Environmental Health Sciences
MPH, MS and PhD Degree Programs
Division of Environmental Health Sciences

2012-2013 Student Guidebook
Welcome to the University of Minnesota School of Public Health!

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

2012 – 2013 is a year of transition for graduate students at the University. Please stay in touch with your coordinator as some paper processes will convert to electronic processes.

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

Important resource websites:
  a) Division news and events, student resources and opportunities, faculty and staff directories : http://www.sph.umn.edu/enhs/
  b) Division curricular and student resources: http://www.sph.umn.edu/programs/ehsmph/
  c) SPH-wide resources: http://www.sph.umn.edu/about/from-the-dean/ and http://www.sph.umn.edu/current/
  d) University Onestop (registration, cancel add deadlines, course schedule, school calendar; 
  e) Forms and other resources: http://www.sph.umn.edu/current/resources/
  f) MS resources, forms and policies: http://policy.umn.edu/prod/groups/president/@pub/@policy/@esl/documents/policy/masterscompletion_appb.pdf
  g) PhD resources: http://policy.umn.edu/prod/groups/president/@pub/@policy/@esl/documents/policy/doctoralcompletion_appa.pdf
  h) This guidebook is available here: http://www.sph.umn.edu/programs/ehsmph/ehsresources/

EnHS Student Mailboxes – 1215-1 Mayo Building
Student mailboxes are located in the interior hallway of Room 1215 in 1215-1 Mayo. Check your mailbox regularly for communication from faculty and accounting (important letters you may need to sign and return asap).

Division of Environmental Health Sciences
Administrative Contacts:
Division Head – William Toscano, PhD 612-624.2967 (tosca001@umn.edu)
Director of Graduate Studies – Elizabeth Wattenberg, PhD 612 626.0184 (watte004@umn.edu)
*Major Chair (MPH) – Matt Simcik, PhD 612.626.6269 (msimcik@umn.edu)
Major Program Coordinator – Khosi Nkosi 612 625.0622 (enhsst@umn.edu or nkosi001@umn.edu)
*Also known as Program Directors

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

Education: Masters' and doctoral education programs
Research: Research and scholarly activities
Service: Professional practice and service
Outreach: Continuing education, and outreach programs that include collaborative efforts with faculty in colleges throughout the university, and through collaboration with health care organizations, industry and government agencies.

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

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

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### University of Minnesota Calendar 2012-2013

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

#### Fall Semester 2012

<table>
<thead>
<tr>
<th>Month</th>
<th>Date(s)</th>
<th>Event</th>
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<tbody>
<tr>
<td>August</td>
<td>29</td>
<td>SPH New Student Orientation</td>
</tr>
<tr>
<td></td>
<td>29</td>
<td>New PhD Student Reception</td>
</tr>
<tr>
<td>September</td>
<td>3</td>
<td>Labor Day holiday – University closed</td>
</tr>
<tr>
<td></td>
<td>4</td>
<td>Classes begin</td>
</tr>
<tr>
<td>November</td>
<td>13</td>
<td>Registration for Spring Semester 2013 begins</td>
</tr>
<tr>
<td></td>
<td>22-23</td>
<td>Thanksgiving holiday – University closed</td>
</tr>
<tr>
<td>December</td>
<td>12</td>
<td>Last day of instruction</td>
</tr>
<tr>
<td></td>
<td>14-15, 17-20</td>
<td>Final examinations</td>
</tr>
<tr>
<td></td>
<td>20</td>
<td>End of Fall semester</td>
</tr>
<tr>
<td></td>
<td>24, 25</td>
<td>University Closed</td>
</tr>
<tr>
<td></td>
<td>27</td>
<td>Grades due</td>
</tr>
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#### Spring Semester 2013

<table>
<thead>
<tr>
<th>Month</th>
<th>Date(s)</th>
<th>Event</th>
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</thead>
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<tr>
<td>January</td>
<td>21</td>
<td>Martin Luther King holiday – University closed</td>
</tr>
<tr>
<td></td>
<td>22</td>
<td>Classes begin</td>
</tr>
<tr>
<td>March</td>
<td>18-22</td>
<td>Spring break – no classes</td>
</tr>
<tr>
<td>May</td>
<td>10</td>
<td>Last day of instruction</td>
</tr>
<tr>
<td></td>
<td>13-18</td>
<td>Final examinations</td>
</tr>
<tr>
<td></td>
<td>18</td>
<td>End of Spring semester</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 H. Humphrey School of Public Affairs, the Carlson School of Management, School of Social Work, and Law School. By combining our expertise, we can explore innovative, far-reaching ways of maintaining and improving the health of the people in Minnesota and throughout the country and world.

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

**Academic Health Center (AHC)**

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

1.2 **School of Public Health Student Services Office**

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

**Location**
Mayo Memorial Building, Room D305

**Telephone**
612.626.3500 or 800.774.8636

**Fax**
612.624.4498

**Email**
sph-ssc@umn.edu

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

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

We coordinate many functions including:

- Applications
- Orientation
- CoursEval
- Class Scheduling
- Student Tracking
- SPH Scholarships
- Registration
- Graduation Clearance
- Commencement

Career Services

Career Services offers a variety of resources to assist you in your efforts to locate and apply for professional positions – from field experiences (internships) to fellowships to full-time career positions. Our mission is to provide professional, comprehensive, lifelong career services and resources to SPH students, post-docs, and alumni. Our goal is to facilitate the career development process to ensure confidence in conducting a competitive job search and helping to maximize each individual’s career potential. As a student and later as an alumnus/alumna, you are able to take advantage of the following resources to help you achieve your career goals.

Career Services Website

The Career Services Website at [www.sph.umn.edu/career](http://www.sph.umn.edu/career) has many links to help you start your new career, including:

- **Jobs / Internships**: Our online job posting system listing internships, graduate assistantships and fellowships, and full-time career opportunities ([http://www.sph.umn.edu/careers/listings/]()).
- **Field Experiences**: This module, which is password-protected, is where students can start a new field experience contract, complete a field experience scholarship application, search the database of past field experience sites, and access additional resources ([http://www.sph.umn.edu/current/fe/]()).
- **Alumni Networking Database**: A searchable Alumni Networking Directory, to help you connect with SPH alumnae all over the world ([http://www.sph.umn.edu/alumni/dir/]()).
- **Career Tips**: General career-related links and tip sheets on a variety of job-search related topics ([http://www.sph.umn.edu/careers/tipsheets/]()).
- **Blog**: Our Career Services Blog hosts several career-related posts for students and alumni ([http://www.sph.umn.edu/careers-blog/]()).

Career Services 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. Darren Kaltved, Assistant Director, has a Master of Education degree and joined the staff in 2011. Both Barbara and Darren have significant experience serving the career needs of diverse populations in academia, non-profits, government and the private sector. To learn more about our staff, please visit: About Barb ([http://www.sph.umn.edu/careers-blog/about-barb/]()) and About Darren ([http://www.sph.umn.edu/careers-blog/about-darren/]()).

Individual Appointments

You may schedule individual appointments with Barb or Darren to discuss any career-related issues, from creating a top-notch resume to ideas for field experiences to interviewing to negotiating job offers. To schedule an appointment, please email Barb at blaporte@umn.edu or Darren at dkaltved@umn.edu.
Pop-in Counseling
If you have a quick career-related question, Career Services offers the opportunity to stop by the last Monday of every month (starting September 24, 2012) from 3:00pm – 4:00pm for a quick 10 minute pop-in meeting. No appointment needed. Stop by Mayo D-384 or D-385 for advice on resumes, cover letters, interviewing, job searching, networking, field experiences and more. Free popcorn included! If you have questions, contact Darren Kaltved at dkaltved@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 the SPHere News, 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 which includes Maggie Aftahi, Coordinator of Recruitment and Student Leadership Development and Sherlonda Clarke, Coordinator for Diversity and Experiential Learning Programs 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, diversity events and other special events, as well as attends career fairs and recruitment venues to meet with prospective students.

Student Services Staff

<table>
<thead>
<tr>
<th>Career Services</th>
<th>612-626-4448</th>
<th><a href="mailto:dkaltved@umn.edu">dkaltved@umn.edu</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Darren Kaltved, Assistant Director,</td>
<td>612-626-5443</td>
<td><a href="mailto:blaporte@umn.edu">blaporte@umn.edu</a></td>
</tr>
<tr>
<td>Barb Laporte, Director, Career Services</td>
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<table>
<thead>
<tr>
<th>Recruitment Services</th>
<th>612-624-0601</th>
<th><a href="mailto:med@umn.edu">med@umn.edu</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Maggie Aftahi, Coordinator for</td>
<td>612-624-9970</td>
<td><a href="mailto:sdclarke@umn.edu">sdclarke@umn.edu</a></td>
</tr>
<tr>
<td>Recruitment and Student Leadership</td>
<td>612-624-1991</td>
<td><a href="mailto:piotr005@umn.edu">piotr005@umn.edu</a></td>
</tr>
<tr>
<td>Dev.</td>
<td></td>
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<tr>
<td>Sherlonda Clarke, Coordinator for</td>
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<tr>
<td>Diversity and Experiential Learning</td>
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<td>Programs</td>
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<tr>
<th>Student Services</th>
<th>612-624-6915</th>
<th><a href="mailto:arche071@umn.edu">arche071@umn.edu</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Richard Archer, Student Data Coordinator</td>
<td>612-624-6952</td>
<td><a href="mailto:franc004@umn.edu">franc004@umn.edu</a></td>
</tr>
<tr>
<td>Carol Francis, Assistant Director of</td>
<td>612-626-5005</td>
<td><a href="mailto:nerne002@umn.edu">nerne002@umn.edu</a></td>
</tr>
<tr>
<td>Academic and Student Services</td>
<td>612-624-7660</td>
<td><a href="mailto:will1616@umn.edu">will1616@umn.edu</a></td>
</tr>
<tr>
<td>Mary Ellen Nerney, Assistant Dean of</td>
<td></td>
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<tr>
<td>Educational Operations</td>
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<tr>
<td>Megan Williams, Executive Operations/</td>
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<tr>
<td>Student Support Specialist</td>
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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 150 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/index.asp.

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 – Free lockers are assigned in the Student Services Center (Mayo D305). Students need to renew their locker each year and 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 SPHere 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 allow anyone to 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.

Printing in the SPHere

The School of Public Health (SPH) provides $100 worth of printing (1,000 pages) for the Fall and Spring semesters on your U Card. This value can ONLY be used in the SPHere computer lab (Mayo A-151) and is not valid in any other campus computer labs, including libraries.

When you swipe your card at a print release station, UniPrint will show a balance on the screen. This balance is a combination of the print value given to you by SPH and your Gopher GOLD balance. In order to determine how much print value you have left, you need to subtract your Gopher GOLD balance from the balance shown on screen. Once the $100 SPH Print Value is exhausted, printing costs will be deducted from your Gopher GOLD account. To view your current balance and transaction history or to add value to your Gopher GOLD account online, please visit www.gophergold.umn.edu. If you experience any printing issues or need to request a refund, please contact the lab attendant or call the SPH Student Services Center at (612) 626-3663.

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:
Meet with your advisor and/or program coordinator.
Raise the issue with your program director or director of graduate studies, either individually or in a meeting set up for this kind of feedback.
Provide comments on the annual student survey (in May).

The SPH takes all student concerns 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 Story, Senior Associate Dean at story001@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 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 www.sos.umn.edu.

1.6 Field Experience Contract

All students pursuing a required field experience or summer residency must complete an online "contract" prior to beginning the experience. The online contract form provides a streamlined process that is comprehensive for you, your preceptors, your faculty advisor and your program coordinator. Please refer to the current student website for this and other resources related to the field experience, www.sph.umn.edu/current/fe/index.asp. Students exploring international field experience opportunities need to begin the process six to eight weeks before departure, and need to be aware of requirements specific to international travel.

1.7 Minors and Interdisciplinary Concentration Areas

Minors

SPH students pursuing an MHA, MPH, MS, PhD are eligible to declare a minor in other areas. For a listing of graduate level minors click on http://www.catalogs.umn.edu/gradmajorsalpha.html.

