
PubH 6547 Healthcare Human Resource Management (2) Spring, second half
PubH 6711 Public Health Law (2) Spring and Summer
PubH 6721 Leading Collaborations (1) Spring
PubH 6835 Health Services Policy (2) Spring
PubH 6560 Operations OR PubH 6765 Continuous Quality Research and Quality in Healthcare (2) Fall
Quality Management (3) Fall and Spring
Healthcare (2) Fall** Techniques (3) Fall and Spring**
PubH 6565 Health Care Delivery Design and Innovation(2) Fall

Analysis– 8 credits minimum
Required (Choose 2 of the following 3)
PubH 6717 Decision Analysis for Health Care (2) Fall
PubH 6845 Using Demographic Data in Policy Analysis (3) Spring#
PubH 6811 Health Disparities Research: Measures, Methods and Data (2) Offered every other Fall (odd years)
Select at least 3-4 more credits from the following:
PubH 6341 Epidemiologic Methods I (3) Fall
PubH 6342 Epidemiologic Methods II (3) [prerequisite 6341] Spring
PubH 6343 Epidemiologic Methods III (4) [prerequisite 6341 & 6342]
PubH 6344 Epidemiologic Methods IV (2) [prerequisite 6341, 6342 & 6343]

Policy– 8 credits minimum
Required
PubH 6711 Public Health Law (2) Spring and Summer
PubH 6835 Health Services Policy (2) Spring
Select at least 4 credits from the following:
PubH 6605 Prevention and Control of Tobacco and Alcohol Problems (3) Fall
PubH 6624 Managed Care (3) Fall, second half
PubH 6634 Advocating for Change for Children (2) Spring
PubH 6717 Decision Analysis for Health Care (2) Fall
PubH 6845 Using Demographic Data in Policy Analysis (3) Spring#
PubH 6861 Health Insurance (2) Spring
PubH 8803 Long Term Care: Principles, Programs and Policies (2) Spring, alternate odd years
PA 5522 International Development Policy, Families, and Health (3) Fall
PA 5801 Global Public Policy (3) Spring

ELECTIVES (1-4 CREDITS IF NECESSARY)
Students select the remaining credits from other 5xxx, 6xxx, 7xxx and 8xxx level courses. Courses can be taken outside of SPH as long as they begin with 5xxx or above.

SPH INTERDISCIPLINARY CONCENTRATIONS
(12 CREDITS) - OPTIONAL
Students can opt to complete an interdisciplinary concentration in place of electives in one of the following areas: Complementary and Alternative Medicine, Global Health, Health Disparities, or Public Health Policy. Curricula are provided separately by request, or can be found at http://www.sph.umn.edu/education/home.htm.

FIELD EXPERIENCE
All Public Health Administration and Policy students are required to participate in a field experience. The purpose is to develop practical skills and competencies in public health administration and policy and to provide an opportunity for the student to accumulate experience that will enhance job competence and/or placement following completion of the program.

MASTER’S PROJECT
The Master’s Project is a major research paper. Its purpose is to have students demonstrate: familiarity with the tools of research or scholarship in the field of public health; the ability to work independently; and the ability to effectively present, in written form, the results of their investigation. Students may select topics as a result of prior experience, field experience, coursework, or other meaningful and relevant area of interest.
INTERNATIONAL PROGRAM
Includes PHAP Required Core, Public Health Core, Specialty Area Core and 1-4 credits of electives to total 44 or more credits [credits in ()]

PUBLIC HEALTH CORE COURSES (14-15 CREDITS)
PubH 6020 Fundamentals of Social and Behavioral Science (3)  PubH 6102 Issues in Environmental and Occupational Health (2)
PubH 6320 Fundamentals OR PubH 6341 Epidemiologic Methods I (3) of Epidemiology (3)
PubH 6414 Biostatistical OR PubH 6450 Biostatistics I (4) Methods I (3)
PubH 6741 Ethics in Public OR PubH 6742 Ethics in Public Health: Professional Practice (1) Health: Research and Policy (1)
PubH 6751 Principles of Management in Health Services Organizations (2)

PHAP REQUIRED CORE COURSES (20-21 CREDITS)
PubH 6700 Foundations of Public Health (3) Fall
PubH 6705 Community Health Assessment (3) Spring
PubH 6724 The Health Care System OR PubH 6556 Health and Health and Public Health (3) Fall, Spring Systems (2) Fall
PubH 6734 International Project Planning and Management (2) Spring
PubH 6755 Budgeting and Planning for Public Health (2) Fall, Summer
PubH 6806 Principles of Public Health Research (2) Fall
PubH 7784 Master’s Project Seminar (1) Fall
PubH 7784 Master’s Project Seminar (1) Spring
PubH 7794 Master’s Project (2) offered every enrollment period
PubH 7796 Field Experience (2) offered every enrollment period

GLOBAL HEALTH SPECIALTY COURSES
(8 CREDITS MINIMUM)
Required courses:
PubH 6730 International Comparative Health Systems (2) Spring, Even Years
PubH 6732 Topics and Methods in Global Health Assessment (2) Spring, Even Years

