



**Community Health Promotion**

MPH Degree Program

Division of Epidemiology and Community Health

**2017-2018**

# **STUDENT GUIDEBOOK**

SCHOOL OF  
**PUBLIC HEALTH**

UNIVERSITY OF MINNESOTA

## 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.

Many Graduate School processes are in transition. Please stay in touch with your Program 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 <http://www.sph.umn.edu/current/resources/>.

*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 Street SE, Minneapolis, MN 55455; 612-626-3500 or 800-774-8636.

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# UNIVERSITY OF MINNESOTA CALENDAR 2017-2018

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

## FALL SEMESTER 2017

<b>August</b>	23,24,25	Equivalency Exams
	30	SPH New Student Orientation
<b>September</b>	1	New PhD Student Reception
	4	Labor Day holiday – University closed
	5	Classes begin
<b>November</b>	14	Registration for Spring Semester 2017 begins
	23-24	Thanksgiving holiday – University closed
<b>December</b>	13	Last day of instruction
	15-16,18-21	Final examinations
	21	End of Fall semester
	25-26	University Closed
	28	Grades due

## SPRING SEMESTER 2018

<b>January</b>	TBA	Equivalency Exams
	15	Martin Luther King holiday – University closed
	16	Classes begin
<b>March</b>	12-16	Spring break – no classes
<b>April</b>	10	Registration for Summer term 2018 begins
<b>May</b>	4	Last day of instruction
	7-12	Final examinations
	12	End of Spring Semester
	15	Grades due
	21	May Intersession begins

# 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, the School of Dentistry, the College of Pharmacy, the Medical School, the Humphrey School of Public Affairs, the Carlson School of Management, College of Biological Sciences, School of Social Work, School of Statistics, School of Nursing, 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 CENTER

### Office Hours

Monday – Friday, 8:00 AM - 4:30 PM

### Location

Mayo Memorial Building, Room A395

### Telephone

612.626.3500 or 800.774.8636

### Fax

612.624.4498

### Email

[sph-ask@umn.edu](mailto:sph-ask@umn.edu)

### Mailing Address

Student Services Center  
School of Public Health  
MMC 819, Rm A395 Mayo Bldg  
420 Delaware Street SE  
Minneapolis, MN 55455-0381

### School of Public Health Student Services Center

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 program coordinators to create a set of school-wide and program-specific services. You will be interacting with us directly or indirectly throughout your education here.

The Student Services Center is dedicated to serving a diverse community of future and current SPH students by enhancing the student experience, supporting the achievement of educational and career goals, and empowering future public health leaders.

We coordinate many functions including:

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

## School of Public Health Student Services Center Staff

TITLE	NAME	EMAIL	PHONE
Associate Dean for Learning Systems and Student Affairs	Dr. Kristin Anderson	ander116@umn.edu	
<b>STUDENT SERVICES</b>			
Senior Director of Student Services	Tim Kamenar	kamen001@umn.edu	(612) 626-5005
Registrar and Director of Academic and Student Affairs	Carol Francis	franc004@umn.edu	(612) 624-6952
Assistant to the Registrar	Mercedes Taneja	estra021@umn.edu	
Student Services Office Manager			(612) 624-7660
<b>CAREER SERVICES</b>			
Director of Career and Professional Development Center	Vic Massaglia	victorm@umn.edu	(612) 626-5443
Associate Director of Career and Professional Development Center	Darren Kaltved	dkaltved@umn.edu	(612) 626-4448
Assistant Director of Career & Professional Development Center	Megan Lafontaine Gallert	meganlaf@umn.edu	(612) 301-9502
<b>RECRUITMENT, ENGAGEMENT, DIVERSITY AND INCLUSION</b>			
Recruitment and Enrollment Manager	Jenna Egan	egan0056@umn.edu	(612) 624-0601
Coordinator of Diversity, Equity, and Inclusion	Lauren Eldridge	leldridg@umn.edu	(612) 624-9970
Coordinator for Student Recruitment and Engagement	Crystal Esparza	espa0018@umn.edu	(612) 624-6915
Coordinator for Applications and Admissions	Jennifer Arntzen	arntz007@umn.edu	(612) 624-1991

### Career Services

The *Career and Professional Development Center* offers a variety of services and resources to assist you in your efforts to locate and apply for professional positions – from field experiences (internships) and residencies to fellowships and full-time positions. Our Center believes that every individual has unique potential and should have the opportunity to pursue a meaningful and fulfilling career. Our goal is to facilitate the career and professional development process with you to ensure you have the confidence in conducting a competitive job search and help you maximize your career potential. We do so, by offering one-on-one



career coaching, programming, field experience advising and directly working with employers. 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 and Professional Development Website

The Career and Professional Development website at [www.sph.umn.edu/careers/](http://www.sph.umn.edu/careers/) has many links to help you start your new career, including:

- **One-on-one Career Coaching:** You may schedule individual appointments with one of our award-winning, evidence-based career coaches (Vic Massaglia and Darren Kaltved) to discuss any career or professional development topics, from creating a top-notch resume to ideas for field experiences, interviewing, and presentation skills. Appointments are also available via Video or Phone. To schedule an appointment, please visit <http://sphcareers.appointments.umn.edu> or email [sphcareers@umn.edu](mailto:sphcareers@umn.edu).
- **Jobs / Internships:** Our online job posting system includes listings for internships/field experiences, graduate assistantships and fellowships, volunteer, part-time and full-time career opportunities ([www.ahc.umn.edu/sphjobs/](http://www.ahc.umn.edu/sphjobs/)).
- **Field Experiences:** Apply your public health coursework, knowledge and skills in a real-world setting through your field experience. All Master's in Public Health (MPH) students must complete a field experience as part of degree program requirements. Field experiences can be paid or unpaid. For more information on resources, past opportunities and requirements please visit: [www.sph.umn.edu/careers/fe/](http://www.sph.umn.edu/careers/fe/). In addition, individual appointments for field experience questions can be scheduled with the Field Experience Coordinator at: <http://sphfield.appointments.umn.edu/>.
- **Career Resources:** General career-related links, guides and tip sheets on a variety of job-search related topics ([www.sph.umn.edu/careers/students/](http://www.sph.umn.edu/careers/students/))
- **Career Connect 2018:** Through personal interaction with a variety of organizations, School of Public Health (SPH) students will network with organizational representatives and will have the opportunity to effectively communicate their unique experiences, interests, strengths and skills. Students will also learn more about the many career options in public health. Regardless of where you are at in your program, this is a great opportunity to meet face-to-face with public health organizations. In turn, organizations will meet talented students and potential candidates for employment opportunities, and have the opportunity to further develop collaborations across SPH

## 1.3 MENTOR PROGRAM

Our mentor program connects public health students to public health professionals to help with career and professional development. Mentoring relationships can benefit both mentors and mentees. For mentees, the program can have a key impact on future career choices. For mentors, helping the next generation of public health leaders can be rewarding and impactful.

The School of Public Health boasts the largest mentor program of any school of public health, serving approximately 500 students and mentors with special events and helpful resources for mentor pairs. We work to provide students with diverse professional experiences and recognize the role that mentors have in training future public health leaders. These relationships have proven to be enriching and longstanding.

For more information, visit <http://sph.umn.edu/current/mentor/>.

## 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 A395). 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 (A395 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 each Fall and Spring semesters on your U Card. **This value can ONLY to be used in the SPHere computer lab (Mayo A-151) and is not valid in any other campus computer lab, 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 <http://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) 626-3500.

## 1.5 COMPLAINTS AND GRIEVANCES

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

- Provide comments on the yearly student survey (in March).
- 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.

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 Dr. Kristin Anderson, Associate Dean for Learning Systems and Student Affairs, at [ander116@umn.edu](mailto:ander116@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](http://www.eoaffact.umn.edu). For student issues that are not resolved through SPH channels or for which you seek external support, the Student Conflict Resolution Center will assist in resolving campus-based problems or concerns <http://www.sos.umn.edu/>.

## 1.6 FIELD EXPERIENCE LEARNING AGREEMENT

All students pursuing a required field experience or summer residency must complete an online learning agreement prior to beginning the experience. The online 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 <http://www.sph.umn.edu/careers/fel/>. 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.

More detailed information about the field experience can be found in the program portion of the guidebook.

## 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 <https://onestop2.umn.edu/pcas/viewCatalogSearchForm.do>. Contact your coordinator for how to add a minor.

### Interdisciplinary Concentration Areas

SPH Master of Public Health students have the option to add an interdisciplinary concentration area, Public Health Policy (PHPIC), to their program of study. For more information and link to the required forms go to [www.sph.umn.edu/academics/ic/](http://www.sph.umn.edu/academics/ic/).

## 1.8 COMMUNITY ENGAGEMENT AGREEMENT

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 Agreement available at [www.ahc.umn.edu/sphcommunity](http://www.ahc.umn.edu/sphcommunity). The agreement is complete once it has been approved by the student's advisor and the Registrar and Director of Academic and Student Affairs.

To complete the Student Engagement Agreement 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 agreement is approved, the student will be contacted by email and provided with a registration permission number.

## 1.9 ONLINE LEARNING AND E-LEARNING RESOURCES

Students can access their online courses, as well as support sites for hybrid and face-to-face courses at <https://myu.umn.edu>. All students taking SPH courses are welcome to enroll in the SPH E-Learning Resources course site at <https://z.umn.edu/sphelearningresources>. You will have access to a variety of resources to support you in navigating University resources, such as the Libraries and Writing Center, and be able to refresh the skills you need to succeed in SPH courses. You must have a university ID in order to access Moodle or Canvas (the two learning management systems in use at the University).

Students in online courses will receive a welcome email approximately a week before the semester begins, which will detail when you can access the course sites. If you have questions, please contact [decsp@umn.edu](mailto:decsp@umn.edu).

## 1.10 COURSE EVALUATIONS AND YEARLY 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 Student Engagement Survey

Students also are strongly encouraged to evaluate and comment on the school and its programs through our annual SPH Student Engagement 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 THE ROLES OF YOUR ADVISING TEAM

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

## 1.12 EXPECTATIONS FOR CLASS PARTICIPATION

*“Good discussion involves people trying to build on, and synthesize comments from others, and on showing appreciation for others’ contributions. It also involves inviting others to say more about what they are thinking.”*

- Dr. Stephen Brookfield of St. Thomas University, Minneapolis, MN

Employers expect their employees to work effectively on teams and this has led to a competency required for an MPH degree: “Perform effectively on interprofessional teams.” Thus, a portion of your grade in class may be based on quality participation in group-based activities. We are providing the following examples\* to let you know what we expect for all communications in the class. These apply to in-person or online discussions and to interactions between students and between students and members of the teaching team.

- Imagine your interactions are with colleagues in a workplace.
- Show you are interested in what another person wrote or said.
- Encourage another person to elaborate on something they have already said.
- Provide a resource (a reading, web link, video) not covered in the syllabus that adds new information/perspectives to our learning.
- Summarize conversations so far and/or suggest new directions and questions to be explored in future.
- Summarize several people’s contributions and reflects a recurring theme in the discussion.
- Comment that you found another person’s ideas interesting or useful; be specific as to why.
- Paraphrase, at least partly, a point someone has already made.
- Seek assistance from others in understanding course content.
- Offer your explanations or solutions to others seeking help in understanding course content.
- Be succinct; avoid extraneous information.
- Address the point of the discussion; stay on topic.
- Provide constructive criticism where feedback or a critique is required.
- Avoid sarcasm, particularly in an online environment where it can create confusion.
- Avoid vitriol, this can create a hostile environment and does not add information.
- Keep your communication professional and refrain from using rude or offensive language.

\*We thank Dr. Brookfield of St. Thomas University, Minneapolis, for some of these tips.