Interdisciplinary Concentration Areas

SPH Master of Public Health students have the option to add an interdisciplinary concentration area to their program of study. The concentrations are Global Health (GHIC), Public Health Policy (PHPIC), and Health Disparities (HDIC). For more information and link to the required forms go to http://www.sph.umn.edu/programs/ic/.

1.8 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.

Prior to registration, 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 Assistant Dean 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
Electronic signature of academic advisor

When the contract is approved, the student will be contacted by email and provided with a registration permission number.

### 1.9 Online Courses

Moodle is the course management software system used by the University of Minnesota that enables instructors to create and manage Web-based learning materials and activities. Students use Moodle 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 Moodle tutorial is also available. Neither of these orientations are mandatory but may prove helpful to those with little or no experience with online courses.

### 1.10 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.

#### Career Survey

Recent Graduates are encouraged to complete the Career Survey. The survey captures important employment information, compensation norms and contact information.

### 1.11 Advising Teams

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 to provide 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 program coordinator or program director/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 program 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 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

2.3.1 One Stop

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. Please bookmark this site.

Email Accounts

Each student attending the University of Minnesota must set-up a student internet/email account by going to [www.umn.edu/initiate](http://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 email account. Course lists, immunizations, billing statements, financial aid updates, and other important information will be sent via the U of M student email address. It is strongly recommended that students use their U of M email account and do not transfer it to a personal email account.

The School of Public Health relies heavily on email 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 email regularly.

Students can retrieve email 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.oit.umn.edu/computer-labs/](http://www.oit.umn.edu/computer-labs/) for a list.

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

The U has expanded technological capacity to allow free lifetime access to University email. This allows students to use the U of M email address for personal or professional purposes even after graduation. (Imagine never having to subscribe to an email 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](http://myu.umn.edu). Portfolio – [https://portfolio.umn.edu](https://portfolio.umn.edu)
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:
- Access to the SPHere and lockers
- 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.

**LinkedIn**
LinkedIn (http://www.linkedin.com), the world’s largest professional network on the Internet, helps you make better use of your professional network through the exchange of knowledge, ideas, and opportunities with a broader network of professionals. Your professional network of trusted contacts gives you an advantage in your career, and is one of your most valuable assets in any job search. According to the National Association of Colleges and Employers over 85% of recruiters use LinkedIn or Google to search candidates, and 46% use LinkedIn to research new hires. LinkedIn includes executives and employees from all Fortune 500 companies, all Fortune 100 companies (including 82 of the 100 who use it for hiring purposes), and over 200 million total companies.

The School of Public Health encourages ALL students to use LinkedIn as an invaluable career and networking resource. Not only will this benefit and enhance your experience now, but will serve as a life-long resource in advancing your career. To help you get started, check out our LinkedIn Guide (http://www.sph.umn.edu/careers/tipsheets/linkedin/). To learn more about connecting with the School of Public Health through LinkedIn and social media, please visit: http://www.sph.umn.edu/socialmedia.

**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 Buses**
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 www1.umn.edu/pts/bus/buspassoptions.html.

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.

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.

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

Maps onestop.umn.edu/Maps/
Find the way to any University building.

Digital Signage
The School of Public Health had three different digital sign’s that provide information specific to the School of Public Health students. These can be found on the 3rd floor of the Mayo building – right near the Dean’s office Mayo A302, the student SPHere Mayo A150, and the 3rd floor (Lobby level) of the WBOB building.

2.3.2 Health and Well Being
Boynton Health Services www.bhs.umn.edu
Boynton Health Services offers comprehensive medical services for students, faculty, and staff.

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

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

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

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


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

Expression Connection for Nursing Mothers www.bhs.umn.edu/services/expression.htm
Spaces are available on campus offering private and comfortable rooms that are designed specifically for nursing mothers to be able pump and store breast milk. This service, offered through Boynton Health Services, requires a brief orientation for users to familiarize themselves with the rooms. The orientation can be scheduled by emailing bellx024@umn.edu.

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

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

2.3.3 Diversity

International Student and Scholar Services
The global, population-based nature of public health demands that the School of Public Health seek and train students of all racial, ethnic, economic, and educational backgrounds. Such diversity enriches the learning experience and helps build excellence in public health leadership.

Currently, more than 18 percent of our students are students of color, while about 13 percent are international students. The majority of our students are women and the average age of our students is 29.

UMN SPH is dedicated to providing our students with a supportive and welcoming academic experience in and out of the classroom. Our Diversity Matters series and Taste Diversity (http://www.advances.umn.edu/2012/04/taste-diversity/) programs are designed to highlight diverse issues that impact public health professionals.

The UMN SPH Coordinator for Diversity and Experiential Learning, Sherlonda Clarke, works with students, staff, faculty, and community members to enhance diversity within SPH. You can contact her at sdclarke@umn.edu.
In addition, the University of Minnesota has several offices across campus whose purpose is to support underrepresented students and promote diversity. The following is a list of some of those offices:

**International Student and Scholar Services**

International Student and Scholar Services (ISSS) is the office dedicated to serving the University of Minnesota's international community. Its primary mission is to assist international students and scholars in successfully accomplishing the goals that brought them to the University, by using all available resources. Services include: Counseling and Advising, Immigration and Visa Regulation Advising, Newsletters, Career Services, Academic Opportunities for University Students, Tax Return Information.

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.

**Disability Services**

The University's mission is to provide optimal educational opportunities for all students, including those with disabilities. The University recognizes that reasonable accommodations may be necessary for students with disabilities to have access to campus programs and facilities. In general, University policy calls for accommodations to be made on an individualized and flexible basis. Students are responsible for seeking assistance at the University and making their needs known. One of the first places to seek assistance is Disability Services (DS). This office is provided by the University of Minnesota to promote access, which means ensuring the rights of students with disabilities (e.g., physical, learning, psychiatric, sensory or systemic) and assisting the University in 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 is provided. The Academic Health Center Liaisons also provide consultation with and training for faculty and staff to ensure access to their programs, facilities and services. All services are confidential and free of charge. For more information or to arrange reasonable accommodations, contact the DS Academic Health Center Liaisons in the McNamara Alumni Center, Suite 180, 612.626.1333 (voice or TTY).

**LGBTQ Programs Office**

Through its various services, the LGBTQ 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.

**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. The Office of Equal Opportunity and Affirmative Action envisions the University of Minnesota as a community free from prejudice, discrimination, hatred and ignorance - an intellectually and culturally vibrant place of learning and leadership where all individuals are valued, respected, and unobstructed in their pursuit of excellence in their work and scholarship.

### 2.3.4 Academic and Learning Resources

**University Libraries**

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), 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.
The Outreach Librarian for the School of Public Health is Anne Beschnett, her office hours are between Monday and Friday, 8-4:30. Please email her or call to set up an appointment. besch015@umn.edu or 612-625-9603. For additional information, blog.lib.umn.edu/lmcguire/publichealthliaison.

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

**Center for Writing**  
http://writing.umn.edu/  
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. This may be through appointments or online.  
The Online Writing Center offers online tutoring to students taking Writing-Intensive courses at the University of Minnesota. Online tutoring is conducted via the Web, and consists of comments and feedback offered by our experienced writing tutors.

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

**Computing Services**  
www.oit.umn.edu/index.php  
The University’s Academic and Distributed Computing Services (ADCS) website provides a wealth of information and services available to students including:

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

**myU Portal**  
myu.umn.edu  
The myU web portal permits you to:

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

myU can be personalized based on your role as a student in the School of Public Health and Academic Health Center (AHC). The myU portal view currently serves students, faculty, and staff in AHC collegiate units. It provides information to students in AHC affiliated colleges that 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**  
https://portfolio.umn.edu/  
Portfolio is a secure website 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.

**Counseling and Consulting Services**  
www.uccs.umn.edu/  
Provides the following services to the University community:

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

Police
The University of Minnesota has a full service police department in the event of an emergency dial 911.

Security Monitor Program
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.

TXT-U Emergency Notification
TXT-U is the University of Minnesota’s emergency notification text messaging system. Students, faculty, and staff can stay informed about critical campus safety information by registering to receive TXT-U messages.

TXT-U will be used infrequently and specifically for real emergency situations.

Campus Wide Emergency Alert System
The Campus Wide Emergency Alert System includes 21 outdoor loudspeakers mounted on poles and rooftops on the West Bank and East Bank and in St. Paul. The system will allow for an alert tone and vocal instructions in the event of a campus emergency.

2.3.6 Social Events

Student Unions and Activities Office
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.

Campus Events
Website for events hosted by the University of Minnesota.

School of Public Health Events
Website for events specific to the School of Public Health.

Academic Health Center Events
Website for events specific to the Academic Health Center.

2.3.7 Additional Resources

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

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

Student Conflict Resolution Center
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
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

MHA, 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 MHA and MPH students must be registered for 6 credits to be considered full-time 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). Check for holds e.g. immunizations, transcript, etc.

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 Program 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. Stricter policies may be enforced by individual majors/programs.
- 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, Withdrawals, Repeating Courses

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 http://onestop.umn.edu/registration/change/index.html

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.

Registration Exception Form
Students are required to submit a Request a Registration Exception Form to change their registration (e.g., add, drop, change your grade basis) after a deadline or to register for more than 18 credits http://onestop.umn.edu/special_for/graduate_students.html

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

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

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

Repeat and Bracket Course Policy
An officially admitted SPH student (MHA, MPH, MS, PhD, and Certificate Programs) may repeat a public health course only once.

SPH students have the option to bracket a particular course (with the same course number) one time. Bracketing is a practice where one grade is omitted from GPA calculations, while continuing to appear on the transcript.

Only courses with the same catalog number may be bracketed.

A University of Minnesota course may not be bracketed with a course taken at another institution.

How bracketing works: When an SPH student repeats an SPH course, both grades for the course will appear on the official transcript and will be counted towards the GPA calculation. The student is responsible for submitting a written request that a repeated course be "bracketed" (only once per course). If a student registers for a course a third or greater number of times (either in violation of this policy or by approved exception), all non-bracketed grades will be factored into GPA calculations. It is important to note that student school loans may not cover the tuition cost of repeating a course.

Exceptions: Exceptions to this policy must be submitted to the student’s academic advising team and discussed with the course instructor. Example: Requesting to repeat a course (more than two times) is at the discretion of the academic advising team and may be approved due to extraordinary circumstances such as documented illness or hospitalization, death in family, etc..

Higher standards of achievement and stricter repeat policies may be enforced by individual majors/programs. This may include restrictions on repeating core courses that are also core to a major, and/or requiring that students earn better than a B- in particular courses in order to meet major/program requirements. Documentation of such policies can be found in the student guidebooks.

Students can discuss with their advising team and/or consult the Educational Policy Manual at http://www.sph.umn.edu/facstaff/edpolicy/ for alternative core course options.
Other Transcript symbols

Incomplete [I]
The 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 contract 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. The Incomplete contract can be found at http://www.sph.umn.edu/pdf/current/students/Student_IC.pdf

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

Course Credit Transfer Policy
A student may seek transfer of no more than 40% of their total graduate or professional program credits taken at the University of Minnesota or at another college or university prior to the SPH program matriculation. Course credits may be used to satisfy public health core or other program requirements as jointly approved by the Program Director and the Senior Associate Dean for Academic Affairs. No course credits older than 5 years from the date of the student’s matriculation will be accepted for transfer. A grade of “B-” or better is required for each course requested for transfer credit.
SPH students who have completed graduate-level coursework at the University of Minnesota or another college or university may petition to transfer those courses toward their SPH degree. To be considered for transfer, graduate level coursework must have been taken at an accredited graduate institution.

Higher standards of achievement and stricter policies may be enforced by individual majors/programs.

Students must:

1. Meet with their academic and administrative advisor to discuss the petitioning process. If the petition is acceptable to the advisor, the student will complete and sign the Academic Policy Petition form, and attach an official transcript on which the final grade has been posted.

2. Submit the Academic Policy Petition form to the Program Coordinator for processing. The Academic Policy Petition form can be found at: http://policy.umn.edu/forms/otr/otr172.pdf

The Program Coordinator will forward the petition to the Program Director for approval and signature and then to the Student Services Center for the Senior Associate Dean for Academic Affairs for final evaluation and/or approval.

The Academic Policy Petition forms may be used for other academic reasons. Students are encouraged to discuss petition issues with their academic advisor or Program Coordinator to determine the appropriate process and procedure.