Choose at least 4 more credits from the following courses
PubH 6133 Global Health Seminar (1) Spring
PubH 68XX Global Health Relief, Development, & NGOs (2) Spring
PubH 6015 HIV/AIDS Epidemiology & Public Health Interventions (2) Fall
PubH 6085 Prevention and Control of Tobacco and Alcohol Problems (3) Fall
PubH 6105 Environmental and Occupational Health Policy (2) Spring
PubH 6131 Working in Global Health (2) Fall
PubH 6132 Air, Water and Health (2) Fall
PubH 6180 Ecology of Infectious Diseases (3) Fall

PHAP REQUIRED CORE COURSES (20-21 CREDITS)
PubH 6281 Immigrant Health Issues (3) Fall
PubH 6906 Global Nutrition (2) Spring
PubH 7200 Globalization and Health (1) Summer Public Health Institute
PA 5522 International Development Policy, Families, and Health (3) Fall
PA 5801 Global Public Policy (3) Spring
Nurs 5040H Seeking Solutions to Global Health Issues (3) Spring
Nurs 5221 Refugee Health: Trauma, Stress, and Coping (3) Fall

ELECTIVES (1-4 CREDITS IF NECESSARY)
Students select the remaining credits from other 5xxx, 6xxx, 7xxx and 8xxx level courses. Courses can be taken outside of SPH as long as they begin with 5xxx or above.

SPH INTERDISCIPLINARY CONCENTRATIONS
(12 credits) - OPTIONAL
Students can opt to complete an interdisciplinary concentration in place of electives in one of the following areas: Complementary and Alternative Medicine, Global Health, Health Disparities, or Public Health Policy. Curricula are provided separately by request, or can be found at http://www.sph.umn.edu/education/home.htm.

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The Master’s Project is a major research paper. Its purpose is to have students demonstrate: familiarity with the tools of research or scholarship in the field of public health; the ability to work independently; and the ability to effectively present, in written form, the results of their investigation. Students may select topics as a result of prior experience, field experience, coursework, or other meaningful and relevant area of interest.
PHAP REQUIRED CORE COURSES (22 CREDITS)

**Required**
- PUBH 6700 Foundations of Public Health (3) **Fall**
- PUBH 6705 Community Health Assessment (3) **Spring**
- PUBH 6724 The Health Care System and Public Health (3) **Fall**
- PUBH 6755 Budgeting and Planning for Public Health I (2) **Fall**
- PUBH 6606 Administrative Law (3) **Spring**
- PUBH 6806 Principles of Public Health Research (2) **Fall**
- PUBH 7784 Master's Project Seminar (1) **Fall** (students take two semesters of the seminar; Fall and Spring)
- PUBH 7784 Master's Project Seminar (1) **Spring**
- PUBH 7794 Master's Project (2) offered every enrollment period
- PUBH 7796 Field Experience (2) offered every enrollment period

PUBLIC HEALTH CORE COURSES (14-15 CREDITS)

- PUBH 6020 Fundamentals of Social and Behavioral Science (3)
- PUBH 6101 Environmental Health (2) OR PUBH 6102 Issues in Environmental and Occupational Health (2)
- PUBH 6320 Fundamentals of Epidemiology (3) OR PUBH 6341 Epidemiologic Methods I (3)
- PUBH 6414 Biostatistical Methods I (3) OR PUBH 6450 Biostatistics I (4)
- PUBH 6741 Ethics in Public Health: Professional Practice (1)
- PUBH 6751 Principles of Management in Health Services Organizations (2)

SPECIALTY AREA

Management – 8 credits minimum:
- Select at least 8 credits from the following:
  - PUBH 6727 Health Leadership and Effecting Change (2) **Spring and Summer**
  - PUBH 6547 Healthcare Human Resource Management (2) **Spring, second half**
  - PUBH 6711 Public Health Law (2) **Spring** and **Fall** (students take two semesters of the seminar; Fall and Spring)
  - PUBH 6721 Leading Collaborations (1) **Spring**
  - PUBH 6835 Health Services Policy (2) **Spring**
  - PUBH 6560 Operations OR PUBH 6765 Continuous Quality Improvement: Methods and Techniques (3) **Fall and Spring**
  - PUBH 6565 Health Care Delivery Design and Innovation (2) **Fall**
  - PUBH 6878 Seminar: Managed Health Care (3)

Analysis – 8 credits minimum:
- Required (Choose 2 of the following 3)
  - PUBH 6717 Decision Analysis for Health Care (2) **Fall**
  - PUBH 6845 Using Demographic Data in Policy Analysis (3) **Spring**
  - PUBH 6811 Health Disparities Research: Measures, Methods and Data (2) Offered every other Fall (odd years)
- Select at least 3-4 more credits from the following:
  - PUBH 6341 Epidemiologic Methods I (3) **Fall**
  - PUBH 6342 Epidemiologic Methods II (3) [prerequisite 6341] **Spring**
  - PUBH 6343 Epidemiologic Methods III (4) [prerequisite 6341 & 6342]
  - PUBH 6344 Epidemiologic Methods IV (2) [prerequisite 6341, 6342 & 6343]
  - PUBH 6852 Program Evaluation in Health and Mental Health Settings (3) [prerequisite 6806] **Spring**
  - PUBH 6862 Cost-Effectiveness Analysis in Health Care (3) **Spring**