## 1.13 COMMENCEMENT ELIGIBILITY

Students enrolled in MPH, MHA or MS programs are eligible to participate in the May Commencement ceremony if they are on-track to complete course credit requirements and the culminating experience by the end of the spring or summer semester, or have completed the necessary course credit requirements and culminating experience the previous summer or fall semester.

Exceptions may be granted on an individual basis per review by the program coordinator and program director. To seek an exception, contact your program coordinator.

## 2. THE UNIVERSITY OF MINNESOTA

### 2.1 MISSION

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

#### 1. Research and Discovery

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

#### 2. Teaching and Learning

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

#### 3. Outreach and Public Service

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

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

### 2.2 U OF M BASICS

#### University Identification Numbers and Accounts

<http://umn.edu/initiate>

All students and employees at the University of Minnesota are issued two unique identifiers. One is a seven digit student ID number which is sent to students in their acceptance letter. The other is an Internet ID (sometimes referred to as your "X.500"). Your U of M internet ID is the key to online services such as your University email account, Google apps, registration, library access, tuition, billing statements, and more.

Your ID number and Internet ID stay the same on all coordinate campuses and through any role changes (student to staff, staff to student, faculty to staff, etc) and they will never be reassigned to another person. 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).

#### Email

<https://mail.umn.edu>

The University provides students with an email account upon the student's matriculation to the institution. Your University email address is: [your Internet ID]@umn.edu. This account is free of charge and currently is active as long as the student remains active. The Office of Information Technology posts information on their website about "end of life" account policies. Please see <http://it.umn.edu/google-account-end-life-policies> for details about access after graduation or other times you may be an inactive student.

#### **A University assigned student email account is the University's official means of communication with all students.**

Students are responsible for all information sent to them via their University assigned 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.

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.

If a student chooses to forward the provided University email account, the student is responsible for all information, including attachments, sent to any other email account. Because of this, it is strongly recommended that students use their U of M email account and do not transfer it to a personal email account.

### **One Stop**

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

One Stop Student Services is your go-to resource for how things work at the central University. One Stop refers to both a website and the campus unit that manages it. It falls under the umbrella of Academic Support Resources (ASR), which supports many functions for the University of Minnesota system campuses and Twin Cities Graduate School and Professional Schools. ASR also includes the Office of the Registrar, the Office of Student Finance, Office of Classroom Management, ASR- IT, and Continuity and Compliance.

The One Stop website is your source for general information about registration, financial aid, tuition and billing, grades and transcripts, dates and deadlines, financial wellness, veteran's benefits and many other University resources.

One Stop counselors are available to help you in-person at any of their three service centers: on the East Bank in Bruininks Hall, in the West Bank Skyway, or on the St. Paul campus in Coffey Hall. They provide walk-in service to students, no appointments necessary! You can also get your questions answered by calling or e-mailing One Stop. One Stop Counselors are also certified financial managers and are available for confidential, one-on-one financial wellness appointments that cover a range of topics from budgeting, spending plans, credit and much more - call or email One Stop to learn more about this FREE service.

### **MyU**

<http://myu.umn.edu>

While you will contact One Stop or visit the One Stop website seek out information, you will use the MyU website to complete your University business. MyU is the official University of Minnesota web portal, personalized for you. It's where you'll register for classes, manage financial aid and billing, maintain your personal info and much more.

### **U Card**

<http://www.umn.edu/ucard/>

Your U Card is your official University of Minnesota ID. Your U Card can give you access to campus buildings and different accounts based on your role/status at the University. 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.

#### **Accounts on the U Card**

- Meal Plan
- Student Account
- Gopher GOLD Account
- FlexDine Account
- Library Account
- TCF U Card Checking Account (Optional Account)

#### **Additional services with your U Card**

- Parking and Transportation Services (Bus & Metro Pass) - Purchase pass after you get your U Card
- Discounts
- Department/College Printing
- Attendance verification card

#### **Building Access with U Card**

- Residential Halls
- Recreation and Wellness Center
- Secured Buildings

## **2.3 CAMPUS SERVICES**

### **Parking and Transportation**

<http://www1.umn.edu/pts/>

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

#### **▪ Campus Shuttle 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 <http://www.pts.umn.edu/bus/upass>.

- **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, <http://www1.umn.edu/pts/>, 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.

## Housing

<https://housing.umn.edu/>

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

## Maps

<http://campusmaps.umn.edu/tc/>

Find the way to any University building.

## Digital Signage

The School of Public Health had three different digital signs that provide information specific to the public health students. These can be found on the 3<sup>rd</sup> floor of the Mayo building – right near the Dean's office Mayo A302, the student SPHere Mayo A150, and the 3<sup>rd</sup> floor (Lobby level) of the WBOB building.

## Dining

<http://www.dining.umn.edu/>

University Dining Services offers a wide variety of dining experiences throughout the Twin Cities campus.

## 2.4 HEALTH AND WELL BEING

### University-sponsored Student Health Benefit Plan

<https://shb.umn.edu/>

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. This requirement is University-wide and not specific to the School of Public Health.

The Office of Student Health Benefits (OSHB), a unit of the Office for Student Affairs, administers health, dental and other benefits and enrollment for all eligible University students, residents, fellows, and interns.

All students who are 1) admitted to a degree program\*, and 2) registered for six or more credits per semester (or three or more credits during summer term) that count towards the automatic assessment of the Student Services Fee, are required by the University of Minnesota to have health plan coverage. *Students who meet both of these criteria are automatically enrolled in the University-sponsored Student Health Benefit Plan.* The Student Health Benefit Plan (SHBP) is a cost-effective, comprehensive health plan designed to meet the unique needs of students. Students may choose to waive the University-sponsored Student Health Benefit Plan by providing proof of enrollment in an alternative Eligible Health Plan.

*\*Non-degree seeking, certificate-seeking, and distance learning students are not eligible to enroll in the University-sponsored Student Health Benefit Plan. Please contact the Office of Student Health Benefits to determine exact eligibility status.*

The University also requires all international students and their dependents to purchase the University-sponsored Student Health Benefit Plan unless they are eligible for a waiver. International scholars visiting the University for more than 31 days are also required to enroll in the University-sponsored Student Health Benefit Plan. Scholars who will be at the University for 31 days or less

may choose not to enroll in the University-sponsored Student Health Benefit Plan, but are required to carry their own health plan coverage for the duration of their visit to the University (must meet J-1 U.S. Federal regulation requirements).

### **Long Term Care Disability Insurance Fee**

<https://shb.umn.edu/students-and-scholars/ahc-disability>

Academic Health Center students (which includes the School of Public Health), enrolled in a qualifying AHC program, will be automatically covered under a group Long Term Disability plan while a student. This coverage is not optional. They will see a charge of \$43.50—an average cost of \$7.25 per month—for this coverage on their student account once at the beginning of each fall and spring semester. Payment of this fee for two consecutive semesters provides year around coverage until graduation from their program.

#### **Questions and More Information**

Office of Student Health Benefits  
University of Minnesota  
410 Church Street S.E., N323  
Minneapolis, MN 55455  
Phone: 612-624-0627 or 1-800-232-9017  
Fax: 612-626-5183 or 1-800-624-9881  
E-mail: [umshbo@umn.edu](mailto:umshbo@umn.edu)  
[shb.umn.edu](http://shb.umn.edu)

### **Immunizations**

<http://www.bhs.umn.edu/immunization-requirements.htm>

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/> and click on immunizations.

### **Boynton Health Services**

<http://www.bhs.umn.edu>

Located on the University of Minnesota Twin Cities campus, Boynton Health is a primary health care clinic serving the U community—students, staff, and faculty. We accept clients from most health insurance plans.

Boynton provides quality, comprehensive health care services, counseling, and education, beyond the scope of most primary health care clinics:

- Primary and urgent care;
- Mental health services;
- Dental and eye clinics;
- Pharmacy needs;
- Women's health;
- Physical and massage therapy; and
- Health promotions such as flu shots and nutrition services.

### **Student Mental Health Resources**

<http://www.mentalhealth.umn.edu>

The Provost's Committee on Student Mental Health developed a website to provide mental health information and resources related to the University of Minnesota-Twin Cities campus, for students, their parents, faculty, and staff.

The website helps connect students to crisis help, counseling services, support groups, and offers tips on helping others who are experiencing stressful events and/or mental health challenges.

*If you (or someone you know) is having a mental health crisis and/or is in immediate danger, please call 911.*

*If the mental health crisis you are experiencing is not dangerous, but you wish to talk to someone immediately for assistance about what to do next, call this 24-hour help line:*

**Crisis Connection**  
612-301-4673

**U of M Textline**  
Text "UMN" to 61222

### **Smoke-free University**

The University of Minnesota, Crookston, Duluth, Rochester, and Twin Cities are smoke- and tobacco-free campuses. All students, staff, faculty, and visitors are prohibited from smoking and using, selling, free distributing, and advertising tobacco products and electronic cigarettes in all facilities and on all University property.



The success of this policy will depend upon the thoughtfulness, consideration, and cooperation of everyone on campus, including tobacco-users and non-users. All members of the University community are responsible for enforcing this policy. Students, faculty, staff, and visitors who violate this policy should be reminded of the policy and asked to comply. Repeated violation of this policy may be cause for disciplinary action in accordance with applicable student or employee codes of conduct. Visitors who refuse to comply with this policy may be asked to vacate campus property.

### The Aurora Center

<http://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.

### Lactation Spaces

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

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. If you have questions and concerns about lactation spaces or resources, please contact Susan Warfield (warfi002@umn.edu).

### Recreation & Wellness Center

<http://www.recwell.umn.edu/>

The University Recreation and Wellness Center opened its doors in 1993, and is commonly referred to by students as the Rec Center. An expansion to the original building opened in 2013. Located on the University of Minnesota's East Bank Campus, the facility serves between 3,000 and 5,000 patrons on an average weekday during the academic year. The Department of Recreational Sports also offers opportunities for the following:

- Aquatics
- Fitness
- Golf
- Intramurals
- Outdoor Recreation
- Sport Clubs
- Wellness
- Youth Programs

## 2.5 DIVERSITY

### Diversity and Inclusiveness

The University of Minnesota (University) is committed to achieving excellence through equity and diversity. We believe that a diverse student body enhances the academic and social environment for all students and prepares students to thrive in an increasingly diverse workforce and society. Equitable access to education is critical to preparing students for the responsibilities of citizenship and civic leadership in a heterogeneous society. The University strives to provide equitable access and opportunity in its programs, facilities, and employment. The University will also establish and nurture an environment for faculty, staff, students, and visitors that actively acknowledges and values difference and is free from racism, sexism, ageism, homophobia, and other forms of prejudice, intolerance, or harassment.

The global, population-based nature of public health demands that the School of Public Health (SPH) seek and train students of all racial, ethnic, economic and educational backgrounds. We believe such diversity enriches the learning experience and helps build excellence in public health leadership. The SPH is dedicated to providing our students with a supportive and welcoming academic experience in and out of the classroom. The student led *Diversity Matters*, and faculty led *Health Equities Work Group* organizations are designed to address and explore issues of diversity that impact public health professionals.

We also strive to create a community that is actively engaging in the areas of diversity and inclusiveness to create an excellent educational environment. The SPH defines inclusiveness as all-embracing of the fullness of humanity. Our goal is to recognize differences, address disparities, and to help cultivate understanding within the SPH community. This sense of inclusiveness recognizes that diversity is not limited to a select number of categorical elements of a person but encompasses all of person's attributes as well as their intersections.

The SPH Coordinator of Diversity, Equity and Inclusion, Lauren Eldridge, works with students, staff, faculty, and community members to advance equity and diversity within the SPH. Her office is located in A395-3 Mayo Memorial Building or you can contact her at [leldridg@umn.edu](mailto:leldridg@umn.edu) or at 612-624-9970.