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 onestop.umn.edu 24 hours after they are posted by the course instructor.

Course Evaluations
Student feedback on course content and faculty teaching skills are an important means for improving our work. Please take the time to complete a course evaluation for each of the courses for which you are registered. The SPH collects student course evaluations electronically using a software system called CoursEval: http://www.sph.umn.edu/current/resources/grades/ The system will send email notifications to students when they can access and complete their course evaluations. Students who complete their course evaluations promptly will be able to access their final grade as soon as the faculty member renders the grade in SPHGrades: www.sph.umn.edu/grades. All students will have access to their final grades through OneStop two weeks after the last day of the semester regardless of whether they completed their course evaluation or not.

Note: Responses will remain anonymous and will not be released to the course instructor until after final grades have been submitted. This is School of Public Health procedure - not a University-wide policy - and therefore applies to Public Health courses only.

4. Tuition, Fees, Billing, and Finances

4.1 Tuition and Fees

Please go to http://onestop.umn.edu/ for complete and up-to-date tuition and fees 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.

Third Party Billing http://onestop.umn.edu/finances/pay/third_party_billing/index.html

When an organization, not owned by you or a family member, makes a commitment to pay your educational expenses, they are considered a third party sponsor by the University of Minnesota. When payment is due on your student account, the sponsor is billed by the University. This payment process is termed "third party billing."

Sponsor's payments are subject to the same federal reporting requirements as other financial aid. Some sponsorships don't require a billing invoice and are administered by the University through One Stop Student Services. Whether you are a student or a sponsor, you will find answers in the frequently asked questions (FAQ ) about how the third party billing processes these payments at the links on the left. In addition, you can view current tuition and fee information.

If you have more questions or need further information, please contact the third party billing office at tpbill@umn.edu or 612-625-8559.

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/prospective/financing/index.asp. 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 -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>Email address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Division/Major Specific Awards and Traineeships, the Dean’s Scholarship</td>
<td>Your Program Coordinator</td>
<td><a href="mailto:enhsss@umn.edu">enhsss@umn.edu</a></td>
</tr>
<tr>
<td>Medica Scholarships, and scholarships that support specific US minority groups</td>
<td>SPH Student Services</td>
<td><a href="mailto:sph-ssc@umn.edu">sph-ssc@umn.edu</a></td>
</tr>
<tr>
<td>Federal Loans, Financial Aid Package</td>
<td>Elizabeth Holm 612-624-4138</td>
<td><a href="mailto:holmx029@umn.edu">holmx029@umn.edu</a></td>
</tr>
</tbody>
</table>

Loan Deferment

A temporary postponement of loan payments available only under certain conditions; some loans do not accrue interest in deferment, such as subsidized loans http://policy.umn.edu/forms/fa/fa830.pdf.

Students requesting a loan deferment can get their form signed by One Stop Student Services http://onestop.umn.edu/contact_us/index.html.
Financial Aid Exit Interviews

Financial aid exit interviews are a federal requirement of all students who received student loans. The purpose is to explain about the loans, how to repay, and what happens if you do not repay.

Students who borrowed Direct Subsidized and/or Direct Unsubsidized Loans for their graduate education are required to participate in a Financial Aid Exit Interview before being cleared for graduation. The University of Minnesota Financial Aid Office will contact students to schedule the exit interview appointment.

For more information on Direct Loan Borrowing and the Exit Interview process students can review the link at http://onestop.umn.edu/finances/financial_aid/loans/exit_interviews.html and http://policy.umn.edu/Forms/fa/fa945.pdf.

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/gae.

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.

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 email messages frequently for announcements from the Program Coordinators, Program Directors, 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 Program Coordinator, Program Directors 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 a helpful discussion of preventing plagiarism, please consult University policies and procedures regarding academic integrity: http://writing.umn.edu/tww/preventing/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.

   The Senior Associate Dean for Academic and Student Affairs is responsible for managing all School of Public Health issues and investigations of academic misconduct.

### 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 fire-fighting equipment, safety devices, or other emergency equipment or interfering with the performance of those specifically charged to carry out emergency services; or acting to obtain fraudulently-through deceit, unauthorized procedures, bad checks, or misrepresentation-goods, quarters, services, or funds from University departments or student organizations or individuals acting in their behalf.

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

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

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

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

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

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

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

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

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

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

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

Subd. 3. Required Compliance. Required compliance means satisfying University requirements, work assignments, community service, or other discretionary assignments.
Subd. 4. Confiscation. Confiscation means confiscation of goods used or possessed in violation of University regulations or confiscation of falsified identification or identification wrongly used.

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

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

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

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

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

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

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

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

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

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

The appeals procedure must describe:

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

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

SUPERSEDES: Existing disciplinary appeals policies in contradiction and specifically repeals the appeals policies dated February 9, 1979.
SECTION I. DEFINITION.
Subd. 1. Sexual Harassment. “Sexual harassment” means unwelcome sexual advances, requests for sexual favors, and/or other verbal or physical conduct of a sexual nature when:

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

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

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

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

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

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

5.3 Scholastic Dishonesty and Plagiarism

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

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

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

All issues relating to academic misconduct are referred to the Sr. Associate Dean for Academic and Student Affairs.

### 5.4 University Senate Uniform Grading & Transcript Policy

#### 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>
</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>Value</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.

5.5 Health Insurance

The University requires all students to have health care coverage to ensure they have access to medical care and can maintain good health, which is essential for academic success.

The charge for the University-sponsored Student Health Benefit Plan will be added to your tuition bill. However, if you can demonstrate that you have health insurance coverage from another source as allowed under Minnesota law, you may apply for a waiver of coverage, [http://www.shb.umn.edu/waiver/index.htm](http://www.shb.umn.edu/waiver/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.

**Long Term Care Disability Insurance Fee**

http://onestop.umn.edu/finances/costs_and_tuition/fees/general_fees/

Long Term Disability Insurance fee - Charged to all Academic Health Center (AHC) students. When paid in fall and spring, the insurance covers a full calendar year.

**Waiver**

All admitted AHC students will be required to participate in the plan if they are not covered by another source. For more information go to: http://www.shb.umn.edu/waiver/index.htm.

If you want to waive the insurance, you must prove they have other coverage by producing a certificate of credible coverage obtained from your managed care organization, insurance company, or duly authorized agent verifying insurance coverage. You 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 you lose coverage during the period you have been waived, you 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 Leave of Absence

**Leave of Absence**

Graduate students who experience circumstances that prevent them from maintaining active status through continuous registration (excluding summer term), and who, through consultation with their Director of Graduate Studies (DGS), Program Director, advisor(s), and relevant offices determine that a leave of absence (LOA) is appropriate, must request a LOA from their college office using this form. Graduate students must receive approval for an official Leave of Absence.

Forms must be submitted to the School of Public Health Student Services Center, D305 Mayo Memorial Building, 420 Delaware Street SE, Minneapolis, MN 55455.

### 5.7 Privacy

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

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

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

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

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

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

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

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

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

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

Login to [www.ahc.umn.edu/privacy/training/home.html](http://www.ahc.umn.edu/privacy/training/home.html), click on [myU.umn.edu](http://myU.umn.edu) and select [my Worklife](http://myworklife.umn.edu) link to complete the training.

### 5.8 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 [http://www.bhs.umn.edu/index.htm](http://www.bhs.umn.edu/index.htm) and click on immunizations.

### 5.9 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.

### 5.10 Use of Human Subjects in Research

Any research you conduct while a student at the University of Minnesota may be subject to review and approval by the University’s Institutional Review Board (IRB) for the protection of human research subjects. This applies to projects conducted inside or outside the University. For research conducted outside of the University, students may still need IRB approval from the University even if approval has been obtained from an external agency.

The IRB is a committee of faculty, students, and community members that follows federal regulations and ethical principles in order to protect human research subjects. Learn more about the IRB here: [http://www.research.umn.edu/irb](http://www.research.umn.edu/irb).

The committee is most concerned with the researcher’s interface with subjects rather than the background rationale for the project. Specifically, this refers to the recruitment process, the interviewer’s experience and expertise, how subjects are informed about the study and expectations for their participation, and how subjects are debriefed after their participation so that subjects can make an informed decision about participation.

If your proposed research project is subject to IRB review, you must submit an application to the IRB before you begin. **You cannot begin any regulated research until you have IRB approval.** This includes sending out recruitment flyers or emails, accessing private data, or doing any aspect of your research. You may not be permitted to use any data that was collected without prior IRB approval. The IRB does not have the authority to approve a study after it has begun.
The IRB approval process may take as little as one week, but can take up to 2 months or longer. “Last minute” approvals are not possible, so it is important to plan ahead. Applications for international research, research with children, research about illegal or stigmatizing behavior, research with vulnerable populations, or research that incorporates deception often require more review time.

What research must be reviewed by the IRB?

If you and/or your faculty advisor are even a little uncertain about whether your project needs IRB approval, email or call the IRB. IRB staff members are trained to help you and your advisor determine if you must submit an IRB application. Contact your faculty advisor or the Executive Director of the IRB at 612-626-4851 if you do not receive a helpful response. Again, you may not be able to use any data collected if you conduct research that should have been reviewed by the IRB. Start this process about two months before you need the approval.

IRB Contact Information
(612) 626-5654
irb@umn.edu
http://www.research.umn.edu/irb/

Any research involving human subjects must be reviewed by the IRB. This means that if you are conducting research (which is a systematic investigation designed to contribute to generalizable knowledge) with human subjects (which are living individuals about whom you collect information) your research is subject to IRB approval. In short, if your research project involves living people, you should at least contact the IRB or submit an application.

Projects that are not subject to IRB review include studies that rely on existing publicly available data, such as US Census data. If you are only doing an analysis of publicly available data (i.e., data you can download from a public website) you do not need IRB approval to use it. Technically, such work is research but does not involve living individuals from whom you collect information. On the other hand, an oral history study may not require IRB because it is not a systematic investigation designed to contribute to generalizable knowledge. However, there are many grey areas, so students proposing such work are strongly encouraged to contact the IRB to determine whether their project requires approval.

Additional guidelines for students involved in international fieldwork

If you plan to use data collected as part of your international field experience for your master’s project, you are strongly encouraged to contact the IRB before your field experience begins to ensure that your project is approved in a timely manner. You will not be allowed to take data out of the host country without IRB approval.

How do I apply for IRB approval?

If, after contacting the IRB or speaking with your faculty advisor, your project needs to be reviewed, the next step is to browse and study the IRB website.

Before submitting your application, you must complete online training in the protection of human research subjects. To do this, follow the TRAINING tab on the IRB website to the CITI training. For most public health students, the CITI social science module is suggested. There is no charge for the training but it takes up to four hours to complete. You will need your UMN X.500 username and password.

Your research may be exempt from IRB review. However, only the IRB can determine this, so you must submit an Exempt Research Application to the IRB to have your exemption approved. There are four categories of research that are exempt from IRB review. Exempt public health research typically involves exemption #2 (e.g., low risk anonymous surveys or observation of public behavior when no personal identifiers are recorded) or #4 (e.g., use of existing anonymous data from a professor’s study). For more information on these categories and copies of the appropriate Exempt Research Applications, click the IRB REVIEW PROCESS tab on the IRB website and then click on EXEMPT CATEGORIES.

If your research is subject to IRB review and is not exempt, you must fill out a regular IRB application form, which can be found on the IRB website under the FORMS tab. Most public health studies should fill out the Social Science form. The Medical form is typically for experimental drug studies or similar types of research. Call or write the IRB if you are unsure of which form to fill out. Also, there are several appendices on the IRB website that you may be required to include with your application. One appendix is surely needed: Appendix J, which is for student research. Your advisor will help you fill this out.
The IRB forms may be submitted by email to the IRB (see Contact Information, above). **Be sure to "cc" your advisor** if she/he did not actually sign the documents: the IRB accepts the "cc" as a digital signature.

What does the IRB look for?