Policy – 8 credits minimum:
- Required
  - PUBH 6711 Public Health Law (2) **Spring** and **Summer**
  - PUBH 6635 Health Services Policy (2) **Spring**
- Select at least 4 credits from the following:
  - PUBH 6708 Public Health Policy as a Prevention Strategy (2) **Fall**
  - PUBH 6805 Prevention and Control of Tobacco and Alcohol Problems (3) **Fall**
  - PUBH 6564 Managed Care (3) **Fall, second half**
  - PUBH 6634 Advocating for Change for Children (2) **Spring**
  - PUBH 6717 Decision Analysis for Health Care (2) **Fall**
  - PUBH 6845 Using Demographic Data in Policy Analysis (3) **Spring**
  - PUBH 6861 Health Insurance (2) **Spring**
  - PUBH 8803 Long Term Care: Principles, Programs and Policies (2) **Spring, alternate odd years**
  - PA 5522 International Development Policy, Families, and Health (3) **Fall**
  - PA 5801 Global Public Policy (3) **Spring**
  - Law 6402 FDA Law (3)
  - Law 6878 Seminar: Managed Health Care (3)

ELECTIVES (1-4 CREDITS IF NECESSARY)

Students select the remaining credits from other 5xxx, 6xxx, 7xxx and 8xxx level courses. Courses can be taken outside of SPH as long as they begin with 5xxx or above.

SPH INTERDISCIPLINARY CONCENTRATIONS (12 CREDITS) – OPTIONAL

Students can opt to complete an interdisciplinary concentration in place of electives in one of the following areas: Complementary and Alternative Medicine, Global Health, Health Disparities, or Public Health Policy. Curricula are provided separately by request, or can be found at http://www.sph.umn.edu/education/home.htm.

FIELD EXPERIENCE

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MASTER’S PROJECT

The Master’s Project is a major research paper. Its purpose is to have students demonstrate: familiarity with the tools of research or scholarship in the field of public health; the ability to work independently; and the ability to effectively present, in written form, the results of their investigation. Students may select topics as a result of prior experience, field experience, coursework, or other meaningful and relevant area of interest.
3.5 Field Experience

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

An important consideration of the field experience is the choice of organization; students should work to identify an agency that complements career goals, interests and abilities. The experience can provide a foundation for future employment and resume building. Please read the following guidelines and procedures carefully.

Minimum Requirements
1. All students must successfully complete a field experience with a public health orientation (no clinical practicum, etc.). No waivers will be granted on the basis of prior professional experience.
2. Field experiences can be completed at the student’s place of current employment, but must be fundamentally separate from his or her full-time work.
3. Field experience requires a minimum of 120 hours and may be fulfilled on either a full-time or part-time basis.

Registration
Students will only receive credit for completing the field experience if the requisite credits have been registered and a grade assigned. All students should register for PubH 7796 for 2 credits and opt for an S/N grading basis (grading is judged on a satisfactory/unsatisfactory grading basis).

Procedures
1. The registration process is mutually exclusive of the completion of the remaining procedures related to the field experience. Students should register the credits in the term corresponding to the actual completion of the work.
   Permission is set up electronically and students can simply contact the major coordinator to request permission when the contract is complete.
2. Students should consult with their faculty advisor for assistance with identifying and selecting an appropriate field experience site. The PHAP Major Coordinator also helps to identify and contact a community preceptor, as well as determine appropriate organizations that will fulfill students’ stated objectives. The organization and preceptor should provide opportunities to engage in public health administration knowledge, skills, and activities.
3. The student, in consultation with the PHAP faculty member, is responsible for designing objectives, learning activities and evaluation methods for the field experience (see Field Experience Objectives Worksheet on pg. 25). These should describe what the student hopes to gain from the field experience and must be related to public health administration and policy.
4. The PHAP faculty supervisor will help the student assure that the activity meets the standards of the program and that the community preceptor has a recognized competency to provide adequate consultation and guidance in overseeing a field experience in public health administration.
5. After the student, supervising PHAP faculty member and community preceptor have agreed to pursue the field experience, the student should initiate a Field Experience Contract online by visiting http://www.ahc.umn.edu/sphfieldexp/. Both the community preceptor and the faculty advisor are sent email notifications of the contract and are asked to give online approval. The major coordinator is sent an email at every stage of the contract, however, it is the student's responsibility to work with the preceptor and faculty supervisor to complete the contract. Students should contact the academic advisor with any questions or difficulties.
6. Once the 120 hours of field experience work has been completed, and the date range of the online contract has passed, an evaluation will be made available online for both the student and the preceptor to complete. Preceptors are not able to view student evaluations of the community site.
7. The community preceptor completes an evaluation report of the student's work at the end of the field experience on the same online interface as the field experience contract. This evaluation is based on the terms of the field experience contract. Students also complete an online evaluation of the field experience.
8. Once the community preceptor submits the online evaluation, including a recommendation for a grade, the PHAP faculty supervisor will then review the evaluation. The PHAP faculty supervisor meets with the student per the terms of the contract and at the close of the experience for evaluation. The faculty supervisor should then post an actual grade for PubH 7796 in whichever term the student has registered for the credits. This is a step that is often left incomplete; students should be aware of the necessity for the grade and follow up with the faculty advisor to ensure one is posted.

9. Although copies of the Student Field Experience Contract and related documents are to be maintained as a part of the student’s records in the PHAP office, both paper and electronic, students should ALWAYS keep copies of any and all documents relating to his or her degree progression.