For more information please visit:

- University policy on Equity & Diversity - [http://regents.umn.edu/sites/default/files/policies/Equity\\_Diversity\\_EO\\_AA.pdf](http://regents.umn.edu/sites/default/files/policies/Equity_Diversity_EO_AA.pdf)
- Office for Equity and Diversity - <https://diversity.umn.edu/eoaa/home>
- SPH info and resources for Diversity & Inclusion - <http://www.sph.umn.edu/about/diversity-inclusion/>

In addition, the University 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:

**Disability Resource Center**<https://diversity.umn.edu/disability/>

Location: 108 McNamara Alumni Center, 200 Oak Street SE (East Bank)  
Phone: (612) 626-1333 (Voice/TTY)

Disability Resource Center promotes access and equity for students with disabilities (e.g., physical, learning, psychiatric, sensory or systemic) and assists the University in achieving its mission to provide optimal educational opportunities for all students as well as obligations under federal and state statutes. Students are responsible for contacting Disability Services for more information or to arrange accommodations.

**Diversity in Graduate Education**<https://diversity.umn.edu/gradeducation/>

Location: 333 Johnston Hall, 101 Pleasant Street SE (East Bank)  
Phone: (612) 625-6858

The Office for Diversity in Graduate Education (ODGE) coordinates and leads the University's initiatives in the recruitment, funding, retention and graduation of a diverse graduate and professional student body. Additionally, ODGE works closely with The Graduate School and other units connected to diversity and multiculturalism.

**The Gender and Sexuality Center for Queer and Trans Life**<https://diversity.umn.edu/glbta/>

Location: 46 Appleby Hall, 128 Pleasant Street SE (East Bank)  
Phone: (612) 625-0537

The Gender and Sexuality Center for Queer and Trans Life is dedicated to transforming campus climate for University of Minnesota students, staff, faculty, alum and community members by developing and supporting more inclusive understandings of gender and sexuality through education, advocacy, outreach and support.

**International Student and Scholar Services**<http://www.iss.umn.edu/>

Location: 109 Hubert H. Humphrey School, 301 19<sup>th</sup> Avenue S (West Bank)  
Phone: (612) 626-7100

International Student and Scholar Services (ISSS) is the office dedicated to serving the University 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

**Multicultural Center for Academic Excellence**<https://diversity.umn.edu/multicultural/>

Location: 140 Appleby Hall, 128 Pleasant Street SE (East Bank)  
Phone: (612) 624-6386

The Multicultural Center for Academic Excellence (MCAE) is a campus-wide resource that promotes an inclusive atmosphere to foster and enrich multicultural understanding among all members of the University community. MCAE's commitment to creating such a climate is driven by a student-first culture in which students are the highest priority.

**Office of Equity and Diversity**<https://diversity.umn.edu/>

Location: 432 Morrill Hall, 100 Church Street SE (East Bank)  
Phone: (612) 624-0594

The mission of the Office of Equity and Diversity (OED) is to leverage the transformative power of equity and diversity to advance excellence in teaching, research and community engagement at the University of Minnesota. OED envisions a University where equity and diversity are:

1. Integrated into the work and lives of every student, faculty and staff member.
2. Recognized as core institutional values, and will inform thinking, policies and practices throughout the University.
3. Inherently intertwined with academic excellence and the development of leaders for a globally inclusive society.

### **Office of Equal Opportunity and Affirmative Action**

<https://diversity.umn.edu/eoaa/>

Location: 274 McNamara Alumni Center, 200 Oak Street SE (East Bank)  
Phone: (612) 624-9547

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 EOAA Office envisions a University community that is equitable—one that values the diversity of its workforce and student body and is free from discrimination and harassment.

### **Student Conflict Resolution Center**

<http://www.sos.umn.edu/>

Location: 254 Appleby Hall, 128 Pleasant St. SE (East Bank)  
Phone: (612) 624-7272

The Student Conflict Resolution Center (SCRC) offers informal and formal conflict resolution services to resolve students' University-based problems and concerns. An ombudsman provides confidential, neutral and informal options. An advocate is available to assist students in formal grievance or disciplinary proceedings.

### **Women's Center**

<http://diversity.umn.edu/women/>

Location: 64 Appleby Hall, 128 Pleasant Street SE (East Bank)  
Phone: (612) 625-9837

The Women's Center advances equity for women students, staff, faculty and alumnae across identities. The Women's Center increases connections for women's success, cultivates socially responsible leaders and advocates for organizational culture change toward excellence for all.

## **2.6 ACADEMIC RESOURCES**

### **University Libraries**

<http://hsl.lib.umn.edu/biomed>

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 (<https://www.lib.umn.edu/math>), located in Vincent Hall, contains materials in the area of mathematics and statistics.

Information on other University libraries and collections can be found at <http://www.lib.umn.edu/>.

The Subject Librarian for the School of Public Health is Shanda Hunt. Please email her or call to set up an appointment: [hunt0081@umn.edu](mailto:hunt0081@umn.edu) or (612) 301-1318.

### **Bookstore**

<http://www.bookstore.umn.edu/>

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

### **Center for Educational Innovation**

<http://cei.umn.edu/about/about-cei>

The Center for Educational Innovation (CEI) was created in 2014 by Provost Karen Hanson to strengthen instructional and academic technology collaboration and support across the University. By combining the Center for Teaching and Learning and the Office of eLearning, the CEI provides expertise that supports curricular and pedagogical innovation in campus classrooms and in online courses and programs.

### **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**

<http://it.umn.edu/services/>

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

## **2.7 CAMPUS SAFETY**

### **Police**

<http://www.umn.edu/umpolice/>

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

### **Security Monitor Program**

<https://publicsafety.umn.edu/home/security>

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**

<http://www1.umn.edu/prepared/txtu/>

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.

## **2.8 ADDITIONAL RESOURCES**

### **Post Office**

<https://sua.umn.edu/locations/postal-stations/>

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

### **Copies/Fax Machines**

<http://www.printing.umn.edu>

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

### **Student Conflict Resolution Center**

<http://www.sos.umn.edu>

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

### **Student Legal Service**

<http://www.umn.edu/usls/>

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

## 3. REGISTRATION

### 3.1 FULL-TIME STATUS

All SPH students need to register for at least six (6) credits in fall and spring semester to be considered full-time. In summer MHA and MPH students must be registered for 6 credits to be considered fulltime and 3 credits to be considered halftime.

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

### 3.2 REGISTRATION PROCESS

#### Step One

Select courses for the term with your advisor before registering (make an appointment at the earliest convenient time). To view available courses:

1. Log into [MyU](#).
2. Select the **My Academics** tab, then the **My Classes** sub-tab.
3. Click on **Class Search** (in Enrollment Tools section).
4. Determine search criteria; you must select your campus (Institution), term, and at least two additional criteria. Students in the School of Public Health will find the majority of their courses listed under the subject "PUBH".

**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.

5. View your search results. To see only classes that are open, select Show Open Classes Only.
6. To continue searching, click New Search or Modify Search. If you hit the back button, you will lose your search results. Click the class number to see more details. You can search for a subject by entering subject code or clicking Select Subject. For more search options, expand Additional Search Criteria. When you are satisfied with your criteria, click Search.

#### Step Two

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

- If instructor consent is necessary for any of your selected course(s), get a permission number from the course instructor or his/her designee before registering. This number permits registration for the course through the second week of the semester; after the second week, it expires. Note that the number is specific to the student it is given to and the course requiring instructor consent. Once a number is used to register, it becomes invalid and cannot be used for another course or by another student.
- You will not be able to register if you have any holds on your University record. Notice of any hold, including the name of the department or office where it may be cleared, is available at <http://myu.umn.edu>.
- You can find your registration queue date and time on the web at <http://myu.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 <http://myu.umn.edu> or go to the University's One Stop Student Services Center in 333 Robert H. Bruininks 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](mailto: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. There is a strict and early deadline for when grading options can be changed.
- 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, WITHDRAWAL AND EVALUATIONS

### Change of Grade Option

For full-semester courses, students may change their grade option, if applicable, through the second week of the semester. After that, grading options cannot be changed. Grade option change deadlines for other terms (i.e. summer and half-semester) can be found at <http://onestop.umn.edu/>. For more information about grading policies, see section 5.4 University Senate Uniform Grading and Transcript Policy.

### 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. Deadlines for adding a course for other terms (i.e. summer and half-semester) can be found at <http://onestop.umn.edu/>.

### Registration Exception Form

Students must consult with their program coordinator prior to submitting any paper or electronic forms. After this consultation, students must complete a formal request to change their registration (e.g., add, drop, change your grade basis) after a deadline or to register for more than 18 credits. Please ask your program coordinator for the appropriate form. Approval is not automatic.

### Course Cancellation and Withdrawal

Students should refer to the Refund and Drop/Add Deadlines for the particular term at <http://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](mailto: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**.

MHA, MPH, and Certificate 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 program portion of student guidebooks.

*Students can consult with their advising team for alternative core course options.*

### Other Transcript Symbols

#### Incomplete [I]

There shall be a temporary symbol I, **incomplete**, awarded to indicate that the work of the course has not been completed. The I shall be assigned at the discretion of the instructor when, due to extraordinary circumstances, the student was prevented from completing the work of the course on time. The assignment of an I requires a written 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://secure.ahc.umn.edu/publichealth/sphgrades/>



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.

#### **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.

### **Course Prerequisites**

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

### **Grade Submission**

All grades for all courses each term shall be submitted to the Office of the Registrar no later than 72 hours after the last final examination for that term. Students can view their grades online at <http://myu.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 CourseEval: <http://sph.umn.edu/students/current/course-eval-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: <http://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.

## 3.4 TRANSFER CREDIT

### 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 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://www.sph.umn.edu/current/resources/>. The Program Coordinator will forward the petition to the Program Director for approval and signature and then to the Student Services Center for the Associate Dean for Learning Systems and Student 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.

## 3.5 EQUIVALENCY EXAMS

Equivalency examinations are given at least twice each year (January and August). Students have the option of taking the equivalency exams in any of the following core areas; however, **students can only take the exam one time in each core area.** Students who pass the exam(s) are waived from taking the required course and must make up the credits per their area of study and degree requirements. A notation on the student's transcript will be documented if the student passes an equivalency exam. Students who do not pass the exam(s) are required to take the appropriate core course area to satisfy the competency requirements. Equivalency exams satisfy competency requirements for the following core courses only:

### PubH 6020 Fundamentals of Social and Behavioral Science

Contact: Toben Nelson [tfnelson@umn.edu](mailto:tfnelson@umn.edu)

Number of questions on exam	4
Type of questions	Essay
Open or closed book	----

### PubH 6751 Principles of Management in Health Services Organizations

Contact: Jim Begun [begun001@umn.edu](mailto:begun001@umn.edu)

Number of questions on exam	32
Type of questions	25 multiple choice, 3 essay, 1 case analysis with 4 questions
Open or closed book	Closed

### PubH 6102 Issues in Environmental and Occupational Health

Contact: Bill Toscano [tosca001@umn.edu](mailto:tosca001@umn.edu)

Number of questions on exam	200
Type of questions	Multiple choice
Open or closed book	Closed



### PubH 6320 Fundamentals of Epidemiology

Contact: Rachel Widome [widom001@umn.edu](mailto:widom001@umn.edu)

Number of questions on exam	31
Type of questions	Multiple choice, show-your-work problems
Open or closed book	Open

### PubH 6450 Biostatistics I

Contact: Sally Olander [brown198@umn.edu](mailto:brown198@umn.edu)

Number of questions on exam	60-75
Type of questions	Multiple choice, short answer, and show-your-work problems
Open or closed book	Open

### PubH 6741 Ethics in Public Health: Professional Practice and Policy

Contact: Sarah Gollust [sgollust@umn.edu](mailto:sgollust@umn.edu)

Number of questions on exam	10
Type of questions	Short answer
Open or closed book	Open (no internet access)

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

### 4.1 MY FINANCES TAB ON MYU

The My Finances tab in MyU.umn.edu is where you'll find information about billing, payment and financial aid.