When reviewing your application, the IRB will look for the following things:

1. You have completed (CITI) training
2. Your advisor has completed Appendix J and is "cc'd" on the submission email or has signed the documents
3. Risks to subjects are minimized
4. Risks to subjects are reasonable in relation to anticipated benefits
5. Selection of subjects is equitable and fair
6. Informed consent is sought from each prospective participant
7. Adequate preparation is taken to protect the privacy and confidentiality of subjects
8. Adequate provisions are made for the ongoing monitoring of the subjects' welfare

Some tips

- **Call or email the IRB if you have any questions. They are paid to help you and have seen thousands of studies, many just like yours!**
- Students should work closely with their faculty advisors when completing IRB forms.
- If you are collecting primary data, you will need a copy of the questions you intend to ask subjects, a protocol for collecting data, a consent form with all the elements (see website), and a plan to encrypt identifiable data. If you will be using participant recruitment materials (letters, advertisements, etc.), you must also include them along with your application.
- The IRB looks very closely at research involving children, prisoners, incapacitated persons, the elderly, deception, and higher risk interventions.
- If you’re hoping to work with children, plan on getting informed consent from parents.
- All research entails some risk to subjects, even if merely boredom. It is best to overestimate the risks your study poses to subjects and to underestimate its benefits.
- Write short, pithy answers to each question on the IRB form.
- The length of time it takes for the IRB to review and approve your application is highly correlated with the completeness and quality of your application. Incomplete or vague answers often result in "deferrals" which can greatly lengthen the time to approval.
- This page on the IRB website offers specific guidance for student researchers: http://www.research.umn.edu/IRB/guidance/student-researchers.html.

5.11 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 the 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 and see Section 6. Groups, Associations, and Societies.

6. Groups, Associations and Societies

6.1 Student Groups

School of Public Health Student Senate  www.sph.umn.edu/current/studentsenate/index.asp
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 2012-2013 academic year are:

<table>
<thead>
<tr>
<th>Office</th>
<th>Name</th>
<th>Email Address</th>
</tr>
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<tbody>
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<td>President</td>
<td>Susan Wyatt</td>
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<tr>
<td>VP for Committees and Divisions</td>
<td>Open</td>
<td></td>
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<tr>
<td>Secretary</td>
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<td></td>
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<tr>
<td>Treasurer</td>
<td>Megan Craig-Kuhn</td>
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</tbody>
</table>

Graduate and Professional Student Assembly (GAPSA)  www.gapsa.umn.edu
The Graduate and Professional Student Assembly serves many functions on this campus, chief among them ensuring that the University, in all of its offices, programs, schools and departments, works in the interests of excellence in the graduate and professional experience. GAPSA and its coordinate councils advocate on your behalf to make the University of Minnesota the premier institution for graduate and professional education in the nation, and try to make sure students have a smooth, supported, even fun time getting their degree.
Council of Graduate Students (COGS)  
www.cogs.umn.edu
The Council of Graduate Students (COGS) is the official student governing board of the Graduate School, representing all Graduate Students at the U of M. The U administration looks to COGS for consultation and direction on all matters pertaining to the Graduate School experience, including Graduate Assistant issues.

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

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

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

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

6.2 Public Health Related Associations and Agencies

Minnesota Public Health Association  
www.mpha.net/
Founded in 1907, the Minnesota Public Health Association (MPHA) is a statewide professional organization actively serving Minnesotans, our members, and the public health profession through its efforts and activities. MPHA is an affiliate of the American Public Health Association.

American Public Health Association  
www.apha.org
The American Public Health Association (APHA) is the oldest and largest organization of public health professionals in the world, representing more than 50,000 members from over 50 occupations of public health.

Association of Schools of Public Health  
www.asph.org
The Association of Schools of Public Health (ASPH) is the only national organization representing the deans, faculty, and students of the accredited member schools of public health and other programs seeking accreditation as schools of public health.

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

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

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

School of Public Health Alumni Society  
www.alumni.umn.edu  
www.sph.umn.edu/alumni/

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  
www.mhaalum.org/

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.
7. **DIVISION OF ENVIRONMENTAL HEALTH SERVICES (EnHS)**

### 7.1 Division Resources

**EnHS Website** - http://www.sph.umn.edu/programs/ehs/index.asp

Visit the EnHS website (http://www.sph.umn.edu/programs/ehs/index.asp) for current Division news and events, student resources and opportunities, faculty and staff directories, and academic information such as program curriculum, course listings and syllabi.

Website questions or submissions should be sent to Joy Archibald at archi009@umn.edu

**EnHS Student Mailboxes – 1215-1 Mayo Building**

Student mailboxes are located in the interior hallway in 1215-1 Mayo. Students are expected to check mailboxes regularly for messages. Faculty mailboxes are located on the left in room XXXX Mayo.

### 7.2 Division Faculty and Staff

**Faculty**

<table>
<thead>
<tr>
<th>Name</th>
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</table>
### Staff

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<td>Info Tech Specialist</td>
<td><a href="mailto:dstrom@umn.edu">dstrom@umn.edu</a></td>
<td>626-4825</td>
<td>1151 Mayo</td>
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</table>

### 7.3 EnHS Division Awards

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

**Herbert M. Bosch Award**

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

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

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

**Faculty Excellence Award**

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

All students registered for a graduate program with a major in the Division of Environmental Health Sciences are eligible to vote. It shall be the duty of the class officers to encourage all those eligible to vote to participate in this selection. The past two votes were conducted successfully via survey monkey.

**Delta Omega - Honorary Society in Public Health**

Delta Omega is the national honorary society for graduate studies in public health. (It is equivalent to Phi Beta Kappa for undergraduate studies in letters or Alpha Omega Alpha in medicine.) The society was founded in 1924, when only a few graduate schools of public health existed in the United States, and now has chapters at the majority of 25 or more such schools providing advanced public health degrees in 1990.
The Constitution and By-Laws were adopted in 1927, and amended occasionally since then. Policies are made by the National Council, composed of elected officers and representatives of each chapter, meeting annually. The annual meeting includes a scientific, as well as a business, program. It is usually held in conjunction with the Annual Meeting of the American Public Health Association.

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

Election to membership in Delta Omega is intended not only to recognize merit, but also to encourage further excellence in and devotion to public health work.

More EnHS Awards can be found here: http://www.sph.umn.edu/enhs/news/award_descriptions/

### 7.4 Overview of Degree Programs

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

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

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

For more on specialty descriptions see: http://www.sph.umn.edu/enhs/degrees/

**Doctoral Training Grants**

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

- Occupational Injury Prevention Research Training (OIPRT): http://www.sph.umn.edu/programs/ehsphd/training/oiprt/

**Dual Degrees**

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

- JD with the Law School: http://www.jointdegree.umn.edu/about/home.html
- DVM with the School of Veterinary Medicine
- MD with the Medical School
### 7.5 Role of Academic Advisors

Faculty advisors are expected to...

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

For more on the SPH model Advising Team see page 11 (section 1.11 of this guidebook)

### 7.6 EnHS Program Curriculum

Most MPH/MS students require two years to complete their degree program. Students should consult with their advisor regarding the time required for their subspecialty; PhD students should also consult with their advisor to determine their curriculum and course of study.

**Environmental Health Core Coursework [required of MPH and MS]**

Students are required to register for these courses A/F unless otherwise noted.

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

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

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

**Note:** Students are required to register for these courses on an A/F grade basis unless otherwise noted. More on Public Health Core Online and In person: http://www.sph.umn.edu/programs/ehs/curriculum.asp

<table>
<thead>
<tr>
<th>Course</th>
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<td>PubH 6020</td>
<td>Fundamentals of Social and Behavioral Science</td>
<td>Any term</td>
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</tr>
<tr>
<td>PubH 7196</td>
<td>Field Experience [S-N grade basis only]</td>
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<td>3-5</td>
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<tr>
<td>PubH 6751</td>
<td>Principles of Management in Health Services Organizations</td>
<td>Fall/Spring</td>
<td>2</td>
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</table>
Two-Year Sample MPH General Plan (42.0 Cr)

Remember: you are expected to meet with your advisor at least once a semester

See Recommended Field Experience Timeline here: http://www.sph.umn.edu/current/fe/student/

<table>
<thead>
<tr>
<th>Year 1: Fall Semester (10.0 cr)</th>
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<tbody>
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<td><strong>PubH 6103</strong> Exposure to Environmental Hazards</td>
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<tr>
<td><strong>PubH 6104</strong> Environmental Health Effects: Introduction to Toxicology</td>
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<tr>
<td>Add from other core courses or add track or electives</td>
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<td><strong>Total</strong></td>
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To Do: Meet with your advisor at least once each semester. 
Spring Registration begins early November (complete immunizations well ahead to avoid a hold on your record)

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<td><strong>PubH 6105</strong> Environmental and Occupational Health Policy</td>
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<td><strong>PubH 6751</strong> Principles of Management in Health Services Organizations</td>
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<tr>
<td>Electives</td>
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<td><strong>Total</strong></td>
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In March submit your Self-Assessment Report to you advisor and Major coordinator

<table>
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<tr>
<th>Year 1: May/Summer Semester (3.0 cr)</th>
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<tbody>
<tr>
<td><strong>PubH 7196</strong> Field Experience in Environmental Health</td>
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<tr>
<td><strong>PubH 6414</strong> Biostatistics Methods I</td>
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<td><strong>PubH 6181</strong> Hazards</td>
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<td><strong>PubH 6741</strong> Ethics in Public Health Professional Practice and Policy</td>
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<td>Electives</td>
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<td><strong>Total</strong></td>
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<tr>
<th>Year 2: Spring Semester (8.0 Cr)</th>
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<tbody>
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<td><strong>PubH 6112</strong> Risk Analysis: Applications to Risk-Based Decision Making</td>
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<tr>
<td><strong>PubH 7194</strong> Environmental Health Master's Project</td>
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<td>Electives</td>
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<td><strong>Total</strong></td>
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### 7.7 Subspecialty Coursework

Additional required and elective courses are determined by specialization within the Environmental Health major General, Occ Epi, Inf Diseases etc. Students should consult with their advisor for specialized coursework and electives.

**See Degree option and curriculum listings**
- MS: [http://www.sph.umn.edu/programs/ehs/](http://www.sph.umn.edu/programs/ehs/)
- PhD: [http://www.sph.umn.edu/programs/ehsphd/](http://www.sph.umn.edu/programs/ehsphd/)
### Even Fall Semester (2012)

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### Odd Spring Semester (2013)

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**Note:** Environmental Health Core requirements in bold.
### Odd Fall Semester

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Note: Environmental Health Core requirements in bold.
Course Syllabi can be found here: http://www.sph.umn.edu/programs/syllabi/index.asp

For SPH Core internet-delivered and in person courses see: http://www.sph.umn.edu/programs/ehs/curriculum.asp

3100 Topics: Environmental Health
(.5-4 cr)
Undergraduate new course offerings or topics of interest in environmental health.

3106 Making Sense of Health Studies
(2cr) Maldonado
How to critically evaluate health news (and the health research reports on which they are based) to make good, well-informed decisions about your health and well-being. Fulfills public health minor requirements for CLA
Fall & Spring, 12:20pm -2:15pm Thu

3107 Global Public Health and the Environment
(2cr) Alexander
Environmental determinants of health/well-being of populations. Role of environment in public health, resulting population burden of disease. Variation of environmental public health determinants across globe. Interconnectedness of activities/actions of people in different countries. Fulfills public health minor requirements for CLA
Fall 9:05am-11:00am Tue

6100 Topics: Environmental Health
(.5-4 cr; prereq EH major or #)
New course offerings or topics of interest in environmental health.