10. Students are responsible for sending a formal letter of thanks to their field preceptor.

Please be aware that Minnesota law requires certain facilities to submit paperwork for a criminal background check for all personnel with direct, unsupervised client contact. If you are placed in such a facility, you may be asked by the institution to submit paperwork, or the institution may require that you have this check facilitated by the School of Public Health. The School is prepared to assist you. Facilities covered by this law are hospitals, boarding care homes, outpatient surgical centers, nursing homes, home care agencies, residential care homes, and board/lodging establishments providing health supervision services. 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, please call the School of Public Health Student Services Center at 612/626-3500, or come to D305 Mayo for assistance. If you are outside the metro area, please feel free to call 1-800-774-8636.

Field Experience – Example Objectives Worksheet
This list of objectives is by no means exhaustive or comprehensive. Students may use it as a tool to develop objectives specific to the chosen field experience.

<table>
<thead>
<tr>
<th>Learning Objectives</th>
<th>2 or 3 Proposed Activities</th>
<th>Learning Resources and Strategies</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assessment of community needs</td>
<td>• Conduct local needs assessment</td>
<td>• Apply principles and techniques from PHAP Community Assessment class</td>
</tr>
<tr>
<td></td>
<td>• Review existing local data sources</td>
<td>• Use of existing state and local data resources including MDH, DHS and SPH</td>
</tr>
<tr>
<td></td>
<td>• Attend community meetings and assess use of local resources to determine community objectives</td>
<td>• Use of existing national data available at local level including Census, HRSA Area Resource File, etc.</td>
</tr>
<tr>
<td>Exposure to political process as it relates to public health</td>
<td>• Research policy initiatives</td>
<td>• Apply foundations and principles of public health practice obtained from PHAP Foundations of PH Practice class</td>
</tr>
<tr>
<td></td>
<td>• Develop background papers/memos</td>
<td>• Apply understanding of policy process and political strategies learning from PHAP Health Services Policy Class</td>
</tr>
<tr>
<td></td>
<td>• Attend legislative hearings</td>
<td>• Legislative Reference Library and resources to obtain information on legislative process and current legislation and bill status</td>
</tr>
<tr>
<td></td>
<td>• Attend strategy meetings to discuss policy initiatives</td>
<td>• House research and other committee staff</td>
</tr>
<tr>
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<td></td>
<td>• HPM Policy Faculty</td>
</tr>
<tr>
<td>Understanding of how a county/state/health</td>
<td>• Attend staff meetings of agency staff and summarize communication and leadership strategies</td>
<td>• PHAP Management, Leadership and Finance classes</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Agency Human Resource Departments</td>
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</table>
| Department or local non-profit operates | • Develop background materials to analyze management/budget issue  
• Participate in program planning meetings  
• Work on program strategic planning document | including training opportunities  
• Writing workshops/seminars  
• UofM writing resources |
|---------------------------|--------------------------------------------------------------------------------------------------|-------------------------------------------------|
| Development of community partnerships | • Attend community meetings and participate in advocacy and training opportunities in the community  
• Conduct site visits to local community agencies and non-profits  
• Conduct informational interviews of leaders/providers in community agencies  
• Develop cooperative strategic plan for collaborative community activity | • HPM networking opportunities  
• MDH Office of Minority Health  
• SPH Office of Minority Health |
| Development of programs | • Conduct needs assessment and identify problems/needs for specific program  
• Develop program objectives  
• Conduct SWAT analysis  
• Develop strategic plan laying out program objectives, milestones, budget etc… | Apply management and strategic planning skills obtained in PHAP management and financing courses |
| Administration of an existing or developing program | • Develop program budgets and review processes  
• Develop evaluation plan  
• Identify key program objectives and current strengths and weakness (SWOT)  
• Assess current management and leadership structure and areas for improvement | Apply management and strategic planning skills obtained in PHAP management and financing courses |

### 3.6 Master’s Project

**Purpose**

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

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

**Forms Associated with Master’s Project**

- *Master’s Project Approval Form (Appendix E)*
- *Master’s Project Completion Form (Appendix F)*
- *Section III of Master of Public Health Study Plan – Oral Examination (Appendix A)*

**Project Supervision**

Students must have the project supervised by a member of the HPM Faculty. A list of appropriate faculty will be distributed in the Master’s Project Seminar course, PubH 7784, as well as assistance in determining a suitable supervisor. The faculty person supervising the Master’s Project does not need to be the student’s academic/field experience advisor.
Registration
Students are required to discuss the Master’s Project with their PHAP faculty advisor prior to registration. An email or Master’s Project Approval Form will then be submitted to the PHAP major coordinator, who will establish permission for the student to register for the appropriate section of PubH 7794, 2 credits, S/N grading basis. The Master's Project must be completed for 2 credits.

Project Options
Master’s projects are developed in conjunction with the Master’s Project Seminar course (PubH 7784) and under the direction of the faculty project supervisor. The scope and depth of issues that influence public health administration and policy practice may seem overwhelming to students who are new to the field. Although it may be difficult to decide on a topical area for the Master’s Project, students are encouraged to begin thinking about a topic during their first semester of study, and begin writing their project as early as possible. Students may select topics as a result of prior experience, field experience, coursework, research study of a particular PHAP faculty member, or other meaningful and relevant area of interest (e.g. specialty area).