On the left side is where you will view account charges and billing statements. It is also where you can submit an online payment using the preferred and free e-check method and don't forget to sign up for Direct Deposit. . And for those of you from Wisconsin, North Dakota, South Dakota, and Manitoba, remember to apply for reciprocity through your home state or province right way so your bill will have the correct amounts.

On the right side you will see our 5 steps to receiving financial aid, from completing the Free Application for Federal Student Aid, the "FAFSA", to having funds disburse to your student account. Your status will update as you progress through the steps.

### 4.2 TUITION AND FEES

Please go to <http://onestop.umn.edu/> for complete tuition and fee information.

## 4.3 BILLING

Your billing statement details your amount due (tuition, fees, housing, books, and other campus charges) and your payment due date. You will receive a notice in your University email account when it is ready to view. If you have account charges on more than one campus, you will receive separate billing notices for each campus.

The first fall billing statement for 2017-2018 will be published on September 3, you will receive a notice sent to your University email address. The bill will be due on September 16. You may opt into a payment plan when the bill is available, which will divide your payments over three billing periods throughout the semester. Make sure you always pay your bills on time to avoid late fees or cancellation of future class registration

Your billing statement is a snapshot of the charges and credits applied to your account as of the date the statement was created. For the most up-to-date account activity information, you can check your student account on the My Finances tab in MyU.

### Third Party Billing

[http://onestop.umn.edu/finances/pay/third\\_party\\_billing/index.html](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](mailto:tpbill@umn.edu) or 612-625-8559.

## 4.4 FINANCIAL AID AND SCHOLARSHIPS

A variety of resources to assist students in financing their education can be found at <http://www.sph.umn.edu/admissions/paying/>. Information specific to SPH Divisions and/or Programs may be found in the Division and/or degree program sections of this guidebook.

Information on financial aid can be found at <http://onestop.umn.edu/> or by -mailing [onestop@umn.edu](mailto:onestop@umn.edu).

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

AID TYPE	CONTACT	EMAIL ADDRESS
Division/Major Specific Awards and Traineeships, the Dean's Scholarship	Your Program Coordinator	
Medica Scholarships, and scholarships that support specific US minority groups	SPH Student Services	<a href="mailto:sph-ask@umn.edu">sph-ask@umn.edu</a>
Federal Loans, Financial Aid Package	Liz Holm	<a href="mailto:holm029@umn.edu">holm029@umn.edu</a>

### 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](http://onestop.umn.edu/contact_us/index.html).

### Financial Aid Exit Counseling

Exit counseling sessions are required of all borrowers of federal and University-administered student loan programs. Exit counseling provides you information regarding the rights and responsibilities of a borrower and a lender/servicer. You learn about repayment, deferment, and cancellation of your loan. These sessions prepare you to be responsible and effective in repayment of your educational loans.

### **You are required to complete exit counseling when you:**

- are about to graduate.
- leave the University (even if it is just temporary).
- drop your registration below half-time enrollment.
- transfer to another school.
- leave for a National Student Exchange (NSE) experience.

Once you have been selected for the exit process, you will receive an email with instructions to complete your exit counseling online. Make sure you respond by completing your exit counseling in a timely manner! A hold will remain on your student record until your exit counseling is complete, delaying your diploma, preventing registration, and preventing access to your transcripts.

For more information about student loan exit counseling, contact Student Account Assistance :  
[http://onestop.umn.edu/contact\\_us/student\\_account\\_assistance.html](http://onestop.umn.edu/contact_us/student_account_assistance.html)

## **4.5 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 <http://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 Program rules and procedures for completion of degree requirements.
- Read email messages frequently for announcements from the Program Coordinators, Program Directors and Director of Graduate Studies, Student Services Center, and Career Center. These announcements may involve changes in the University, School or Division rules and procedures for completion of degree requirements; students are responsible for reading and understanding these announcements.
- Check their student mailbox often for printed informational materials.
- Contact a Program Coordinator, Program Directors or Director of Graduate Studies if they are not getting reasonable assistance from their academic and/or master's project/thesis advisor.
- Initiate and maintain contact each semester with their academic advisor to review progress toward the completion of their degree.
- Complete the degree in a timely fashion.

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

### **1. Respect others**

Students are expected to behave in a respectful and professional manner with other students, faculty, and staff in the classroom and on campus.

### **2. Honor privacy**

Every student's course grades are private and are not to be shown to anyone else. This also applies to the grades of students in courses for which you are a Teaching Assistant.

### 3. Present your work honestly

Plagiarism is defined as the presentation of another's writing or ideas as your own. For a helpful discussion of preventing plagiarism, please consult University policies and procedures regarding academic integrity: <http://writing.umn.edu/tww/sources/definitions.html>. Students should be careful to properly attribute and cite others' work in their writing. For guidelines for correctly citing sources, go to <https://www.lib.umn.edu/instruction/tutorials>.

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

## 5.2 UNIVERSITY OF MINNESOTA POLICIES

**As part of the larger University of Minnesota community, students in the School of Public Health are responsible for abiding by the Board of Regents policies and other University-wide administrative policies. These policies can be found in full at <http://policy.umn.edu/>.**

This policy library holds policies that apply to the entire University system (all five campuses), as well as policies that apply to the Twin Cities campus. The site also displays Board of Regents policies, which are managed through the Board office.

In an effort to avoid potential duplication, omission, or transcription errors, we direct SPH students to read the policies at the original source. We encourage you to particularly become aware of the following:

### Student Conduct Code

This policy governs the expected standards of behavior for students and applies to all students and student organizations at the University of Minnesota, whether or not the University is in session.

The Office for Community Standards is the unit of the university that works to educate the community about the policies governing student behavior and resolve reported violations of the Student Conduct Code. The process they follow is designed to resolve issues in a way that is fair to all community members.

<https://communitystandards.umn.edu/>

Below are the Student Conduct Code's 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.
- f) Students are entitled to the rights and responsibilities of other citizens with regard to freedom of speech, peaceable assembly, and right to petition. Students are entitled to exercise their rights to inquire and dissent, speak freely, and peaceably assemble and protest to the extent permissible under both the First Amendment and the Student Conduct Code.
- g) Students are entitled to due process and procedural fairness protections, including the prompt notification of charges, the opportunity to respond, the right to an advocate of choice, and the right to the resolution of a case within a reasonable period of time.

Any student or student group found to have committed, attempted to commit, or assisted or abetted another person or group to commit the following misconduct is subject to appropriate disciplinary action under this policy:

1. Scholastic Dishonesty.
2. Disruption of the Academic Environment.
3. Falsification.
4. Refusal to Identify and Comply.
5. Attempt to Injure or Defraud.
6. Harm to Person.
7. Bullying.
8. Sexual Misconduct.
9. Disorderly Conduct.
10. Illegal or Unauthorized Possession or Use of Weapons.
11. Illegal or Unauthorized Possession or Use of Drugs or Alcohol.

- |  |   |
|--|---|
| 12. Providing Alcohol to Minors.                           | 17. Hazing.   |
| 13. Unauthorized Use of University Facilities or Services. | 18. Rioting.  |
| 14. Theft, Property Damage, or Vandalism.                  | 19. Violation of University Rules.                            |
| 15. Unauthorized Access.                                   | 20. Violation of Local, State, or Federal Laws or Ordinances. |
| 16. Disruptive Behavior.                                   | 21. Persistent Violations.                                    |

### **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 for Community Standards.

The University's Student Conduct Code defines scholastic dishonesty as "plagiarism; cheating on assignments or examinations; engaging in unauthorized collaboration on academic work; taking, acquiring, or using course 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, misrepresenting, or misusing a University academic record; or fabricating or falsifying data, research procedures, or data analysis."

- Copying information word for word from a source without using quotation marks and giving proper acknowledgement by way of footnote, endnote, or in-text citation;
- Representing the words, ideas, or data of another person as one's own without providing proper attribution to the author through quotation, reference, in-text citation, or footnote;
- Producing, without proper attribution, any form of work originated by another person such as a musical phrase, a proof, a speech, an image, experimental data, laboratory report, graphic design, or computer code;
- Paraphrasing, without sufficient acknowledgment, ideas taken from another person that the reader might reasonably mistake as the author's; and
- Borrowing various words, ideas, phrases, or data from original sources and blending them with one's own without acknowledging the sources.

It is the responsibility of all students to understand the standards and methods of proper attribution and to clarify with each instructor the standards, expectations, and reference techniques appropriate to the subject area and class requirements, including group work and internet use. Students are encouraged to seek out information about these methods from instructors and other resources and to apply this information in all submissions of academic work."

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: <https://communitystandards.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 <https://www.lib.umn.edu/instruction/tutorials> and click on "Organizing and Citing Research."

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 in the School of Public Health are referred to the Associate Dean for Learning Systems and Student Affairs.

### **Sexual Harassment**

This policy governs the commitment to the prevention and awareness of and response to sexual harassment at the University of Minnesota.

### **Research Involving Human Subjects**

This policy governs all research involving human subjects conducted at the University of Minnesota or by University faculty, staff, or student researchers.

### **Grading & Transcript Policy**

This policy covers University-wide grading standards and the meaning of transcript symbols. A standard grading system establishes a common understanding of the meaning of grades and promotes uniformity in assigning them. Defining grades and their associated meaning (grade points and assessment of achievement) allows for comparison and for computation of the term and cumulative grade point average.

## 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, A395 Mayo Memorial Building, MMC 819, 420 Delaware Street SE, Minneapolis, MN 55455.

## 5.3 PRIVACY

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

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

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

### FERPA (Family Educational Rights and Privacy Act): Student Records

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

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

In addition:

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

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

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

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

Login to <http://www.ahc.umn.edu/privacy/training/home.html>. Assigned courses are available for completion through ULearn. See the Training Instructions page for step-by-step instructions.

## 5.4 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 A395 Mayo for assistance.

## 5.5 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. Any research involving human subjects must be reviewed by the IRB.

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.

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.

#### **IRB Contact Information**

(612) 626-5654

[irb@umn.edu](mailto:irb@umn.edu)

<https://research.umn.edu/units/irb>

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 culminating experience 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.**

## **5.6 INTERNATIONAL STUDENT REQUIREMENTS**

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

### **Global Gopher Online Orientation**

The Global Gopher Online Orientation is a tool to help new international students prepare for their arrival at the University by learning about certain expectations and requirements. Students are required to complete the Global Gopher Online Orientation at least one week before their Immigration Check-in (information below).

### **Immigration Check-In**

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

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

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

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

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 <http://www.iss.umn.edu/>.

### **Academic Status**

International students must maintain full-time status. MPH students must register for at least 6 credits each semester. 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 update their address **within 10 days** of a change of address to maintain their legal immigration status. For more information go to <https://isss.umn.edu/INSGen/address.html>

# 6. GROUPS, ASSOCIATIONS AND SOCIETIES

## 6.1 STUDENT GROUPS

### School of Public Health Student Senate

<http://www.sph.umn.edu/current/senate/>

The Student Senate is comprised of graduate students of the University of Minnesota, School of Public Health.

The SPH Student Senate is the representative organization for the graduate and professional student body of the School of Public Health. The Student Senate seeks to improve all aspects of graduate and professional education by working to create a positive environment for students to learn, work, and socialize in the School of Public Health.