6101 Environmental Health
(2 cr) Toscano
Principles of environmental health relating to macro- and micro-environments and to products consumed or used by people.
Fall, 1:25pm-3:20pm Mon & Wed (first seven weeks); Spring, 6:00pm-9:00pm Mon & Wed (first seven weeks)

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

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

6104 Environmental Health Effects: Introduction to Toxicology
(2 cr) Wattenberg
To identify the mechanisms and effects of environmental agents on human health.
Fall, 5:45pm-7:40pm Tue & Thu (last seven weeks of fall semester and even year May session)

6105 Environmental and Occupational Health Policy
(2 cr; prereq EH major or #) McGovern
This is an introductory course designed to provide graduate students with a survey of environmental and occupational health policy, acquaint them with the public policy process in the United States and introduce conceptual frameworks for analyzing public policy alternatives. Students will be encouraged to apply course content to their professional
career in public health and to contribute to policy that advances the health of the public. Students will develop an understanding of environmental and occupational health policies, laws, key concepts and principles, proposals and approaches for regulatory reform, approaches to policy analysis, and overall phases and issues in the policy making process.
Spring, 6:00pm-7:55pm Tue

**6112 Risk Analysis: Application to Risk-Based Decision Making**
(3 cr; prereq PH or grad student) Wattenberg
Introduction to risk in the context of regulatory decision-making.
Spring 6:00pm-8:00pm Mon & Wed

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

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

**6120 Injury Prevention in the Workplace, Community, and Home**
(2 cr) Gerberich
Injury epidemiology: analysis of major injury problems affecting the public in the workplace, community, and home using the epidemiologic model and conceptual framework; emphasis on strategies/program development for prevention and control.
Spring, 2:30pm-4:25pm Mon (odd year spring semester)

**6121 Topics: Injury Prevention in the Workplace, Community, and Home (every semester-not an online course)**
(1-2 cr; prereq 6120, 6330 or 6341) Gerberich
Selected projects relevant to injury problems.

**6122 Seminar: Safety in the Workplace**
(1 cr) Gerberich
Realm of and potential risk factors for occupational safety problems; strategies for prevention and control.
Spring, 12:20pm-1:10pm Wed (even year spring semester - 2014, 2016…)

**6123 Violence Prevention and Control: Theory, Research, and Application**
(2 cr) Possibly Nachreiner
Analyses and critique of major theories and epidemiological research pertinent to violence, including characteristics of violence and relevant risk factors, reporting and treatment protocols, and current/potential intervention efforts and prevention initiatives; emphasis on interdisciplinary contributions to violence prevention and control.
Spring, 3:35pm-5:30pm Mon (odd year spring semester – 2013, 2015…)

**6130 Occupational Medicine: Principles and Practice**
(2 cr; prereq Grad student or EH major) Mandel
Pathogenesis of diseases caused by occupational hazards, evaluating work-related illnesses, overall regulatory framework governing occupational health and safety.
Spring, 5:00pm-7:00pm Wed
6131 Working in Global Health
(2 cr) LaFrance
Major factors influencing health worldwide, and the interdependence of the developed and developing world in addressing health problems from a global perspective.
Fall, 6:00pm-8:30pm Wed

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

6133 Global Health Seminar
(1 cr) Alexander
This seminar course will explore various aspects of global health from a public health perspective.
Spring, 5:45pm-7:45pm Mon

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

6150 Interdisciplinary Evaluation of Occupational Health and Safety Field Problems
(3 cr; prereq PubH 6170 or instr consent) Nachreiner
Guided evaluation of potential health and safety problems at the worksite, recommendations and design criteria for correction; and evaluation of occupational health and safety programs.
Spring, 10:10am-1:10pm Tue

6160 Metabolomics
(3 cr; prereq Biochem, mol biol, org chem or #) Peterson
Pharmacokinetics/toxicokinetics and xenobiotic metabolism. Mechanisms by which phase I and phase II enzymes bioactivate and detoxify xenobiotics. Implications of these biochemical reactions for human health.
Spring, 3:35pm-4:50pm Mon & Wed

6161 Regulatory Toxicology
(2 cr; prereq some background in [toxicology or pharmacology or related field] is recommended) Wattenberg
In-depth introduction to laws (and associated regulations) of U.S. federal regulatory agencies, such as CPSC, EPA, FDA, OSHA, and DOT, that both require and use toxicological data/information in their mission of protecting human and environmental health.
Spring, 6:00pm-8:00pm Thu

6164 Toxicological Analysis
(2cr; Prereq Enrollment in toxicology concentration of Environmental Health PhD program) Peterson
Introduction to modern methods in molecular toxicology. Introduction to the core research facilities present at the University of Minnesota as well as field trips to local organizations imploring modern toxicological methods.
Fall, 9:05am-12:05pm Tue

6170 Introduction to Occupational Health and Safety
(3 cr; prereq EH major or #) Nachreiner
Introduction to major concepts and issues in occupational health and safety. Apply public health principles and decision-making process in relation to prevention of injury and disease, health promotion of adults and protection of worker populations from environmental hazards.
Fall, 2:30 P.M. - 5:30 P.M. Wed (odd year summer semesters online)
6172 Industrial Hygiene Applications
(2 cr; prereq EH major, PubH 6170, or #) Brosseau
Recognition, evaluation, and control of occupational health and safety hazards. Practice application to specific industrial hygiene problems related to gases/vapors, aerosols, and physical agents.
Spring, 9:05am-11:00am Wed (odd year spring semesters)

6173 Exposure to Physical Agents
(2 cr; prereq grad student or EH major, IH specialty or equiv preparation) Raynor
Nature, health effects, monitoring and control of physical agents in working and living environments, ionizing/non-ionizing radiations (including lasers and ultraviolet, visible and infrared light), noise and vibration, and heat and cold stress; dose, response and engineering interventions.
(even year spring semesters 2104,2016…)

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

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

6176 Hazardous Materials and Waste Management
(2 cr; prereq PubH 6170 or equivalent, courses in chemistry including organic or equivalent) Brosseau
This course is concerned with the management of hazardous materials and wastes. Through lectures, case studies, workshops and field trips we will consider the generation, control, and disposal of hazardous materials and wastes.
Fall 9:05am-11:00am Wed (even year fall semesters)

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

6182 Emerging Infectious Diseases: Current Issues, Policies, and Controversies
(3.0 cr; Prereq-AHC student, #; A-F or Aud, spring, every year) Osterholm
Spring, 10:10am-1:10pm Mon

6190 Environmental Chemistry
(3 cr; prereq gen chem, org chem or #) Simcik
Overview of chemistry of air, water and soil, pertinent environmental problems; human and ecological multi-media exposures to chemicals in the environment.
Fall, 10:00am-11:15am Tue & Thu (even year fall semesters)

6192 Measurement and Properties of Air Contaminant
(2 cr Prereq: Good grasp of [elementary physics, chemistry, mathematics including calculus) Ramachandran
This course explores the physical nature of gaseous and particulate air contaminants, their occurrence in workplaces, the factors governing generation and dispersal, the criteria, rationales and standards under which practical measurement in the workplace is conducted, the principles underlying industrial hygiene measurement techniques; processes of inhalation and deposition of aerosols and their ultimate fate, and scenarios linking exposure with aerosol-related ill-health
Fall, 12:20 P.M. - 02:15 P.M. , W,F (first half of the semester) (odd year fall semesters, 2011, 2013…)

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6193 Advanced Topics in Exposure Sciences
(2 cr A-F only; prereq 6192 or instr consent) Ramachandran
Fall 12:20 P.M. - 02:15 P.M. Wed & Fri (second half of the semester) (odd year fall semesters 2011, 2013…)

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

7194 Master’s Project: Environmental Health
(1-5 cr; prereq EH major or #) EnHS Faculty
Directed projects or examination in environmental and occupational health. Independent Study
Fall, Spring, May session, Summer; Time and place to be arranged

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

7200 and 72XX Topics Courses Public Health Institute
May Session single day or three week intense courses. http://www.sph.umn.edu/ce/institute/

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

8100 Topics: Environmental Health
(1.0 - 4.0 cr [max 20.0 cr])
New course offerings or topics of interest in environmental health.
Fall, Spring, May session, Summer; Time and place to be arranged

8120 Occupational Health and Safety Research Seminar
(1 cr; prereq EH major, OIPRTP specialty or equiv, PubH 6120, 6330 or 6341, 6450) Gerberich, Alexander
Facilitate student research efforts in occupational injury epidemiology and control through roundtable discussions and interdisciplinary involvement.
Fall, 9:00am-11:00am Fri; Spring, 12:20pm-2:30pm Fri

8140 Validity Concepts in Epidemiologic Research
(2 cr) Maldonado
In-depth examination of the conceptual basis for the design, analysis and interpretation of epidemiologic studies. We begin with a discussion of counterfactual reasoning as applied to epidemiologic studies. We then use counterfactual reasoning as the basis for: (1) a general theory of study design; (2) recognizing, examining, and preventing bias in epidemiologic study results (confounding, selection biases, measurement-error biases and artifacts of statistical methods (specification bias)); and (3) a general theory for adjusting study results for the combined effect of biases.
Fall, 12:20pm-2:15pm Tue

8141 Doctoral Seminar in Observational Inference
(2 cr) Maldonado
This seminar course in observational inference is designed for doctoral students in public health who are interested in practicing the fundamentals of epidemiologic inference, including methods for designing, analyzing, and interpreting epidemiologic studies. Class time will be spent critically discussing methods papers and applied papers and designing studies or parts of studies related to various areas of observational inference, including environmental and occupational health.
Fall, 1:00pm-3:00pm Fri; Spring, 12:20pm-2:15pm Fri
8142 Epi Uncertainty Analysis  
(2 cr; prereq PubH 8140) Maldonado  
The course will focus on the techniques of non-probabilistic and probabilistic (Monte Carlo) sensitivity analysis. This course builds on the concepts discussed in PubH 8140.  
Spring, 12:20pm-2:15pm Tue

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

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

8163 Toxicology  
(5.0 cr; Prereq-Enrolled in toxicology concentration of environmental health PhD program; A-F only) Wattenberg, Peterson, Toscano  
Biological/physiological principles that govern toxicological methods.  
Fall, 4:25pm-6:25pm Tue & Thu

8165 Current Topics in Toxicology  
(1.0 cr [max 2.0 cr]; Prereq-[Environmental health PhD, toxicology concentration] student or #; S-N only) Toscano  
Seminars presented by students/faculty in toxicology graduate program.  
Spring, 4:30pm-5:30pm Mon

8166 - Experiences in Toxicology Research  
(3.0 cr; Prereq-Environmental health PhD student in toxicology concentration; A-F only) Peterson  
Students complete research projects in labs of toxicology program graduate faculty members. Independent Study  
Fall, Time & Place to be arranged

8194 Directed Research: Environmental and Occupational Health  
(1-6 cr; prereq grad student, EH major) EnHS Faculty  
Opportunities to pursue research in environmental and occupational stresses on human health. Independent Study  
Fall, Spring, May session, Summer; Time and place to be arranged
8. ENHS MPH DEGREE REQUIREMENTS

8.1 Program Curriculum - Coursework and Credits

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

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

8.2 SPH Core Area Requirements

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

- Satisfactorily pass one of the pre-approved courses in the core area with a B- or better (see pre-approved course list below) Course will have to be repeated if a lesser grade is received; OR
- Pass an equivalency exam in the core area. OR
- Pass an advanced course in the core area as approved by the respective division head or the Educational Policy Committee, OR
- Complete a graduate level course, with a grade of B or better, at an accredited university or college that meets the competencies defined by CEPH. The Educational Policy Committee, upon petition of the student, will determine acceptance of a course for transfer.

Pre-approved Courses Meeting School of Public Health Core Area Requirements

Administration
PubH 6751 Principles of Management in Health Services Organizations – 2 cr. (6752 is currently not offered)

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

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

Environmental Health
PubH 6103 Exposure to Environmental Hazards – 2 cr.

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

Ethics
PubH 6741 Ethics in Public Health: Professional Practice and Policy – 1 cr.
PubH 6742 Ethics in Public Health: Research and Policy – 1 cr.
Course Transfer Credits, Substitutions, Waivers, Grading Policies

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

MPH students who have completed graduate-level coursework at the University of Minnesota or another college or university may petition to transfer those courses toward their MPH degree. Courses taken before the awarding of a baccalaureate degree cannot be transferred. To be considered for transfer, graduate level coursework must have been taken at an accredited graduate institution. Students must:

1. Meet with their advisor to discuss if the course is petitionable. If the petition is acceptable to the advisor, the student will complete and sign the Petition form, obtain the advisor’s signature, and attach an official transcript on which the final grade has been posted. Petition form is available at: http://policy.umn.edu/forms/otr/otr172.pdf
2. Submit the Petition form to the Major Coordinator for processing.
3. The Program Coordinator will forward the petition to the major chair and then to the Associate Dean for final evaluation and/or approval.