Although not a comprehensive list, master’s project options might include:

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

- **Research Project**: This option is available for students who would like to apply research skills and analyze data. Students may collect their own data or perform secondary analysis of existing data. Quantitative or qualitative analyses are appropriate. This project focuses on pertinent questions or issues relating to public health administration and policy. Community needs assessment and program evaluation also constitute a research project.

- **Policy Analysis**: Policy analysis systematically examines policy alternatives to a public health issue or problem. Students evaluate the potential for various policies to achieve stated goals and objectives. Sometimes students include qualitative data collection (e.g. focus groups or key informant interviews) or secondary analysis of data as part of their policy analysis.

- **Continuous Quality Improvement Project**: This option provides the student the opportunity to conduct a quality improvement project in a health care setting or public health agency using the methods and techniques of quality improvement. Such projects include but are not limited to process mapping, statistical process control, lean and six sigma analysis, and rapid cycle improvement.

Project Ethics
Students are expected to abide by the University’s Student Conduct Code in completing their Master’s Project. Please refer to section 5.11 of this handbook for information on ethical research standards and resources.

Research Subjects’ Protection Program Approval
Students should consult with their PHAP Faculty Advisor as to whether approval is needed for the research project from the University’s Institutional Review Board (IRB) Research Subjects’ Protection Program. Depending on the nature and methodology of the project, students may be able to file for exemption from the Committee review. For complete details on IRB review and exemption, as well as forms please visit the IRB office in D528 or online at www.irb.umn.edu. IRB review is also a topic covered in the PHAP Master’s Project Seminar (PubH 7784).

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

Advisor and Readers for the Master’s Project
An HPM faculty project advisor and at least two readers need to read and evaluate the Master’s Project. The student, in consultation with the faculty project advisor, will select the other two readers. At least one of the two readers must be a faculty member from the SPH. The other reader may be a faculty member from the SPH, elsewhere in the University or a public health professional in a leadership position in the community with at least a Master’s degree.

Master’s Project Seminar (PubH 7784)
Students are required to take a two-semester seminar course designed to assist the completion of the master’s project. Students should consider a topic before beginning the master’s project seminar, but may begin PubH 7784 prior to completing the Master’s Project Approval Form. The course is comprised of two consecutive terms; one credit is taken during Fall and one credit during the following Spring. Standards for completing the course may be found in the PubH 7784 course syllabus. Full-time students should take each section of the seminar during the second year of the program, and part-time students should complete at least 24 credits prior to taking the seminar series. Students present their master’s project to complete the Oral Examination requirement of the Master of Public Health Study Plan (see Appendix A) as a part of the seminar. The Project Advisor will determine whether the project is finished and if the student is ready to present. If the project is not finished and ready to present during the scheduled presentation dates, the student will receive a final grade in the course based on all other graded criteria.

Completion Timetable
In order to begin working on the master’s project students must have the approval of both the Faculty Project Advisor and Readers. After choosing a topic, students should prepare an outline for the project and submit it along with the Master’s Project Approval Form (see Appendix E) to the Faculty Project Advisor, with a copy for the PHAP Coordinator. Each student should allow a minimum of 120 hours to complete the tasks involved in preparing the final draft of the project after the outline has been approved. The purpose of establishing the deadlines is to give the student as much constructive criticism and guidance as necessary while leaving sufficient time for the designated project readers to review the formal document and meet with the student prior to the deadline for submitting grades for graduating students.

Students must bring a copy of the master’s project to submit to the Major Coordinator at the time of their presentations. Any final editing must be done within six (6) weeks after presenting the project. Students must also have the Project Advisor and readers sign the Master’s Project Completion Form (see Appendix F) and submit an official copy to the PHAP Program Office. Please remind Project Advisor to assign a grade for the Master’s Project Credits (PubH 7794). Finally, students are asked to submit two bound copies of the final approved version of the project; one copy should be given to the project advisor and the second copy will be retained in the PHAP Program Office. Please have the paper bound with a Velo Bind Cover with a clear cover and a black vinyl back. Students who do not submit a final, bound copy of the master’s project and the signed Master’s Project Completion Form by the end of the sixth week after presenting must enroll for one credit of 7794 each term until the complete project is submitted. No grade will be assigned for PubH 7794 until the student has complied with this request. Complete Master’s Projects are available for review by any PHAP student upon request.

Completion Timetable
In order to begin working on the master’s project students must have the approval of both the Faculty Project Advisor and Readers. After choosing a topic, students should prepare an outline for the project and submit it along with the Master’s Project Approval Form (see Appendix E) to the Faculty Project Advisor, with a copy for the PHAP Coordinator. Each student should allow a minimum of 120 hours to complete the tasks involved in preparing the final draft of the project after the outline has been approved. The purpose of establishing the deadlines is to give the student as much constructive criticism and guidance as necessary while leaving sufficient time for the designated project readers to review the formal document and meet with the student prior to the deadline for submitting grades for graduating students.
Students should consider a topic before beginning the master's project seminar series, but may begin PubH 7784 prior to completing the Master’s Project Approval Form.