The SPH Student Senate welcomes input from all students from the school and invites you to join the Senate and help us serve the needs of the SPH students. Contact us at [sphss@umn.edu](mailto:sphss@umn.edu).

The student senate officers for the 2017-2018 academic year are:

Office	Name
President	Sarah Moon
Vice President	Tolulope Odebunmi
Director of Finance	Mosunmoluwa Oyenuga
Secretary	Haley Miller
Director of Communications	Samantha Alch

### Professional Student Government

<http://www.umnpsg.org/>

The professional student governance on the Twin Cities campus of the University of Minnesota rests with the Professional Student Government (PSG). All currently registered professional students at the University of Minnesota are members of PSG.

PSG represents and serves students in the Carlson School of Management, Law School, Medical School, Dental School, School of Nursing, College of Pharmacy, School of Public Health, College of Veterinary Medicine, College of Education and Human Development, and Humphrey School of Public Affairs. PSG is a resource for its 10 member Councils, the primary contact point for administrative units, a professional student policy-making and policy-influencing body, and as a center of inter- and intra-collegiate interaction among professional students.

### Council of Graduate Students (COGS)

<http://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)

<http://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)

<https://gopherlink.umn.edu/organization/184>

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

<http://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.

If you are interested in forming a group within the School of Public Health, please contact Crystal Esparza, Coordinator for Student Recruitment and Engagement at [espa0018@umn.edu](mailto:espa0018@umn.edu).

## 6.2 PUBLIC HEALTH RELATED ASSOCIATIONS AND AGENCIES

### Minnesota Public Health Association

<http://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

<http://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 and Programs of Public Health

<http://www.aspph.org/>

The Association of Schools and Programs of Public Health (ASPPH) 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

<http://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

<http://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

<http://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

<http://sphalumni.umn.edu>

The University of Minnesota School of Public Health Alumni Community is represented around the world. Consisting of 10,000+ alumni, the SPH Alumni Community plays a key role in the School and public health community as they continue to shape public health policy, conduct ground-breaking research, lead innovative public health solutions and contribute to the future of public health.

Since its inception in 1982, the School of Public Health Alumni Society has worked to serve alumni and students, promote excellence in programs and serve the needs of the School. As an extension of the University of Minnesota Alumni Association, the SPH Alumni Society currently has more than 1,400 members. Membership is open to all graduates, former students who have completed a minimum of 12-18 credits, faculty and administrators of the school.

The SPH Alumni Society is committed to building relationships with students through various activities, including the SPH Mentor Program, partnering with SPH Student Senate, and bringing alumni to students to bridge professional opportunities.

### MHA Alumni Association

[mhaalumni.umn.edu](http://mhaalumni.umn.edu)

The Minnesota MHA Alumni Association was established in 1948 to facilitate ongoing support of the Healthcare Administration program and to continue fellowship among alumni. With 2200+ active alumni, the Association supports MHA students through scholarships and by providing learning opportunities, and strives to provide its alumni with education, engagement and philanthropy.

# 7. COMMUNITY HEALTH PROMOTION MPH DEGREE PROGRAM

## 7.1 FALL 2017 PROGRAM CURRICULUM

### 48 Semester Credit Minimum

The Community Health Promotion major requires the following courses be taken on an A-F grading basis: PubH 6050 Community Health Theory and Practice I; PubH 6051 Community Health Theory and Practice II; all intervention courses; PubH 6034 (or 6852) Program Evaluation; PubH 6035 Applied Research Methods; and all of the SPH Core Courses. Students must earn a grade of B- or higher in all of the courses listed above. Please pay close attention to the following notes to assist you with your course planning. Please also note that all of the Public Health Core Courses are offered online at least once each academic year.

- ① Few substitution petitions will be allowed in this curriculum area.
- ② PubH 6034 (or 6852), and 6450 are prerequisites.
- ③ For those students entering with strong quantitative skills and/or who are considering a doctoral-level degree, the advanced epidemiology course PubH 6341 may be taken in place of PubH 6320.

2017 CHP Curriculum – 48 cr. Minimum Required				
<b>Theory (6 credits)</b>				
Course	Notes	Title	Offered	Credits
PubH 6050	①	Community Health Theory and Practice I	Fall	3
PubH 6051	①	Community Health Theory and Practice II	Spring	3
<b>Health Behavior and Policy Interventions (Minimum of 8 credits required)</b>				
<i>Students must select at least two courses from the Intervention Approaches list and at least one course from the Critical Issues list. Any remaining required intervention credits may be taken from either list</i>				
<b>Intervention Approaches</b>				
<i>Select at least two courses from the following list:</i>				
Course	Notes	Title	Offered	Credits
PubH 6025	①	Designing e-Interventions for Public Health	Spring	2
PubH 6045	①	Skills for Policy Development	Spring	1
PubH 6049	①	Legislative Advocacy Skills for Public Health (prerequisite 6078)	Spring	3
PubH 6066	①	Building Communities, Increasing Health: Preparing for Community Health Work	Fall	2
PubH 6074	①	Mass Communication and Public Health	Fall	3
PubH 6078	①	Public Health Policy as a Prevention Strategy	Fall	2
SW 8551	①	Advanced Community Practice: Assessment, Organizing, and Advocacy	Spring	3
<b>Critical Issue Interventions</b>				
<i>Select at least one course from the following list:</i>				
PubH 6000	①	Sex, Sexuality and Sexual Health	Fall	2
PubH 6000	①	Topics: Urban Health and Social Policy	Spring '18/'20	2
PubH 6010	①	Public Health Approaches to HIV/AIDS	Fall	3

PubH 6055	①	Social Inequalities in Health	Spring	2
PubH 6094	①	Obesity and Eating Disorders	Spring	2
<b>Assessment Methods (5-6 credits)</b>				
PubH 6034 OR PubH 6852		Evaluation  Program Evaluation in Health and Mental Health Settings	Spring  Fall/ Spring (online)	3  2
PubH 6035	②	Applied Research Methods	Fall	3
<b>Additional Assessment Methods (2-4 credits)</b>				
<i>Select one course from the following list:</i>				
PubH 6636		Qualitative Research Methods	Spring	2
PubH 6414		Biostatistical Literacy	Fall/Spring/ Summer	3
PubH 6451		Biostatistics II	Fall (online)/ Spring	4
PubH 6617		Practical Methods in Secondary Data Analysis	Fall	3
<b>SPH Core Courses (11-12 credits)</b>				
<input type="checkbox"/> <b>Note: Courses designated as part of the Public Health Core must be taken for a letter grade (A/F)</b> <input type="checkbox"/>				
PubH 6101 or PubH 6102		Environmental Health Issues in Environmental and Occupational Health	Fall/Spring Every term	2 2
PubH 6320 or PubH 6341	③	Fundamentals of Epidemiology Epidemiologic Methods I	Every term Fall	3 3
PubH 6450		Biostatistics I	Fall/Spring	4
PubH 6741 or PubH 6742		Ethics in Public Health: Professional Practice and Policy  Ethics in Public Health: Research and Policy	Every term  Fall/Spring	1  1
PubH 6751		Principles of Management in Health Services Organizations	Every term	2
<b>Field Experience and Culminating experience (3-4 credits)</b>				
PubH 7094		Culminating experience (see section 2.4)	Any term	1-2
PubH 7096		Field Experience (see section 2.5)	Any term	2
<b>Electives (8-14 credits)</b>				

### Recommended Competencies and Electives

Electives are to be approved by Shelley Cooksey, the Student Advising Manager; they must be graduate level courses with a 5xxx number or higher. Under some circumstances, 4xxx - level courses can also be applied toward a MPH degree when they are taught by a member of a graduate faculty and are approved by the Program Director. Students are not restricted to School of Public Health courses, but are responsible for meeting all prerequisites of the desired electives. Students are permitted to take additional intervention courses as electives. Students interested in one of the areas below may wish to select their electives from the course lists:

**Quantitative Research:** PubH 6342 Epidemiologic Methods II (3 cr.),3, PubH 6343 Epidemiologic Methods III,4, PubH 6350 Epidemiologic Methods Lab,1, PubH 6420 Intro to SAS Programming, (1 cr.), PubH 6325 Data Processing with PC SAS, (1 cr.).

**Qualitative Research:** PubH 7250 Designing and Conducting Focus Groups, 1, Nurs 8171 Qualitative Research Design and Methods, 3-4, PA 5041 Qualitative Methods for Policy Analysts, 4, Nurs 8185 Qualitative Data Analysis for Health Care Research 3-4, FSoS 8013 Qualitative Family Research Methods, 3, FSoS 8014 Qualitative Family Research Methods II, 3.

**Adolescent Health:** PubH 6607 Adolescent Health Issues: Issues, Programs, and Policies, 2, PubH 6907 Maternal, Infant, Child and Adolescent Nutrition, 3, PubH 6627 Sexuality Education: Criteria, Curricula and Controversy, 1, Nurs 5016 Critical Reading of Scientific Literature in Adolescent Health, 1.

**Child Health:** PubH 6634 Advocacy and Children's Rights, 2, PubH 6606 Children's Health: Issues, Programs and Policies, 2, PubH 6907 Maternal, Infant, Child and Adolescent Nutrition, 3, PubH 6613 Children and Youth with Special Health Care Needs, 2.

**Women's Health:** PubH 6605 Reproductive and Perinatal Health, 2, PubH 6627 Sexuality Education: Criteria, Curricula and Controversy, 1, PubH 6675 Women's Health, 2, PubH 6686 Global Reproductive Health, 2.

**Nutrition:** PubH 6914 Community Nutrition Intervention, 3, PubH 6907 Maternal, Infant, Child and Adolescent Nutrition, 3, PubH 6906 Global Nutrition, 2, PubH 6904 Nutrition and Aging, 2, PubH 6389 Nutritional Epidemiology, 2, CSPH 5431 Functional Nutrition: An Expanded View of Nutrition, Chronic Disease, and Optimal Health, 2, PubH 6933 Nutrition and Chronic Diseases, PubH 6905 Nutrition for Public Health Promotion and Disease Prevention, 2.

The CHP faculty strongly recommends that CHP students consider taking elective coursework in the five CHP competency areas (theory, health behavior and policy interventions, assessment methods, cultural competency, and leadership/management). You can also focus on competency areas as part of your culminating experience and/or field experience. Please refer to the link below for more information on courses meeting the competency areas.

Electives can also be met by declaring a graduate level minor. Any relevant graduate level minor can be declared. You can look at available graduate level minors at <http://www.catalogs.umn.edu/grad/> There are graduate minors that are related to degree programs and there are free-standing minors. See the Student Advising Manager for more information.

Recommended Competency Areas can be found at: <https://z.umn.edu/epichcomp1415>

## 7.2 OTHER MPH DEGREE REQUIREMENTS

### Public Health Core Area Requirements

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

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

### 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 Program Director – 4xxx-level courses may also be applied toward a MPH degree as long as a member of the graduate faculty teaches them.

### SPH Grading Policies

#### Grade Point Average

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

## S-N Grade Option

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

## Public Health Core Courses

Courses designated as part of the public health core must be taken for a letter grade (A-F). Students will be required to achieve no less than a B- grade in each course taken on an A-F basis. Students may retake public health core courses at their own expense until they achieve a grade of B- or better. However, a retaken course may be counted only once toward degree requirements in the student's study plan.

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

## MPH Study Plan

Students are required to submit a completed MPH Study Plan to Shelley Cooksey, Student Advising Manager, at least one semester prior to their anticipated completion of coursework.

## Time Frame

The maximum time allowed by the School of Public Health for completion of an MPH degree is five years. The five-year period begins with the first term of enrollment after admission to a degree program within the School.