Students admitted to the Public Health Certificate in Core Concepts program are considered officially enrolled in the School of Public Health (SPH). While successful completion of the Certificate program does not entitle recipients to future admission to SPH degree programs, recipients are free to apply to degree programs upon completion of the Certificate. Students admitted to the Certificate may petition to transfer those courses toward their MPH degree. Courses taken before the awarding of a baccalaureate degree cannot be transferred. To be considered for transfer, graduate level coursework must have been taken at an accredited graduate institution. Students must:

1. Meet with their advisor to discuss if the course is petitionable. If the petition is acceptable to the advisor, the student will complete and sign the Petition form, obtain the advisor’s signature, and attach an official transcript on which the final grade has been posted. Petition form is available at: http://policy.umn.edu/forms/otr/otr172.pdf
2. Submit the Petition form to the Major Coordinator for processing.
3. The Program Coordinator will forward the petition to the major chair and then to the Associate Dean for final evaluation and/or approval.

Students should note that the process for approving a course substitution or waiver could take up to one month, so plan accordingly. Do not register for an equivalent course until you know if your petition was denied.

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

1. Gather the course syllabi of the required course in your degree program and the proposed substitute course and a transcript on which the proposed course grade has been posted (if the proposed course has already been completed).
2. Complete the Petition form with the following information in each section:
   - **REQUEST SECTION**: describe the course requested for substitution including the course title, number of credits, term and year taken, and the name of the institution where the course was taken. Also list the course/requirement in your degree program for which you are asking for the substitution.
   - **REASON/EXPLANATION SECTION**: Indicate what skills and/or content overlaps between the required course(s) and the proposed substitute course(s).
3. Compile the above materials and have the request reviewed by your advisor. He/she will complete the Department section of the Petition form and indicate whether or not they approve of the request.
4. After the advisor has made his/her recommendations, the student should submit these materials to the Major Coordinator who will forward it to the appropriate Credentials Committee for review. The student will be notified via e-mail of the committee’s decision.
5. If the substitute course is to replace a School of Public Health Core course (administration-PubH 6751, behavioral/social science-PubH 6020, biostatistics-PubH 6414/6450, environmental health-PubH 6101/6102, epidemiology-PubH 6320/6341, ethics-PubH 6741/6742), there is an additional step to get School level approval. To complete this next step, provide two additional copies of the above materials. All of those materials should be submitted to your Major Coordinator. Upon receipt of those materials, the Major Coordinator will review the request with the Major Chair and then if approved by the Major Chair, all copies of the request will be forwarded to Carol Francis to be presented to the appropriate SPH Educational Policy committee members. The student will be notified via e-mail of the committee’s decision. If the Major Chair does not approve of the request, the Major Coordinator will inform the student that the request will not be forwarded to the SPH Educational Policy Committee for review.

PETITION form: http://policy.umn.edu/forms/otr/otr172.pdf

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**SPH Residency and Registration Requirement**

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

**Course Numbers and Graduate Credit**

5xxx, 6xxx, 7xxx and 8xxx-level courses are considered graduate-level. 1xxx and 3xxx-level courses are for undergraduates and will not receive approval for graduate credit. Under some circumstances – with approval of the student's Major Chair – 4xxx level courses may also be applied toward a MPH degree as long as they are taught by a member of the graduate faculty. Courses taken before the awarding of a baccalaureate degree cannot be applied toward a MPH degree.

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**SPH Grading Policies**

**Grade Point Average**

Students must achieve a grade point average of no less than 3.0 (B) across their entire program to receive an MPH degree.

**S-N Grade Option**

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

**Public Health Core Courses**

Courses designated as part of the public health core must be taken for a letter grade (A-F). Students will be required to achieve no less than a B- grade in each course taken on an A-F basis. Students may retake public health core courses at their own expense until they achieve a grade of B- or better. However, a retaken course may be counted only once toward degree requirements in the student’s study plan. Courses may not be repeated more than once.

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

**Note:** Students should refer to section 5.4 (page 30) of this Guidebook for information on the University’s uniform grading policy.

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**8.4 Other MPH Degree Requirements**

**Field Experience:** All students matriculating in a MPH program must complete a formal, supervised fieldwork experience, sometimes referred as an internship. The FE should consist of at least 135 hours in order to graduate. This requires a 3-5cr registration (S/N grade option only) under your academic advisor’s section of PubH 7196. 

**NOTE:** All MPH students must complete a Field Experience Contract online including all International Field Experiences. Note that international field experiences require more planning time and more steps than domestic ones – at least 3 month of planning ahead.
Travel to countries on the U.S. State Department travel warning list: University policy requires students, and faculty/staff leading students, traveling to countries on the U.S. Department of State’s travel warning list to seek special permission from the University’s International Travel Risk Assessment and Advisory Committee. – in some cases for countries on warning lists published here:

Read more here: http://global.umn.edu/funding/planning_research_abroad.html

For general information about the field experience requirement and help with finding a field experience or how to complete the online contract and for a suggested timeline for the field experience (when should I start planning for a field experience?) go to the FE homepage-an excellent resource: http://www.sph.umn.edu/current/fe/

MPH students MUST complete a Field Experience Contract online AFTER negotiating terms of the contract with your advisor and preceptor. Contact the Program Coordinator for a registration permission number which will be set up uniquely for you. Be sure to check the signature box and click the submit button on the online contract for your contract to route appropriately to your advisor and preceptor for approval - this has to be done before requesting a permission number to register for PubH 7196 from the Program Coordinator.

For FE planning resources and FE online contract go to: http://www.sph.umn.edu/current/fe/

FE online contract process: fillable online contract form provides streamlined, comprehensive information for the student, their preceptors, and faculty advisor.

The contract is automatically sent through this process after the student initiates and completes the contract

1) preceptor reviews and may or may not approve- (meeting prior to completing contract helps)
2) advisor approves or asks for modification
3) coordinator approves and issues permission number
4) students registers for PubH 7196

When you check the signature box on the bottom of the contract and click "Submit", the contract will automatically move to the next step in the process. The next person to review the contract will receive an email and will be able to login to this application to review, edit, and sign the contract. At the end of the FE – student and preceptor must complete an online evaluation.

Neither prior professional degrees nor prior work experience in a field not closely related to the MPH degree program are sufficient grounds for waiving the fieldwork requirement. Each major has established requirements for completion of fieldwork.

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**Field Experience: EnHS Specific Requirements**

**Background**

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

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

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

Please be aware that certain facilities are required by Minnesota law to submit paperwork for a criminal background check for all personnel with direct, unsupervised client contact; see section 5.9 of this guidebook.

Requirements
1. All MPH EnHS majors are required to complete field experience as part of their degree program (also encouraged for MS students).
2. Students, in consultation with their advisor, should select the particular organization with which they wish to work. Selection of the organization, contact with it and the designation of a preceptor in the organization may be arranged any time during the academic year.
3. Students electing field experience must complete a minimum of 3 credits. These credits may be taken during one semester, or divided among several semesters. As a guideline, a minimum effort of 45 hours per credit is expected.
4. A maximum of 5 credits (with advisor’s consent) earned for the agency experience may be applied toward the fulfillment of degree credit requirements as determined by the faculties of the Graduate School and the School of Public Health.
5. A student registered for PubH 7196 should complete the form, University of Minnesota School of Public Health Field Experience Contract. The contact is online at website: http://www.sph.umn.edu/current/fe/.
6. This form should be signed by the person the student will work with at the agency, and then filed with the student's advisor as soon as arrangements are completed for the agency assignment. The form is intended to avoid misunderstandings concerning expectations on the part of people involved.
7. Students must submit a field experience report(s) to their academic advisor to obtain a grade. The nature and extent of the report(s) is determined by the advisor.
8. Some students may find certain aspects of the agency activity of sufficient interest to do a "Plan B" project while assigned to the agency. This requires study that is more extensive, an appropriate literature review, and an expansion of the subject beyond the field experience. The ultimate feasibility of such arrangements should be decided jointly by the student, the advisor, and the preceptor.
9. Grades for PubH 7196 are submitted when the major advisor has accepted and approved the report(s) on the field experience. S/N is the only grading option available.

8.5 MPH Study Plan


Students are required to submit a completed MPH Study Plan to their Major Program Coordinator at least one semester prior to their anticipated completion of coursework. Earlier submission (e.g. in the second to last semester) is suggested to allow the SPH and major coordinators to review the study plan and notify students if they are missing any requirements prior to their last term of study. Complete the Word doc version, save and email to your advisor and major coordinator
The use of the word Masters' Project signifies a planned undertaking involving studious inquiry or examination. Typically, the product of that undertaking is a formal, written, scholarly report that demonstrates writing proficiency; and the ability to critically approach a topic, synthesize, interpret, and successfully convey information to the appropriate audience. Other formats for presenting the results of the project can be used in consultation with the faculty advisor.

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

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

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

Approval Process
In order to maximize the benefit from the research advisor's input, students must have their topic approved by their faculty research advisor and academic advisor. Approval must be received in writing before work can begin on the project proposal. After receiving the research advisor's approval on the topic, the student should begin to develop the project proposal. The Masters' Project Proposal Form is considered a useful guide for proceeding with an agreed upon approach to the master's project. The proposal sets up a guiding framework for the project and establishes a timeline for completion that is mutually satisfactory to students and their advisor. The project proposal should include at the minimum, the following:

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

The research advisor will determine if there are other preferred additions or subtractions.
Completion of the Masters’ Project

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

See next page for Proposal Approval Form.
EnHS Master’s Project Approval Form (PubH 7194) 3-5cr S/N grade only
The student’s Master’s Project must be pre-approved before extensive effort has been spent on implementing the chosen topic and before requesting a permission number to register for 7194. Submit this form to the major coordinator upon completing the form. Refer to Guidebook Pages 62-63 for more guidelines.

Student’s Name: ___________________ Student ID #: ___________________

Project Title: ______________________________________________________________________________

Project Type: check applicable
Critical Literature Review ___________ Research Project ___________
*Plan C ____________________________________________________________________________________________
Semester of registration ____________________________ Number of FE credits __________

*See Appendix G (p. 78) for revised options
Research Advisor Approval: ____________________________ Date: ____________________________
Academic Advisor Approval: (optional) ____________________________ Date: ____________________________

3rd Committee Member (outside EnHS if known at this time-no signature needed) ____________________________

1. Briefly describe your proposed project and its purpose.

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

3. Briefly list your objectives for the project.

4. Briefly describe the project’s methodology.

5. Timeline and anticipated date of completion:

6. Budget (if any)

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

If yes- Preceptor Approval: ____________________________ Date: ____________________________
Guidelines for Masters’ Projects resulting in Plan B Research Papers
The Plan B Research Paper will focus on pertinent questions or issues in environmental or occupational health. This Masters’ Project option provides students with an opportunity to apply research skills to pertinent issues and questions under faculty supervision. For librarian Lisa McGuire (liaison to PUBH) guidance see: http://www.screencast.com/t/ZTY2NjNkN. For her course “How to Navigate A Master’s Project” PUBH 7200: http://www.lib.umn.edu/course/PUBH/7200

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

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

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

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

I. Abstract
II. Introduction
   A. Statement of the problem and its significance (historical background)
   B. Statement of focused research questions and the underlying rationale for each
III. Conceptual framework
IV. Methodology (how is the search of the literature being conducted)
V. Comprehensive Literature Review including analysis and synthesis of
   A. Data source characteristics (e.g. death certificates, survey data)
   B. Type of study (e.g. case-control study, cross-sectional survey)
   C. Target population, number in target population, sample selection and description of sample characteristics
   D. Description of data/information collection procedures, study site and instrumentation, as appropriate
   E. Analytic technique used (e.g. quantitative, qualitative)
   F. Response rate including nature of response and non-response, as appropriate
   G. Major Limitations
VI. Conclusions and recommendations
   A. Significance to the field of environmental and occupational health
VII. References (APA reference style or appropriate alternative)

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

Human Subjects Protections

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

Please see section 5.9 of this book for IRB procedures and further information.

Final Oral Examination

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

For MPH and MS candidates, a committee composed of a minimum of three faculty members will examine students. The examining committee will consist of at least two representatives from the EH major (the research advisor and academic advisor or reader) and at least one faculty member from outside the EH major/EnHS Division.
Students are expected to present a 20-30 minute professional seminar on their Plan A thesis or Plan B project(s) as part of the final comprehensive oral exam, followed by questions. This seminar will be open to guests and advertised to the faculty and students in the Division of Environmental Health Sciences two weeks in advance of the final exam date.