Standards for completing the course may be found in the PubH 7784 course syllabus. Students must also have the faculty project supervisor and readers sign the Master’s Project Completion Form (see Appendix F) and submit an official copy to the PHAP Program Office. Please remind project supervisor to assign a grade for the Master’s Project Credits (PubH 7794). Finally, students are asked to submit two bound copies of the final approved version of the project; one copy should be given to the project advisor and the second copy will be retained in the PHAP Program Office. Please have the paper bound with a Velo Bind Cover with a clear cover and a black vinyl back. No grade will be assigned for PubH 7794 until the student has complied with this request. Complete Master’s Projects are available for review by any PHAP student upon request.

3.7 Graduate Follow-up Survey

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

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

3.8 PHAP Awards and Honors

The Lee D. and Donna Stauffer Scholarship is awarded annually by the PHAP faculty to one or more incoming PHAP students who show(s) high promise of early achievement as a leader in the practice of public health administration. Scholarship is administered as a graduate assistantship.

The Community Service Award in Public Health Administration is awarded to a graduating PHAP student who demonstrates leadership and innovative public health service to the community.

The Barbara Ann Walton Spradley Leadership Award is given to a graduating student who has demonstrated excellence in leadership as a student in the PHAP Major.

The Delta Omega Nomination of a PHAP student in the national honorary society for graduate studies in public health. Membership in Delta Omega reflects the dedication of an individual to quality in the field of public health and to protection and advancement of the health of all people.

The PHAP Outstanding Master’s Project Award is given to a graduating PHAP student who demonstrates exceptional scholarship on the master’s project.

The PHAP Outstanding Master’s Project Presentation Award is given to a graduating PHAP student who is voted to have given the best final project presentation in the PHAP Master’s Project Seminar.

3.9 PHAP Community Leaders Advisory Council

The PHAP Community Leaders Advisory Council assists the PHAP program in a variety of ways, including program evaluation, field experience and job placement, and student professional development.

Donna Anderson
Ex-Officio
Public Health Director of Dakota County (retired)
1658 Jefferson Ave, St. Paul MN 55105
Phone: 651.690.1357
E-mail: annodan@att.net

John R. Baird, M.D.
State Medical Officer
North Dakota Department of Health
600 E. Boulevard Ave., Dept 301
Bismarck, ND 58505-0200
Phone: (701) 328-2372
FAX (701) 328-4727
Anne Barry
Deputy Commissioner of Finance
Department of Finance
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Phone: 651.296.2531
Fax: 651.296.8685
E-mail: anne.barry@state.mn.us

Janny Dwyer Brust
Director of Community Affairs and Medical Policy
Minnesota Council of Health Plans
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Fax: 651.645.0098
E-mail: brust@mnhealthplans.org

Rob Fulton
Director
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Fax: 651.266.2593
E-mail: rob.fulton@co.ramsey.mn.us

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Jaime L. Martinez
Community Development Manager
MN Partnerships for Action Against Tobacco
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Fax: 651.224.1700
E-mail: jmartinez@mpaat.org

Michael Moen
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American Healthways/Blue Cross Blue Shield of Minnesota Incubator Project
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Fax: 715-549-6316
E-mail: michaelmoen@aol.com

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Minnesota Department of Health
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FAX: 651-296-9362
E-mail: mary.sheehan@health.state.mn.us

Linda Stein
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Planning and Program Development
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E-mail: lgsoffice@attbi.com

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Vice President of Education
Park Nicollet Institute
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Phone: 952.993.3799
E-mail: terryp@parknicollet.com
# Appendix A

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

<table>
<thead>
<tr>
<th>ID #</th>
<th>Name (Last, First, MI)</th>
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<tbody>
<tr>
<td>Major</td>
<td>Dual Degree with (Major/Degree)</td>
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<tr>
<td>Date Application for Degree Filed</td>
<td>Term/Year of Intended Graduation</td>
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</table>

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

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

### I. Course work for fulfillment of degree requirements

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

<table>
<thead>
<tr>
<th>Core Area Requirement</th>
<th>Public Health Course (number/term/year)</th>
<th>Equivalency Exam (date)</th>
<th>Petitioned Course (number/term/year)</th>
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</thead>
<tbody>
<tr>
<td>1. Administration</td>
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<td>2. Behavioral Science</td>
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<td>Not available</td>
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<td>3. Biostatistics</td>
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<td>4. Environmental Health</td>
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<td>5. Epidemiology</td>
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<td>6. Ethics</td>
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<td>Not available</td>
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#### B. Field Experience:
Please state how requirement was met. (Effective for students entering 9/97 or after).

<table>
<thead>
<tr>
<th>Designator and Course Number</th>
<th>Term/Year</th>
<th>Number of Hours</th>
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<tbody>
<tr>
<td>Advisor</td>
<td>Preceptor</td>
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<td>Name of Organization</td>
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<td>Telephone and/or e-mail</td>
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<tr>
<td>Name:</td>
<td>Major:</td>
<td>Advisor:</td>
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</table>
### Course Listing:
Please List Chronologically all courses (including core requirements and field placement) used to attain your MPH.

<table>
<thead>
<tr>
<th>Term/Year Taken or Intended</th>
<th>Designator and Course Number</th>
<th>Course Title</th>
<th># of Semester Credits</th>
<th># of Quarter Credits</th>
<th>If course is double counted (dual degrees only)</th>
<th>Grade</th>
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Please list all transfer courses below (use an additional sheet if necessary).

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<thead>
<tr>
<th>Semester/Quarter Totals</th>
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II. List MPH project (s) completed, advisor, and date accepted.