## Course Transfer Credits

A student may seek transfer of no more than 40% of their total graduate or professional program credits taken prior to the MPH program matriculation at the University of Minnesota or at another college or university. Course credits may be used to satisfy public health core or other program requirements as jointly approved by the Program Director and the Associate Dean for Academic Affairs. No course credits older than 5 years from the date of the student's matriculation will be accepted for transfer. A grade of "B" or better is required for each course requested for transfer credit.

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

1. Meet with their advisor to discuss the petitioning process. If the petition request is acceptable to the advisor, the student will complete and sign the *Petition* form, attach an official transcript on which the final grade has been posted.
2. Submit the *Petition* form to Shelley Cooksey, Student Advising Manager, for processing. The *Petition* form can be found at <http://policy.umn.edu/forms/otr/otr172.pdf>.

Ms. Cooksey will forward the petition to the Program Director and then to the Associate Dean for final evaluation and/or approval.

## Course Substitutions and Waivers

All student requests that deviate from the degree curriculum requirements outlined in this Guidebook must be made on a *Petition* form. The *Petition* form can be obtained at <http://policy.umn.edu/forms/otr/otr172.pdf>.

Students should note that the process for approving a course substitution or waiver could take several weeks, so plan accordingly.

## Course Substitution Procedures:

The following process should be followed when requesting that a course substitute for a required course in your degree program. Students should apply for approval before they take the course whenever possible as permission could be denied. Students should:

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:
  - Briefly state the exception or approval to be considered: describe the course requested for substitution including the course title, number of credits, term and year taken (or planned to take), and the name of the institution offering the course. Also list the course/requirement in your degree program for which you are asking for the substitution.
  - Provide an explanation or reason to grant your request below: Indicate what skills and/or content overlaps between the required course(s) and the proposed substitute course(s).

3. The student should submit these materials to Shelley Cooksey, Student Advising Manager, who will forward it to the appropriate Credentials Committee for review. The student will be notified via e-mail of the committee's decision.
4. If the substitute course is to replace a School of Public Health Core course (administration-PubH 6751/6752, behavioral/social science-PubH 6020, biostatistics-PubH 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 Shelley Cooksey. Upon receipt of those materials, Shelley Cooksey, the Student Advising Manager, will review the request with the Program Director and then if approved by the Program Director, all copies of the request will be forwarded to the Student Service Center 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 Program Director does not approve of the request, the Program coordinator will inform the student that the request will not be forwarded to the SPH Educational Policy Committee for review.

## Application for Degree

MPH students are required to submit an *Application for Degree* form online. There are strict deadline dates before a student can be cleared for graduation. You must submit the form by the end of the first business day of the month in which you want your degree conferred. You must apply on-line by going to [www.myu.umn.edu](http://www.myu.umn.edu): **ACADEMICS: DEGREE PROGRESS: APPLY TO GRADUATE**

## 7.3 STANDARD SAMPLE SCHEDULE

Our program curriculum offers a great deal of choice, which makes it difficult to suggest a schedule that will work for most students. For this reason, students are encouraged to discuss their registration plans with Shelley Cooksey, the Student Advising Manager, if they would like assistance with planning their schedule. Some students prefer to check in before the start of registration each semester, other students find mapping out their registration for the entire program more useful. Every student is encouraged to contact Shelley during the fall semester to discuss their scheduling needs.

## 7.4 FIELD EXPERIENCE

A 120-hour field experience is required. Work on research projects, including data collection, data analysis, or intervention tasks for the project, carried out in conjunction with a unit of the University of Minnesota or some other research institution, will not fulfill the fieldwork requirement for the CHP program.

### Goals of the Field Experience

The goals of the field experience (sometimes referred to as an internship) are that students will gain one or more of the following:

- Experience in application of theory to current problems in the field;
- Exposure to organizational settings for community health promotion practice;
- An understanding of community health promotion and how it relates to other professions and public health;
- New skills relating to practice and professional development;
- The ability to apply theoretical, practical, and methodological skills in a practice setting;
- Knowledge concerning the opportunities and constraints of settings in which the health education profession is practiced;
- Experience in working with professionals from other fields and nonprofessional groups and individuals on public health problems; and
- An identity as a public health education professional.

The student's role should be to help the organization assess the need for, define, plan, develop, implement and/or evaluate some programmatic or policy aspect of their public health-related work. The experience should reflect an expressed need of the organization. The student or the organization can initiate the consultation/collaboration, but the student should not work independently of the direction of the organization. The consultation/collaboration process is integral to the field experience.

### How to Register and Complete the Field Experience

1. Identify a faculty field experience advisor. The field experience faculty advisor must be a CHP faculty member but does not have to be your academic or culminating experience advisor (see *section 1.8* for a list of eligible faculty members).
2. Once a potential placement is identified, the student should make contact with the organization to define a specific project or area, determine the time commitment, and establish a site preceptor. The site preceptor will supervise the field experience. The site preceptor does not have to have a doctoral level degree but should have at least an MPH or equivalent-level degree.



3. The electronic field experience learning agreement must be completed by going to [www.ahc.umn.edu/sphfieldexp/index.cfm](http://www.ahc.umn.edu/sphfieldexp/index.cfm) Once the learning agreement is complete and approved by the site preceptor, advisor and the student advising manager, permission to register for PubH 7096 will be granted and the student will be notified about the registration procedures.
4. Certain facilities are required by Minnesota law to submit paperwork for a criminal background check for all personnel with direct, unsupervised client contact. If their fieldwork, culminating experience, or dissertation is in such a facility, students may be asked by the institution to submit paperwork.
5. Some agencies may ask students to sign agreements concerning confidentiality of data or other data practices. This may be especially true in those settings where students will have access to personal identifiers.
6. Upon completion of the field experience, both the preceptor and student will need to complete evaluations. These evaluations are available at [www.ahc.umn.edu/sphfieldexp](http://www.ahc.umn.edu/sphfieldexp). A grade will not be submitted until both evaluations have been completed.

### Additional Field Experience Information

- A. When choosing a field experience, you can work with many types of organizations and be exposed to a wide range of work experiences. Students often complete the field experience with state and local health departments, non-profit organizations, and healthcare institutions. The work you do must be relevant to and build upon the CHP coursework. Volunteering to do office work for a non-profit organization will not meet the field experience requirement. However, you can help to collect data, conduct an evaluation, help develop or implement an intervention/program, write newsletters, develop an educational website, etc. You should develop the goals for the field experience with your site preceptor and your field experience faculty advisor.
- B. You can receive credit for a paid position; however, you cannot receive credit for work you completed prior to completing a learning agreement and registering for field credits.
- C. When selecting your field experience, think about what skills you want to work on or what content area you want to learn more about. Ask faculty members for referrals to individuals or organizations that might have an internship or volunteer opportunity. Search the internet for interesting organizations and set up information meetings with them. Approach interesting guest speakers in your classes and ask them whether they have field experience opportunities.
- D. You must complete a learning agreement before you can register for field experience credits and start work with the organization where you will be doing the field experience. Your field experience does not need to be completed in one semester but you do need to register for the field credits before starting the field experience.

## 7.5 CULMINATING EXPERIENCE

All CHP students must complete a culminating experience project. There are two options available to students to meet these requirements. **Remember, you only need to select one option.** Professional experience prior to enrolling in the CHP program will not exempt students from this requirement.

### Option #1: Field Experience Presentation/Executive Summary and Certificate of Public Health exam

**A. Presentation.** Every Fall and Spring Semester MCH, CHP and PHN will hold a joint presentation event at WBOB. Students who select this option will give a 15-minute presentation of their Field Experience with 5 minutes allowed after the presentation for questions, with a corresponding written executive summary. Students will be evaluated on their presentation and executive summary. MCH, CHP and PHN program directors, and the presenting students' advisors, must attend this presentation event. It is hoped that this event will be attended, in part or in its entirety, by many faculty, staff, and students in and outside of the programs, as well as by Field Experience preceptors and other community members who may be invited by presenting students. The event will model a scholarly conference. The date of the event will be announced well in advance by Ms. Shelley Cooksey, Student Advising Manager. Specific requirements for the presentation and executive summary are given below.

1. **PowerPoint presentation:** The topic of the presentation will be the Field Experience (note: students may be granted an exception by the Program Director to present another project they have worked on if appropriate—here referred to as “presentation project”). A student may describe the entire experience and/or identify an element of the experience (e.g., a missed opportunity, a particular challenge that was overcome) that would be of interest to a public health audience. The purpose of the presentation is to teach the audience (students, faculty members, community colleagues) about the organization, its aims, the project, and/or a public health lesson learned through the Field Experience. This presentation will expand the depth of the Field Experience by allowing students to present lessons learned or products developed during the Field Experience.

The presentation must be a formal PowerPoint presentation. The student will work with her/his advisor to prepare a professional presentation. The presentation must be approved by the academic advisor before it is submitted to Shelley Cooksey.

2. **Executive summary:** Students must complete an executive summary. Students should work with their Academic Advisors to prepare their written materials. Academic advisors should approve the final draft before submission.

**Format and Style:**

The executive summary should not exceed two pages of text. Students should use a block format, with single spaced paragraphs. Margins should be one inch. Use 11-point Arial font. Attach references on a third page (students MUST use APA or Vancouver format).

The executive summary should have a formal tone but be written for a broad audience. The author should assume that the readers will have a short amount of time to read this document. It should be written concisely, using short sentences and no jargon. If technical language is included, the author should also include definitions if a readership with a public health background could be confused.

Because Field Experiences can vary in intensity and variety, this summary (and the presentation) may reflect part of the Field Experience or the entire experience.

**Sections:**

*Introduction:* Intended to describe the public health problem addressed by the Field Experience (or presentation project). Why is it a public health concern? How does this public health problem affect the population focused on in the Field Experience?

*Experience:* An overview of the work the student completed for the Field Experience (or presentation project). What were the learning objectives? Did the student achieve them? If the student collected or analyzed data, the student must provide a brief description of the data collection and analytical methods used as well as a description of measures used. Specify sample sizes. If the student worked on an intervention, it must be briefly described (e.g., what was the purpose of the intervention, who developed it, who was implementing it, whether it is evidence based).

*Organization:* The student must describe the organization that organized the Field Experience (or presentation project). What type of organization was it (e.g., local health department, non-profit organization)? What was the size, focus, and mission of the organization? How did the student's Field Experience fit with the organization's overall mission?

*Results (applicable to an experience that involved data analysis):* What were the major findings? Include enough data (e.g., confidence intervals, p values) to give the reader a good idea about the magnitude of the findings. Be sure to describe the **primary** findings at the very least (i.e., the findings that relate to the specific aims or purpose of the evaluation).

*Lessons Learned:* What did the student learn from the Field Experience (or presentation project)? Lessons learned may reflect the student's own skill development or lessons learned about the field. The student may also reflect on a missed opportunity or a challenge that was overcome.

*Recommendations:* The student should provide recommendations for the specific Field Experience organization, or similar organizations, working in the content area and/or with populations similar to those related to the Field Experience (or presentation project). What activities, programs or policies should be continued or improved to address the public health problem? When appropriate, the recommendations should be based on the research literature and relevant theory.

*Conclusion:* A few (~2-4) sentences that reflect the major points of the Field Experience or presentation project.

3. **Resources:**

- NW Center for Public Health Practice, U Washington presentation toolkit, <https://www.medicalteams.org/docs/default-source/resource-center/effective-presentation-toolkit.pdf?sfvrsn=2>
- Tips for oral presentations, [http://library.eb.com/resources/pdf/BSW\\_Oral\\_Presentation.pdf](http://library.eb.com/resources/pdf/BSW_Oral_Presentation.pdf).
- A Novice's Guide to Preparing an Oral Presentation, [http://pandora.nla.gov.au/pan/37708/20091028-0000/www.jephc.com/full\\_article1820.html?content\\_id=515](http://pandora.nla.gov.au/pan/37708/20091028-0000/www.jephc.com/full_article1820.html?content_id=515).