A closed meeting between the candidate and the examining committee immediately follows the seminar. This closed meeting may include further questions on the Plan A Thesis or Plan B project(s), as well as general areas of environmental health. Upon completion of the examination, the candidate is then excused and a formal vote of the committee is taken on whether the candidate passed the examination. In order to pass the examination, the candidate must receive no more than one negative vote.

After the successful completion of the exam, committee members will sign the Final Exam Report (MS) or Study Plan (MPH). The signed Final Exam Report is returned to the Graduate School; the signed Study Plan is forwarded to the EnHS Major Program Coordinator.

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

8.8 Time Frame and Application for Degree and Graduation

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

Graduation checklist
1. Submit completed Study Plan at least one semester prior to the anticipated completion of coursework
2. File the Application for Degree form by the end of the first business day of the month in which they intend to graduate. http://policy.umn.edu/Forms/otr/otr177.pdf
3. Complete all coursework and requirements by noon on the last business day of the month in which they wish to have their degree conferred.
4. Complete the Master’s Project
5. Circulate the Master’s Project paper and schedule the oral exam at least two weeks before the scheduled oral examination date
6. Notify Major Program Coordinator of the date of the oral exam at least two weeks prior to the exam.
7. Submit a pdf copy of the Master’s Project paper and abstract to Program Coordinator at enhss@umn.edu
9. MASTER OF SCIENCE (MS) DEGREE REQUIREMENTS

Program Plans
Two options for the Master's Degree are offered: Plan A (PubH 8777 NG –no grade), involves a thesis, and Plan B (PubH 7194- S/N grade only), which substitutes additional coursework and special projects for the thesis.

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

New forms and new policies have been implemented in the last couple of years due to the creation of the Graduate Education Office which is part of the restructuring of Graduate School –the restructuring is still in progress. Its primary goal is enhancing the student experience. Changes include streamlining and digitizing student administrative processes. Read more here: http://www.grad.umn.edu/deans-office/restructuring/index.html

9.1 Program Curriculum

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

Coursework and Credits
Students must complete a minimum of 30 credits of which at least 14 credits must be in the major field, 6 credits must be in one or more related fields plus at least 3 credits for Plan B project (PubH 7194) and 10 cr of PubH 8777 for Plan A.

9.2 Subspecialty Requirements

Subspecialty programs have specific credit requirements. See: EnHS Curriculum website: http://www.sph.umn.edu/programs/ehsms/ consult with advisor

Registration Requirement- Remaining Active in the Graduate School
Students are advised to read carefully the Graduate School Bulletin rules regarding Graduate School registration polices as they relate to active/inactive students.

Effective Fall 2002, all Graduate School students will be required to register in the “every fall and spring term” to maintain their active status. This is a change from the previous policy that required Graduate School registration once per year. Active status is required for students to be able to register for courses, take exams, submit milestone forms, file for graduation, or otherwise participate in the University community as a Graduate School student. Students must then continue to register every fall and spring term until they complete all degree requirements and graduate. Grad 0999 is no longer automatically available for EnHS students to maintain their active status toward the MS degree.

For more information on Registration and Readmission after being inactive read more here: http://www.grad.umn.edu/students/faq/index.html

9.3 Transfer of Credits

With approval of the advisor and Director of Graduate Studies, up to 40 percent of degree credits may be transferred. Instructions for transferring coursework:

Grade Point Average Expectation

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

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

9.4 Degree Completion Check List and Forms

Refer to: http://www.grad.umn.edu/students/masters/index.html

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

9.5 Plan A Master's Degree (with Thesis)

Plan A – Master's Degree with Thesis
Students must complete minimum of 30 credits which includes 10 thesis credits, a minimum of 14 credits in the major field, a minimum of 6 credits in one or more related fields outside the major; see Plan A: Master's Degree with Thesis in the Graduate School online website. http://www.grad.umn.edu/students/masters/index.html

9.6 Plan B Master's Degree (without Thesis)

Plan B Project (without Thesis)
Plan B projects or papers should be discussed with advisor early in the fall semester.

Final Oral Examination
Students must pass a final oral examination and should discuss the oral examination with their advisor. The final exam report form is in the Masters Graduation Packet. The packet can be picked up from the Graduate School Student Progress Office (GSSP) now located in 160 Williamson Hall, 231 Pillsbury Drive S.E., Minneapolis, MN 55455, or online at http://www.grad.umn.edu/current_students/forms/masters.html

9.7 Time Frame and Satisfactory Progress Requirements

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

All requirements for the master’s degree must be completed within seven years for those entering before January 2013. The seven-year period begins with the earliest courses listed on the official degree program, including any transfer of credits. For all entering after January 2013 the limit now is 5 calendar years. Read more here: http://www.grad.umn.edu/deans-office/restructuring/index.html

Guidelines for timely progress towards the MS
See: http://www.grad.umn.edu/current_students/degree_completion/masters/index.html

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

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

Suggested Timeline:

Year 1
- Plan completion of requirements.
- Select examination committee members.
- Plan Master’s project.
- File Degree Plan form.

Year 2
- Complete course requirements.
- Complete Master’s Project.
- Request graduation packet from Grad School.
- Complete final exam.

9.8 Examining Committee

NEW: ADVISOR AND COMMITTEE WORKFLOWS AND DEGREE PROGRAM FORM

As a part of the ongoing Graduate School transformation, Academic Support Resources (ASR) has launched new electronic the advisor and committee assignment workflows, along with a revised degree program form, formerly known as the Degree Program Form.

Committee assignments need to consist of:
Minimum of 2 major field and 1 minor/related field members.

Adviser:
- Must represent the major field on the examination committee.

Adviser as chair:
- Can serve as chair for the final examination.

Co-adviser:
- Not required;
- Must have appointment in major field and/or minor/related field.

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

Thesis reviewers (Plan A only):
- Assigned committee members also serve as thesis reviewers for the Plan A.
9.9 Completion of Degree / Degree Clearance/Graduation Packet

Degrees are granted monthly. To qualify for graduation students must complete the Application for Degree on or before the first workday of month and notify both the Graduate School and Division office of their intention to graduate in order to receive up-to-date information on graduation requirements. The Application for Degree form is available in the Graduation Packet ordered online through the Graduate School Office (160 Williamson Hall, 231 Pillsbury Drive S.E., Minneapolis, MN 55455 or their website by requesting a graduation packet. Plan A Masters must file a Thesis Title page with the Graduate School. When filed, a Reviewers Report Form will be issued.

Final Oral Examination

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

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

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

A closed meeting between the candidate and the examining committee immediately follows the seminar. This closed meeting may include further questions on the Plan A Thesis or Plan B project(s), as well as general areas of environmental health. Upon completion of the examination, the candidate is then excused and a formal vote of the committee is taken on whether the candidate passed the examination. In order to pass the examination, the candidate must receive no more than one negative vote.

After the successful completion of the exam, committee members will sign the Final Exam Report (MS) or Study Plan (MPH). The signed Final Exam Report is returned to the Graduate School; the signed Study Plan is forwarded to the EnHS Major Program Coordinator.

Career Follow-up Survey

Students must submit the Career Survey prior to receiving their degree or certificate. Students complete the process online at the Career Survey link at: http://secure.ahc.umn.edu/PublicHealth/careersurvey/

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

In addition to the requirements listed below, it is the responsibility of each student to meet all degree requirements published in the General Information section of the Graduate School websites at:

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

New forms and new policies have been implemented in the last couple of years due to the creation of the Graduate Education Office which is part of the restructuring of Graduate School—the restructuring is still in progress. Its primary goal is enhancing the student experience. Changes include streamlining and digitizing student administrative processes. Read more here: http://www.grad.umn.edu/deans-office/restructuring/index.html

10.1 Program Curriculum - Coursework and Credits

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

Doctoral students must fulfill the requirements of a master’s program in Environmental Health, complete 24 thesis credits (PubH 8888), fulfill the 12-credit requirement from outside the major, and complete any additional coursework agreed upon in consultation with the advisor. Contact your advisor and the DGS and/or Program Coordinator for guidelines to an exception to the policy. This policy was effective January 2012.

Registration Requirements
Students are advised to read carefully the Graduate School rules regarding Graduate School registration policies as they relate to active/inactive students. Active status is required for students to be able to register for courses, take exams, submit milestone forms, file for graduation, or otherwise participate in the University community as a Graduate School student. Students must then continue to register every fall and spring term until they complete all degree requirements and graduate. Grad 0999 is not automatically available for EnHS students to maintain active status. The DGS may approve use of Grad 999 as a one-time only option after advisor indicates that a student is on target to complete in that semester.

Registration/Readmission
See this link for more: http://www.grad.umn.edu/students/registration/index.html

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

10.2 PhD Forms and Progress Checklist

Please visit the links below for up-to-dates
(http://www.grad.umn.edu/current_students/doctoral/phdeddchecklist.html)

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

10.3 Preliminary Written and Oral Exams and Other Requirements

All doctoral students are required to pass a written examination (See Appendix A p. 72) for Guide to Prelim Written Exams for EnHS. The results of the examination are reported on the preliminary written examination report form, signed by the advisor and Director of Graduate Studies. Students take the preliminary oral examination after completing the coursework and passing the preliminary written exam. After successfully passing the oral preliminary
exam the student can begin registering for thesis credits (PubH 8888) to fulfill the minimum of 24 credits. For exceptions see program coordinator for EnHS policy guidelines.

FORMS FOR DOCTORAL DEGREES (INCLUDES PETITION FORMS)
http://www.grad.umn.edu/students/forms/doctoral/index.html

Responsible Conduct of Research

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

Final Oral Presentation

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

10.4 Time Frame, Annual Review and Satisfactory Progress Requirement

Effective January 2012 all requirements for doctoral degrees must be completed and the degree awarded within five to eight calendar years. For more on new revised policy see: http://www.grad.umn.edu/students/doctoral/index.html

See below for suggested time line for degree completion.

Annual Review Requirement and Satisfactory Progress

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

Guidelines for timely progress towards the PhD

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

Minimum Requirements:

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

Other Requirements:

• Consult with your advisor about specific required and elective courses.
• All requirements for the PhD must be completed and the degree awarded within 5-8 years. If otherwise, file for an extension- follow procedures.
• Students are expected to submit the Degree Program at least one term prior to the Preliminary Oral Exam.
• Submit the Preliminary Written Exam form at least one week before the Preliminary Oral Exam.
• Schedule the Preliminary Oral Exam online (NEW) with The Graduate School at least one week in advance of the exam.

• The Preliminary Oral Exam must take place at least one academic term (15 weeks) before the Final Oral Defense.

• Submit the signed Preliminary Oral Examination Report form within one working day of completion of the Prelim Oral exam.

• Submit the signed Thesis Reviewer’s Report form and schedule the Final Oral Defense at least one week prior to the exam.

• Return the signed Final Oral Examination Report form no later than one working day following completion of the Final Oral Defense.

• For dissertation submission and formatting refer to: http://www.grad.umn.edu/current_students/forms/gs16.pdf.

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

See website for updates: http://www.grad.umn.edu/students/doctoral/index.html

Final Oral, Clearance for Degree

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

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

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Appendix A: Guidelines for the PhD Written Preliminary Exam

I. Introduction

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

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

The examining committee will consist of three members of a graduate faculty. At least two committee members must be members of the graduate faculty of Environmental Health, and at least one of these two must be a regular faculty member of the Division of Environmental and Occupational Health. The thesis advisor may not be a member of the examining committee, except when the student has both an advisor and a co-advisor. In this case, an advisor or co-advisor who does not directly guide the student's research may be a member of the examining committee. While the thesis advisor may guide the student as he or she prepares the research proposal, the advisor must be careful not to write the proposal for the student. When the student's research proposal is based on the advisor's research project, the advisor should write a letter, to be included with the research proposal, that indicates which aspects of the student's research proposal are original and which are adapted from other proposals.

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

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

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

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

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

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

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

This take-home exam will be coordinated by the thesis advisor, and will comprise a series of questions posed by the examining committee. The thesis advisor will also obtain clear guidelines from the examining committee on the expectations and the requirements for obtaining a pass grade for each question. Grading of each question will be done by the committee member who posed that specific question. The grades for individual questions will be synthesized by the thesis advisor into an overall grade for the take-home exam.