<table>
<thead>
<tr>
<th>Project Title</th>
<th>Project Advisor</th>
<th>Date Accepted</th>
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III. Enrollment Status and Course Requirements

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

<table>
<thead>
<tr>
<th>Term/Year Admitted</th>
<th>Degree Candidate Credits</th>
<th>Credits Transferred</th>
<th>Total Credits</th>
<th>Cumulative GPA</th>
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**Oral Examination Committee Members**
(Please Print or type names)

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<thead>
<tr>
<th>Oral Examination Committee Members (Please Print or type names)</th>
<th>Signature</th>
<th>Date</th>
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</table>

**Written Examination Date**

Advisor Signature

Major Chair Signature

Date

Date Degree Awarded


Appendix B

UNIVERSITY OF MINNESOTA

PETITION FOR STUDENTS IN UNDERGRADUATE AND PROFESSIONAL PROGRAMS

This petition is used to request an exception to college or University academic policies. Before submitting this petition, contact your college about any required documentation and/or timing of the process. Emergency problems requiring faster action should be called to the attention of your college’s Committee on Student Scholastic Standing. You should also meet with an advisor to discuss options, including taking incompletes in your courses. Do not assume approval of your request until you have received it. If an appeal is approved, W (for Withdrawal) will remain on your academic record for each cancelled course. Student athletes: Meet with your athletic counselor in Intercollegiate Athletics (Bierman) before initiating this petition.

To fill in this form online, please place the text field in a field and type. Print the completed form to add the required signature(s).

<table>
<thead>
<tr>
<th>last name</th>
<th>first name</th>
<th>middle name</th>
<th>ID number</th>
</tr>
</thead>
<tbody>
<tr>
<td>street address</td>
<td>city</td>
<td>state</td>
<td>zip code</td>
</tr>
<tr>
<td>college</td>
<td>major</td>
<td>e-mail address</td>
<td>telephone number</td>
</tr>
</tbody>
</table>

Expected Term and Year of Graduation:  
- [] fall  
- [] spring  
- [] summer  
- [] year ____________________

Request:

Reason/explanation (attach a separate sheet if more space is needed)

<table>
<thead>
<tr>
<th>Add Classes:</th>
<th>Term/Year:</th>
<th>Cancel Classes:</th>
<th>Term/Year:</th>
<th>□ Cancel All Classes</th>
</tr>
</thead>
<tbody>
<tr>
<td>class number (call number) (MSPH, etc.)</td>
<td>grade basis</td>
<td>units</td>
<td>subject, catalog number, section (401 or 301, sec 2.05, etc.)</td>
<td>class number (call number) (MSPH, etc.)</td>
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</tbody>
</table>

student signature  

INSTRUCTOR

Instructor comments/recommendation

instructor signature  

printed name  

DEPARTMENT

adviser/departmen recommendation

signature  

printed name  

college

committee comments

committee action:

□ approved  

□ not approved

signature  

date

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

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

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

Diplomas (8 3/4" x 11") are mailed two to three months after graduation. If you have not received your diploma after four months, you are responsible for checking on it. NOTE: If you want your diploma mailed outside of the United States, Canada, or Mexico, submit $5 for postage, payable in U.S. funds, in order to the University Of Minnesota.

<table>
<thead>
<tr>
<th>Name (first, middle, last) as you want it to appear on the diploma</th>
<th>Student ID number</th>
</tr>
</thead>
</table>

| Current mailing address (street, city, state, zip code) |

| Address that diploma should be mailed (street, city, state, zip code, country) |

<table>
<thead>
<tr>
<th>Degree</th>
<th>Major</th>
<th>School of Public Health - PubH</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ MPH</td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ MHA</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| Desired month and year of graduation (check one and specify year): |
| 20   | January | ☐       | February | ☐       | March | ☐       | April | ☐       | May | ☐       | June |
| 20   | July | ☐       | August | ☐       | September | ☐       | October | ☐       | November | ☐       | December |

<table>
<thead>
<tr>
<th>Student signature</th>
<th>Day phone number</th>
<th>Date signed</th>
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</thead>
</table>

<table>
<thead>
<tr>
<th>E-mail address</th>
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For office use only

<table>
<thead>
<tr>
<th>Degree entered (name, date)</th>
<th>Degree conferred</th>
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<tr>
<th>Month applied</th>
<th>Processed by</th>
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<table>
<thead>
<tr>
<th>Backdate term</th>
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</table>

| appliedrow | DCD | DCBD | DCAN | term activ |

Students submit form to either:

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

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

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Appendix D

Public Health Administration and Policy
Independent Study Plan Contract (PubH 7791)
Division of Health Policy and Management
School of Public Health, University of Minnesota
MMC 729, 420 Delaware St SE, Minneapolis, MN 55455

1. Name of Student ____________________________________________________________________________________________
2. Name of Independent Study Faculty Supervisor ____________________________________________________________
3. Subject of Independent Study _______________________________________________________________________________
______________________________________________________________________________________________________________

4. Period of Independent Study
   _____ Fall                    _____ Spring                 _____ May Session                _____ Summer Session

5. Number of credits requested (range: 1-4) _____

6. Describe briefly, but succintly, the scope of the topic proposed. List measurable objectives; describe options you will take to accomplish the objectives.