4. **Evaluation:** Three faculty members will independently complete a structured evaluation form for students about the executive summary and the presentation. Academic advisors will evaluate their advisees and Shelley Cooksey will identify two other faculty reviewers for each student in advance. Faculty reviewers will have the option to score the student executive summary and the presentation independently as pass, pass with revisions (which could entail a



revised executive summary and/or presentation at a subsequent event day), or fail (the student would have one more time to write an executive summary and present it at a subsequent event day—or choose Option 2).

Faculty evaluators will provide a numerical ranking of the executive summary and presentation on a written evaluation form. The rubric for grading the executive summary and presentation will be based on the following:

- **Content relevance:** Does the student convey how and why the topic is meaningful from a **public health** perspective AND do the tasks meet what would be expected of a final project or field experience?
- **Critical Analysis of Experience:** Does the student provide a thorough and thoughtful analysis of the experience? Does the student derive reasonable implications for future **public health** work, research, programs, and/or practice?
- **Coherence and quality of oral presentation:** Does the student clearly and deeply describe the main points of the presentation? Does the student provide a clear overview of the work s/he specifically completed for the project? Was the information delivered effectively, with good vocal projection and inflection, eye contact, and body language? Was time used appropriately (i.e., was the presentation delivered without rushing, using the allotted time)? Did the student present him/herself in a professional manner?
- **Coherence and quality of slides:** Did the information flow well, in a logical and clear manner? Did the slide presentation use color and design well, avoid crowded slides, and present graphics (if used) clearly so attendees could easily read them?
- **Coherence and quality of written executive summary:** Is the Executive Summary in a structured form, appropriate for the topic? Is it free of grammar and syntax errors? Is it coherent? Does it adequately reflect the presentation? Does it show critical thinking about the field experience (or project). Were methods and processes well described?

**B. Exam.** Students selecting this option must also take and pass the Certified in Public Health (CPH) exam. The exam has 200 questions that cover the SPH core; it is a timed exam (maximum time is 4 hours). It is offered throughout the year. The cost of the exam (as of July 2017) is \$385. Students would have to pay this fee as well as register for one Culminating Experience credit. In order to earn their degree, students choosing Option #1 must PASS the exam (more than 80% of those who take the exam pass the first time).

Students of CEPH-accredited schools and programs are eligible to take the CPH exam if they have completed or are concurrently enrolled in the graduate-level core content required for their graduate degree (biostatistics, epidemiology, health services/policy management, environmental health, social behavioral sciences). Candidates who pass the exam under these eligibility criteria will be provisionally certified until graduation. Following confirmation of their graduation, they will be certified in Public Health. Confirmation that the core requirements have been completed must be verified before candidates may schedule their exam. This confirmation is done by the SPH Student Services Center directly with the NBPHE. For information about the CPH exam, go to <https://www.nbphe.org/>.

## **Option Two: Needs Assessment, Program Evaluation, Program Development or Research/Data Analysis Project.**

If choosing Option Two for the culminating experience, students should choose one of three type of projects: (1) Needs Assessment or Program Evaluation Project, (2) Program Development Project, or (3) Research/Data Analysis Project. Each type of project is described below.

### **1. Needs Assessment or Program Evaluation Project**

Students who select this type of project must:

- Identify a community group or agency that has an existing or planned program for which they would like a needs assessment or program evaluation. The selected agency must agree to collaborate on the evaluation methodology, provide access to program participants and controls, if appropriate, and help in the logistics of the evaluation. Students are responsible for working with their culminating experience advisor to identify a suitable topic and public health organization or community agency with which to work.
- Describe the population and/or program to be evaluated, or the needs assessment to be conducted, including the health topic or disease involved, targeted group, behavior change sought, and health education modality used. A theoretical model should be chosen which will guide the needs assessment or program evaluation process. A description of the public health importance of this project should be written, based on available data and literature.
- Review the methodologies and outcomes of other needs assessments or evaluations of programs related to the topic.
- Develop the assessment or evaluation plan. This includes an acceptable and feasible study design, sample selection, control group (if appropriate), questionnaires, and analysis methods. Students will present and defend their study designs, evaluation instruments, and the reliability and validity data of their instruments. A needs assessment or program evaluation using qualitative data analysis techniques is also acceptable.
- Conduct the needs assessment or evaluation by actual implementation of data collection according to the study design.

- Analyze the evaluation data and write recommendations. The needs assessment or evaluation methods should also be critiqued, based on their usefulness, areas of weakness, and suggested changes for future evaluations.

#### Additional Guidelines for an Evaluation Project:

- Working with a public health organization or agency, you will conduct an evaluation of a health-related program or policy.
- You will need to do original data collection.
- Your evaluation could answer a variety of questions, including one of the following: (1) How effective is this program/policy in reducing health problems? (2) How effective is the program/policy in changing risk factors? (3) How well is the program/policy being implemented? (4) What is the reaction of participants to the program?
- The design of the evaluation can vary, from a post-only to pre/post to pre/post with a comparison group.
- The evaluation may use a variety of data collection methods, including surveys (written, in-person, telephone, online), focus group discussions, in-depth interviews, etc.
- You may do quantitative or qualitative analyses. Bivariate analyses may be sufficient for quantitative data analyses.

#### Additional Guidelines for an Assessment Project

- Working with a public health organization or agency, you will conduct an assessment.
- You will need to do original data collection.
- Your assessment could answer a variety of questions, including one of the following: (1) What subgroups are most at risk? (2) Who is not receiving recommended services? (3) Others?
- The assessment may use a variety of data collection methods, including surveys (written, in-person, telephone, online), focus group discussions, in-depth interviews, etc.
- You may do quantitative or qualitative analyses. Bivariate analyses may be sufficient for quantitative data analyses.

## **2. Program Development Project**

Students who select a development project should have a primary interest in program design. Students will:

- Select a topic based on interest, skills, and needs. Students are responsible for working with their culminating experience advisor to identify a suitable topic and public health organization or community agency with which to work. The topic should relate to:
  - A specific health topic or disease (e.g. AIDS, heart disease, alcoholism),
  - A targeted group (youth, elderly, poor, minority),
  - An identified behavior (eating, smoking, drug use), and
  - A particular health promotion modality (mass media, direct education, health policy, community organization, correspondence, environmental change).
  - As described above, this should be done in conjunction with an organization or agency that has identified a need for such a program and is willing to help arrange pilot study sites.
- Write a rationale or defense of the topic selected, based on available data and literature.
- Review existing evaluated programs related to the topic.
- Develop the health promotion program. This includes the selection or adaptation of a theoretical model to guide program design, review of the already available materials on the topic, and the actual development of program materials. Students will have a training manual, intervention materials, media productions, etc. that are ready for implementation.
- Conduct a pilot study, including the actual implementation of the program, with a group from the target audience in the community, and quantitative and/or qualitative evaluations of the program materials. The program should be evaluated, based on its adherence to components of the theoretical model, receptivity or change by the pilot study participants, and its potential for broader implementation. Students will critique the developed program and suggest changes in future revisions.

#### Additional Guidelines for Program Development Project

- Your intervention needs to be theoretically based.
- Be sure to discuss the scope of intervention with your culminating experience project advisor and the community agency with which you're working. It should have potential to be effective, but not so large or complex that its implementation is not feasible.
- You will need to pilot test your intervention.
- The pilot test should not be as extensive as required for an evaluation project. You can assess participants' reactions to the intervention, barriers to implementation, etc., or assess likely effects on the targeted knowledge, attitude, or behavior. You can collect either qualitative or quantitative data; your sample size is usually smaller than required for the other projects (e.g., just one focus group, survey of one small class)

### 3. Research or Data Analysis Project

Students who have interests in research and analysis may choose this type of project. Students can design an original research project and collect their own data, or design a question to be answered using data from another source, such as a research project within the Division of Epidemiology and Community Health.

The research question should be relevant to a community health promotion intervention problem or issue. Students who select this option will need to:

- Develop a research proposal which defines an original research question,
- Identify the resources required to address the question, and
- Implement data collection and analysis methods necessary to answer research questions.

#### Additional Guidelines for Data Analysis Project

- Usually use data available from faculty at the University of Minnesota
- Given that the analyses are the main focus of your project, you should conduct more sophisticated quantitative analyses than frequencies and bivariate analyses (e.g., multivariate analyses).

### Culminating Experience Advisor

All students must have a culminating experience advisor to guide and approve the steps in the culminating experience process. Students selecting Option #1 will work with their assigned academic advisor. Students selecting Option #2 will need to find a CHP faculty member willing to mentor them through the project. The culminating experience (CE) advisor could be a student's academic advisor but students are welcome to work with any CHP faculty member. Students who do not have a specific faculty member in mind by the time they are ready to start on the project should discuss potential project advisors with fellow students, the student advising manager, their academic advisor, and/or the CHP Program Director.

When a faculty member agrees to serve as their CE advisor, students should inform their academic advisor of the name of the CE advisor and the subject or working title of their culminating experience. The role of the culminating experience advisor varies with the project. CE advisors should negotiate with students the appropriate scope and amount of work/credits for the project. Students can expect their CE advisor to:

- Be available for consulting with the student at all stages of the project.
- Review and approve all project protocols and methods.
- Provide guidance about the format and content of the final paper.

### Culminating Experience Committee for Option #2 Projects

**The culminating experience and oral examination committee must include at least three faculty members:**

1. The CE advisor, who must be a CHP faculty member, will chair the committee;
2. The student's academic advisor must be the second member. If the academic advisor is the CE advisor, then the second committee member must be some other CHP faculty member, and
3. One outside faculty person. This person must be a regular or adjunct/affiliated faculty member from the University, but outside of the CHP Major or it can be an appropriate community member. The project advisor and the student select this person. A community member can be the third member provided that the person selected has a master's level degree or higher and does not have a close personal relationship to the student. Students selecting this option must submit a form along with their Culminating Experience Declaration Form to get approval for this community member to participate.

A list of CHP faculty members is available in *section 1.8*; any of the individuals on this list may serve as a CE advisor for a CHP student. Students having questions about any faculty member's appointment should contact Shelley Cooksey for clarification. Students should meet with committee members to outline the scope of the project before it begins to minimize the amount of 'last minute' work needed to satisfy all committee members as the project nears completion.

### Approval Process and Registration for Option #2

Students are required to submit a 1-2 page proposal describing their project's objectives, research questions or hypotheses, design, and implementation. Plans for analyzing data from the project should also be included and stated in general terms. The proposal should reflect the agreement between student and CE advisor on the project scope and tasks to be accomplished.

The number of credits, 2-5, is determined by the scope of the work, and is negotiated between the student and CE advisor. Almost all students register for two credits; however, more credits may be used as electives if the scope of the project is particularly large and warrants additional credits.

The proposal and Culminating Experience Declaration <https://drive.google.com/file/d/0B4snm2Q3-ffQYXNKcUJGaExpTXM/edit?usp=sharing> Form should be submitted to the project advisor for approval prior to initiating work on the project. Students must have this form completed and submitted to Shelley Cooksey, before they can start work on their culminating experience. Students also need permission to register and will not be issued permission until Shelley has this form. The outline should include a detailed description of the scope of the culminating experience. A proposed timeline should also be included in the description. If the third member is a community member then the additional CE Community Member form should be attached to the CE Declaration form before being submitted to Shelley. Students then will be given registration information for culminating experience credits under PubH 7094.