Criteria for Questions:

a. The exam would typically be of the “open-book”, “take-home” variety.

b. Questions should test the ability of the student to synthesize knowledge from the broad area of environmental health as well as more specific program areas.

c. The question should not be confined to the prior coursework undertaken by the student, and indeed should test the student for his/her potential to become a Doctor of Philosophy. Thus extra reading may be recommended for the student on advanced concepts that may not have been dealt with in routine coursework.

Appendix B: Suggested MPH Timeline (for full-time enrolled students)

Timeline/Time Frame for MPH degree. See also Sample registration on page on pg. 44 of this Guidebook.

Year 1
- Take SPH core courses, EnHS courses and Subspecialty courses
- Sign up for field experience
- Complete field experience

Year 2
- Take more cores courses and EnHS courses and electives
- Select committee for your defense
- File Study plan and application for degree
- Complete or revise study plan
- Complete field experience and master project
Graduate Follow-up Survey (All Students)

Students must submit the Career Survey prior to receiving their degree or certificate. Students may complete the process online at the Career Survey link at: [http://www.sph.umn.edu/current/grad/](http://www.sph.umn.edu/current/grad/).

Upon submitting the electronic survey, the student's relevant major coordinator will be notified by e-mail. Coordinators may opt to have the student complete a paper copy, and then enter the information for the student using the online form.

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

Appendix C: Resources for MS degree

MS Degree Requirements
[http://www.grad.umn.edu/current_students/masters/index.html](http://www.grad.umn.edu/current_students/masters/index.html)

DEGREE COMPLETION STEPS

*Master’s Plan B*

In order to receive your degree, the following procedures must be completed.

- Maintain active student status by registering every fall and spring semester until your degree is awarded.
- Meet with your advisor VERY regularly.
- Submit a self-assessment report by end of March each year to your advisor who will respond with an official annual progress report for you sent to the DGS and program coordinator.
- All forms must be submitted to the Graduate Student Services and Progress (GSSP) office unless otherwise noted. See link below for GSSP forms and deadlines.

[http://www.grad.umn.edu/prod/groups/grad/@pub/@grad/documents/asset/otr201_degreecompletion_master.pdf](http://www.grad.umn.edu/prod/groups/grad/@pub/@grad/documents/asset/otr201_degreecompletion_master.pdf)

1. **Complete Graduate Degree Plan**
   Submit at least one semester prior to anticipated graduation

2. **Assign members to master’s final exam committee**
   If applicable, complete at least one month prior to exam via [www.grad.umn.edu/students/forms/masters/index.html](http://www.grad.umn.edu/students/forms/masters/index.html)

3. **Request Graduation Packet**
   The packet will include the Graduate Application for Degree form and the Final Examination Report/Final Report form. You can request it in person or online up to one semester before your master's final exam.

4. **Submit Graduate Application for Degree**
   Submit to One Stop by the first business day of anticipated month of graduation

5. **Submit Final Examination Report/Final Report**
   Submit by the last business day of anticipated month of graduation

6. **Submit Final Examination Report**
   Must be submitted no later than the last business day of anticipated month of graduation.

7. **Submit Thesis**
   Submit by the last business day of anticipated month of graduation. Consult your Graduation Packet for formatting guidelines
Questions?
Contact the Graduate Student Services and Progress office (160 Williamson Hall-new location).
http://www.grad.umn.edu/students/masters/index.html

Renae Faunce
Graduate Degree Plans & Committee Assignments
gscmte@umn.edu
612-625-5833

Amber Cellotti
Degree Progress & Completion
gsmast@umn.edu
612-625-4019

Appendix D: Resources for PhD degree

DEGREE COMPLETION STEPS

Doctor of Philosophy
In order to receive your degree, the following procedures must be completed.

- Maintain active student status by registering every fall and spring semester until your degree is awarded.
- Meet with your advisor VERY regularly.
- Submit a self-assessment report by end of March each year to your advisor who will respond with an official annual progress report for you sent to the DGS and program coordinator
- All forms must be submitted to the Graduate Student Services and Progress (GSSP) office unless otherwise noted. See link below for GSSP forms and deadlines

http://www.grad.umn.edu/prod/groups/grad/@pub/@grad/documents/asset/otr204_degreecompletion_phd-ed.pdf

1 Complete Graduate Degree Plan
   Submit at least one semester prior to your preliminary oral exam

2 Assign members to preliminary oral exam committee
   New: Now online process, routes electronically for signatures. Complete at least one month prior to exam via www.grad.umn.edu/students/forms/doctoral/index.html

3 Complete Preliminary Written Exam Report
   Must be on file to be authorized to take preliminary oral exam

4 Schedule preliminary oral exam
   Notify GSSP of scheduled exam at least one week in advance

5 Submit Preliminary Oral Report
   Submit for your record to reflect doctoral candidacy

6 Assign members to doctoral final exam committee
   Complete at least one month prior to exam via www.grad.umn.edu/students/forms/doctoral/index.html
   Renae Faunce
   Graduate Degree Plans & Committee Assignments gscmte@umn.edu 612-625-5833
7 **Request Graduation Packet**  
Packet will include the Graduate Application for Degree form and Reviewers’ Report form. You can request it in person or online up to one semester before your doctoral final exam.

8 **Schedule doctoral final exam**  
Notify GSSP of scheduled exam at least one week in advance

9 **Submit Graduate Application for Degree**  
Submit to One Stop by the first business day of anticipated month of graduation

10 **Submit Reviewers’ Report**  
Submit prior to your defense

11 **Submit Doctoral Final Exam Report**  
Submit no later than the last business day of anticipated month of graduation

12 **Submit dissertation/project**  
Submit by the last business day of anticipated month of graduation. Consult Graduation Packet for formatting guidelines.

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**Appendix E: Environmental Health MPH Competency Statement**

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

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**Appendix F: Environmental Health MS and PhD Competency Statement**

MS and PhD degrees are academic degree programs, which focus on the science of environmental health. Upon graduation, a student with an MS should understand the interplay of biological, chemical, physical and behavioral environmental factors on human health and ecological balances, and be able to interpret published data. Students with a PhD should be able to integrate biological, chemical, physical and behavioral environmental factors on human health and ecological balances, independently develop original hypotheses and design research studies to test hypotheses, publish original research, prepare a grant application, and evaluate the impact of environmental health studies. In addition to obtaining a broad background through core courses, EnHS students select a focus area based on their academic goals. EnHS graduate educational programs are organized into three core areas that reflect the trans- and multi-disciplinary scientific fields of environmental health as an essential component of the wider field of public health. MS and PhD students are expected to develop academic research skills in their respective focus area. Focus areas in Environmental Health Effects (toxicology, epidemiology), Environmental Exposure Science (chemistry, microbiology, industrial hygiene, injury prevention), and Environmental Health Policy (risk assessment, management, communication, policy formation) emphasize training in the biological mechanisms, assessment, management, and communication of environmental health hazards with a focus on preventing the occurrence or spread of disease.
Appendix G: *Types of Culminating Experiences- MPH (PubH 7194) – Plan C

From EPC Manual 2011-2012 page 7 – 9


Types of culminating experiences* (PubH 7194) – Plan C
Each student must complete a culminating experience where they are required to synthesize and integrate knowledge acquired in coursework and other learning experiences and apply theory and principles in a context that reflects an aspect of professional practice. The culminating experience must be used as a means by which faculty judge whether the student has mastered the body of knowledge and can demonstrate proficiency in the required competencies through written and oral presentation (see Appendix A, CEPH Accreditation Criteria).

The six options major programs can choose to offer to students are:
1) systematic review of the literature
2) primary collection of data or secondary analysis of data
3) analysis of a policy or professional practice issue
4) interdisciplinary practicum
5) comprehensive examination
6) a comprehensive knowledge and skill-based portfolio development

It is up to each program faculty as a whole to decide which of the six options are available for students in their program. Programs can decide to have one or a few options or all six.

Written and oral demonstration of the culminating experience
The School of Public Health complies with all aspects of the University of Minnesota’s policy.

The written and oral demonstration of the culminating experience can be conducted for an individual student or a group of students. The accountable faculty person (advisor) renders the final grade.

A committee composed of at least three examiners of which two are faculty members from within the SPH for the written and oral demonstration of the culminating experience. The committees do not need to be the same for both the written and oral portions of the culminating experience. Individuals holding the title of instructor, assistant professor, associate professor, or full professor are considered faculty members. The program will determine the qualifications of the third examiner which could be another faculty person from inside or outside the program or a qualified health professional in practice. Minimum qualifications of the third examiner include a master’s or higher degree. In rare instances, the program may elect to waive this requirement if the most appropriate committee member has extensive relevant experience but no formal degree at the master’s level or higher.

*These options are consistent with the new CEPH requirements for the culminating experience for graduate professional degree programs. May 24, 2011.

Detail on the culminating experience options
While it is up to the individual program to determine which options are available to their students and the specific requirements of each option, below are examples of how the different culminating experience options might be completed for both the written and oral components. While some page-length guidelines are given below, the written component should focus on the quality of the writing and synthesis of concepts and ideas, not on the number of pages.

Systematic Review of the Literature: This option allows students to synthesize published information on a research question or a public health problem. It requires a final written report of approximately 15-25 double spaced pages of text, not including title page, tables, figures, references, etc.
Primary Collection of Data or Secondary Analysis of Data:

This option allows students to learn about the research process and possibly be involved in primary research. It requires a final written report of approximately 15-25 double-spaced pages of text, not including title page, tables, figures, references, etc.

Analysis of a Policy or Professional Practice Issue: This option may take several forms, including a case study, policy analysis, historical or ethical inquiry, or others. This option allows review and synthesis of literature relevant to the public health topic and application of the gained knowledge toward a practical solution or a recommendation for, support of, or a change in, practice and/or policy. It requires a final written report of approximately 15-25 double-spaced pages of text, not including title page, tables, figures, references, etc.

Inter-disciplinary Practicum: This option may take several forms. It can build on the field experience with focus on a specific topic area to inform the practice community. It can also be an individual or team project, with a defined community organization and/or research group, where the individual or team negotiates a set of “deliverables” based on the real-world needs of the community or research partners. Deliverables may include: literature reviews, a community assessment report, a community forum, a program planning document, a grant proposal, policy briefs, intervention materials, campaigns, programs, curricula, or an evaluation report. The group or individually written report is the deliverable and requires an inter-disciplinary approach to a solution.

Comprehensive Examination: The exam evaluates a student’s comprehension, application, and synthesis of principles and theory from the core competencies of public health (ASPH MPH Core Competency Model). Students can use a passing score on the National Board of Public Health Examiners (NBPHE) exam for the comprehensive exam. The oral portion of this culminating experience option could be an individual presentation to a small or large group or a poster presentation on a topic related to the student’s field experience requiring synthesis and application of public health. The exam could also be in conjunction with a capstone course in which students synthesize and integrate knowledge acquired in their coursework.

Portfolio Development: This option requires a synthesis/analysis of a student’s individual program of study and skill and knowledge formation in their program of study by developing a portfolio of their graduate work. Specific objectives might be to consider how various aspects of their course work inform their summary evaluation of the field experience and describe how course work, the field experience and other activities relate to explicit competencies for the program, as well as specific career goals and objectives. Students can use their original statement of purpose, field placement experience, course work within the SPH and their program, competencies, and related additional work, research or internship experiences when compiling evidence of accomplishment of the objectives and preparing the reflective summary paper. The oral portion of the options above could be an oral presentation of the student’s report in either a small group setting or larger seminar format or a poster presentation, such as at SPH Research Day. It is up to each program faculty as a whole to decide the exact nature of the oral portion of the culminating experience. Students must complete a master’s project, demonstrating familiarity with the tools of research or scholarship in the major, the capacity to work independently, and the ability to present the results of the investigation effectively. The master’s project should involve a combined total of approximately 120 hours (the equivalent of three full-time weeks) 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.

3.9 Comprehensive Examination

Students must successfully complete a written and/or oral examination as specified by the major.

Modified and recommended by the Education Policy Committee March 2011

Approved by the Dean June 2011

Appendix H: Career Services for Students

HTTP://WWW.SPH.UMN.EDU/CAREERS/CSC/INDEX.ASP

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

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

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

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

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