7. Number of hours per week you plan on spending to complete project ____. State how this time will be utilized.

8. What plan have you worked out with your faculty supervisor for ensuring that supervision will be provided (e.g., how often will you meet, etc.)?

9. Activities to be engaged in and completed.

10. Manner in which Independent Study will be evaluated (e.g., a report, a paper, attendance record, etc.). How will you demonstrate to the independent study faculty supervisor that you have met your objectives?

11. It is agreed that the above terms of the Independent Study Contract are acceptable.

____________________________________________________  Date _______________
Student
____________________________________________________  Date _______________
Independent Study Faculty Supervisor
____________________________________________________  Date _______________
PHAP Faculty Advisor

Use additional pages if necessary
Appendix E  

Public Health Administration and Policy  

MASTER’S PROJECT APPROVAL FORM

Students must have the PHAP Master’s project supervised by a member of the Division of Health Policy and Management (HPM) Faculty. The faculty person supervising the Master’s Project can be the student’s HPM faculty advisor or any member of the HPM faculty that agrees to supervise the project. Students are assisted with identification and selection of an appropriate faculty member in the PHAP Master’s Project Seminar (PubH 7784).

Students are required to discuss the Master’s Project with their PHAP faculty project advisor prior to registration. Students need permission to register for the appropriate section of PubH 7794, and should contact the Major Coordinator before the desired term of registration. Students will register for 2 credits on an S/N grading basis. The Master’s Project must be completed for 2 credits unless the student began the PHAP program before Fall 2003.

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

Please refer to the 2007 – 2008 PHAP Student Guidebook for complete policies and procedures.

<table>
<thead>
<tr>
<th>Student’s Name</th>
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<tbody>
<tr>
<td>Project Title</td>
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<tr>
<td>PHAP Faculty Advisor - Name</td>
<td></td>
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<tr>
<td>Phone</td>
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<td>Email</td>
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<td>Signature</td>
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<td>First Reader - Name</td>
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<td>Phone</td>
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<td>Signature</td>
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<td>Second Reader - Name</td>
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<td>Email</td>
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<td>Signature</td>
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</table>

Attn: Drew Hatton  
Division of Health Policy and Management  
School of Public Health, University of Minnesota  
MMC 510, 420 DELAWARE ST SE, MINNEAPOLIS, MN 55455
**Purpose of the contract:** This contract is meant to be a brief outline of the project that the student plans to complete in partial fulfillment of their MPH degree in PHAP. It is intended to provide enough details so that the advisor and committee can judge whether the project will meet expectations for the MPH degree and is reasonable in scope. Provide as many details of the project as possible. The student and committee should be confident that this project can be completed as proposed in a reasonable time-frame. If the project substantially changes after the contract has been signed, a new project proposal must be submitted.

**Project Proposal (1-2 pages)**

**TYPE OF PROJECT:**

- [ ] Critical Review
- [ ] Policy Analysis
- [X] Research Project
- [ ] Quality Improvement Project

**Objectives**

Describe the objectives of the project. What are they questions you plan to answer? What is the scope? What topics are beyond the scope of this project? Do you have hypotheses? Etc.

**Public health significance**

Describe the significance to public health research, policy or practice? How will the proposed project make a contribution? Etc.

**Methods**

Describe the methods in sufficient detail so that their adequacy to reach the research objectives can be assessed. If sophisticated methods are proposed, the student should demonstrate that they have the skills and infrastructure (computing) necessary to complete the project. If data is necessary, the student should specify when it will be available. Etc.

**Human Subjects Protection**

If human subjects protection is unnecessary, describe why. Otherwise, describe steps that will be taken to address human subjects projection before the project begins.

**Additional Items**

Enter additional items you feel are necessary for evaluating this proposal.
Appendix F

Public Health Administration and Policy
MASTER’S PROJECT COMPLETION FORM

Students are asked to submit two bound copies of the final approved version of the project; one copy should be given to the project advisor and the second copy will be retained in the PHAP Program Office. Please have the paper bound with a Velo Bind Cover with a clear cover and a black vinyl back. No grade will be assigned for PubH 7794 until the student has complied with this request. Complete Master’s Projects are available for review by any PHAP student upon request.

Please remind project supervisor to assign a grade for the Master’s Project Credits (PubH 7794).

Please refer to the 2007 – 2008 PHAP Student Guidebook for complete policies and procedures.

________________________________________________________
Student’s Name

Project Title

________________________________________________________
PHAP Faculty Advisor - Name
Phone ____________________________
Email ____________________________ Signature ________________________________________________

First Reader - Name
Phone ____________________________
Email ____________________________ Signature ________________________________________________

Second Reader - Name
Phone ____________________________
Email ____________________________ Signature ________________________________________________

Attn: Drew Hatton
Division of Health Policy and Management
School of Public Health, University of Minnesota
MMC 510, 420 Delaware St SE, Minneapolis, MN 55455
<table>
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<tr>
<th>Document Item</th>
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<tr>
<td>MPH Study Plan</td>
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<tr>
<td>Field Experience Contract and Grade</td>
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<tr>
<td>Advisor Listing (Drew will check)</td>
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<td>Petitions</td>
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<td>Final Grades Input</td>
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<td>Application for Degree</td>
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<td>MP Final Completion Form</td>
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<tr>
<td>Alumni Contact Info</td>
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<tr>
<td>Grad Survey</td>
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