## **Human Subjects Information for Option #2**

All students at the University of Minnesota who conduct any research using human subjects or secondary data are required to submit their research proposal to the University of Minnesota Institutional Review Board (IRB) for approval prior to conducting their study. This includes research that would be considered exempt from IRB review if submitted outside of the MPH degree program. This submission is an academic requirement of all academic programs in the Division of Epidemiology and Community Health, and the IRB is prepared to review our students' proposals, even if they return a review of exempt. There are a few situations, such as the systematic review of literature, where an IRB application is not required. If you have any doubt, contact your Program Director or CE advisor for advice.

The approval process can take up to two months. This time must be accounted for when developing the proposal timeline. No contacts with data or potential or actual study participants, including recruitment, may occur until final IRB approval. Please consult with your CE or academic advisor for information on IRB procedures.

## **Completing an Option #2 Project**

Upon completion of the culminating experience, each student is expected to submit a paper (see paper guidelines below). The paper can take several forms depending upon the type of project and the audience for the paper:

- A report to the agency or organization with which you collaborated or
- A manuscript using the format of a scientific publication

In each case, the paper should include:

- A literature review to provide justification for the project;
- A statement of the problem;
- A complete description of the target population, intervention goals, theoretical model, and intervention (where appropriate);
- A description of all intervention, data collection and analysis methods used in the project;
- Detailed results of the project, including appropriate data presentation; and
- A discussion of the implications of the results, limitations of the project, and recommendations to the organization (where appropriate).

The final paper should include a copy of the approval letter for the project from the University of Minnesota Institutional Review Board. Copies of former students' Option #2 culminating experience papers are located near cubicle 398E on the third floor of WBOB. Students may browse through these papers but cannot take them from the student study area.

Students should prepare the paper in consultation with their CE advisor and submit it to their committee members for review at least two weeks before the oral exam. Shelley Cooksey, ([cooks001@umn.edu](mailto:cooks001@umn.edu)) must also be notified of should email the final version of the project to Shelley.

## **Guidelines for Writing a Paper for Option #2 Projects**

Most students write a final paper for their project that follows the format of scientific publications. Occasionally students will work with an organization that would like a project summary in a report format. In this document, we provide guidelines for the scientific format. If you are using a report format, work with your CE advisor and your organization to make sure you are meeting the needs for the organization and for your degree.

Scientific Format:

- A. Introduction:
  - a) Define the problem, What does the current research literature suggest about this topic area? (**Note:** you do not have to do an exhaustive literature search but should include a balanced summary of the research that provides justification for your project.)
  - b) Describe the holes in the research literature that your project will address

- c) Explain the theoretical basis for your project
- d) End your introduction with a summary of your project goals or research questions

B. Methods: Create major subsections; common subsections are:

1. Participants
  - a. How were potential participants identified and recruited?
  - b. Were participants randomly selected or did you use a convenience sample?
  - c. What is your final sample size?
  - d. What is the response rate (i.e., what percentage of individuals recruited to participate agreed to participate)?
  - e. What are the characteristics of your sample (e.g., % male, % different age groups, race/ethnic characteristics)?
  - f. How similar is your sample to the targeted population (i.e., if you have a sample from a local clinic – how well does your sample resemble all patients at that clinic)?
2. Study Design: Describe your design, for example, is it:
  - a. Cross-sectional
  - b. Pre/post
  - c. Observational
  - d. Experimental
3. Intervention/Program (for Evaluation and Intervention projects)
  - a. What are the goals of the intervention/program?
  - b. Who does the intervention/program target?
  - c. What approach was used (education, coalition, etc.)?
  - d. What was the intensity or dose (e.g., number of sessions, length of the session, etc.)?
  - e. Who implemented the intervention/program?
  - f. Where/when was it implemented?
4. Data Collection
  - a. What type of data were collected (e.g., survey, archival, observational, focus group discussions)?
  - b. How were data collected?
    1. Who collected data?
    2. Protocol
    3. Reliability/validity of data collection instrument
5. Measures
  - a. Describe your dependent, independent, and control variables, including the psychometric properties of your variables
  - b. How many of each are you using in your analyses? Can they be grouped by construct (e.g., “We used three categories of independent variables, including demographic, family, and community-level variables”)?
  - c. Describe each variable
    1. Wording
    2. Response categories (e.g., age (<30, ≥ 31))
6. Analyses
  - a. Describe the quantitative or qualitative analyses you conducted
  - b. For quantitative analyses:
    1. Did you calculate frequencies?
    2. Did you conduct bivariate analyses?
      - a) Chi-squares
      - b) Correlations
      - c) Other?
    3. Did you conduct multivariate analyses?
      - a) Linear regression
      - b) Logistic regression
      - c) Hierarchical models
      - d) Other?
      - e) What variables did you control for?
      - f) Were all variables retained in the final model, or did you create a parsimonious model? (If so, how did you create this final model?)
    4. What level of statistical significance did you select (e.g.,  $p = 0.05$ )?
    5. What statistical package did you use for your analyses (e.g., SAS, Excel, SPSS)?
  - c. For qualitative analyses:
    1. What type of analyses are you conducting?
    2. Are you identifying major themes and sub-themes? If so, how?

3. Are you using a software program?
4. How many coders? How was reliability determined?

C. Results:

1. Results should be stated simply and clearly. Do not provide a discussion of the results (e.g., compare with results of other studies, talk about implications, strengths and limitations, plans for future studies) in this section. You are simply describing what you found.
2. Use well-labeled and organized tables and figures where appropriate to describe your results. The reader should be able to understand a figure or table without having to read the text. Always refer to tables and figures in the text (e.g., "Table 1 describes the demographic characteristics of the sample.").
3. When you use figures and tables, point out in the text the information in the tables and figures that you particularly want the reader to notice. This is often information directly related to your research question or results that you plan to discuss in the Discussion section. You generally don't need to describe fully in the text ALL of the information presented in the table or figure.
4. When providing the results of statistical tests, be sure to mention both whether a difference is statistically significant and, if it is significant, the direction of the difference. Example: "At follow-up, students who had participated in the exercise program were significantly more likely to have lost weight at follow-up assessment than those who had not participated in the program."
5. Use headers to organize your results section and guide the reader through your presentation of results.
6. Resources that provide information about presenting results include the APA Style Manual<sup>1</sup> and the Chicago Guide to Writing about Numbers

D. Discussion:

1. Start this section with a discussion of the most important finding(s).
  - a. Was this finding expected or unexpected? Why or why not?
  - b. How does this finding relate to the previous research literature?
  - c. What were other important findings and how do these findings fit expectations based on the previous research literature?
  - d. What recommendations do you have for policies or programmatic interventions based on your findings?
  - e. What were the limitations of your project?
  - f. What are your final conclusions?
    1. Why should the reader think your project is important despite its limitations?
    2. Have a header for each of these subsections

Useful Tips for Completing an Option #2 Project

- A. Unless your CE advisor advises otherwise, you should format your paper (including citations, headers, etc.) using the American Psychological Association guidelines.
- B. Your paper should be approximately 20-25 double-spaced pages in length, excluding tables, figures, and references.
- C. How long your project will take to complete depends on a few factors:
  1. What type of project you choose (e.g., original data collection versus secondary data analysis),
  2. External factors you cannot control, such as timing of access to a dataset or timing of an organization's intervention, and/or
  3. Your level of motivation and discipline.
- D. Some students take more than one year to complete a project while others take three or four months. In general, projects always take longer to complete than you initially expect.
- E. If you have a specific end date in mind, work backwards from that date to figure out when you need to get started. Here are some things to consider in your timeline:

- Finding project
- Reading research literature to determine research questions
- Developing data collection forms (for original data collection) or obtaining clean dataset ready for analyses (for secondary data analysis)
- Applying for funding, if available
- Obtaining human subjects approval from the U of MN Institutional Review Board (usually takes 2-4 weeks from the time of submission of the application)
- Collecting data
- Creating analytical data file
- Conducting analyses
- Writing draft of paper

-Obtaining comments from project advisor/revising draft of paper (this phase is usually repeated multiple times!)

- F. Break your paper into manageable parts.
- G. Focus on introduction or specific subsections of Methods section rather than worrying about writing the entire paper.
- H. Create a reasonable plan – e.g., write one Methods sub-section per week or per night.
- I. As you work on Methods and Results, make a bulleted list of ideas for the Discussion section—you won't remember these brilliant ideas weeks later!
- J. Review the chapter in the Publication Manual of the American Psychological Association on "Expressing Ideas and Reducing Bias in Language (Chapter 2 in the 2001 version).
- K. Use active versus passive tense.
- L. When starting, don't worry about perfection, just get a rough draft. You and your advisor will go through multiple edits. Build in these multiple edits/revisions into your timeline.
- M. **Pay attention to all of the edits recommended by your advisor.** Advisors have considerable writing experience and will be frustrated if they have to make the same edits multiple times.
- N. **Be careful to cite the literature that you are mentioning in your paper and make sure that citations provided in your Reference section are correct.**

## **Costs Associated with an Option #2 Culminating Experience**

Students are responsible for costs associated with completing their culminating experiences. Costs are sometimes offset in part by the organization with which the student is working. Funds may also be available from the Division of Epidemiology and Community Health by applying for the J. B. Hawley Student Research Award; see section 2.6. Students who choose the data analysis option may find the research project with which they are associated can cover the costs of their project. There are also resources available for statistical computing. The Division of Epidemiology and Community Health will provide their MPH, MS and PhD students working on research projects free access to the Division's research computers. This policy is addressed for those students who need computer access for faculty-sponsored research that is part of their Master's or PhD Project. Computers with SAS and STATA can be found in the Student Lounge in room 466 WBOB.

The following rules apply if students need access to the specialized analysis software available only on the EpiCH main system:

- A sponsoring faculty member should initiate access for the student and specify the time period that the access is needed.
- Access beyond the initial time period is renewable at the request of the faculty member and subject to approval by the Computer Resources committee.
- To be courteous, the student should run only one job at a time.
- The computer may not be used for other coursework.
- This access is limited to the main research computers.
- Any technical problems should be reported to the faculty sponsor, not the computer support staff or Program coordinators.

## **Option #2 Oral Exam**

This type of oral examination is required for all CHP students who complete an Option #2 project. Detailed instructions on the oral exam and the forms mentioned below can be found at [www.isph.umn.edu/epich/current-student-forms-and-policies/](http://www.isph.umn.edu/epich/current-student-forms-and-policies/).

The material covered in the oral examination is comprehensive and includes:

1. Culminating experience
2. Course materials that relate to your culminating experience (Note: The oral exam will focus primarily on your project. You do not need to review course material, but you should understand the strengths and limitations of the methods you used and be able to interpret and defend the results of your project)
3. Issues of practical application

### **Before the exam**

Students need to complete Part I of the Study Plan <http://www.isph.umn.edu/epich/current-student-forms-and-policies/> at least one semester before completion of their coursework. Students should complete Pages 1 & 2 of the *Study Plan* and then turn in the *Study Plan* to Shelley Cooksey, Student Advising Manager, who will review the courses taken to ensure that all course requirements have been met. Students are urged to keep a copy of their *Study Plan* for their own files.



Students are responsible for scheduling the oral exam with the committee members, reserving a small conference room for a minimum of two hours. Students are also responsible for arranging for any audio-visual equipment needed for the presentation through Shelley.

- To schedule a room in the West Bank Office Building (WBOB), call 612-624-1818.

It is a good idea to reserve the room starting 30 minutes prior to the time that you want to start your presentation. Allowing that additional 30 minutes will ensure that any audio-visual equipment reserved has been set up and your presentation works as you anticipate that it will. To reserve an LCD projector and/or laptop, please notify Shelley at least two weeks in advance. These arrangements can usually be accommodated in WBOB conference rooms with at least two weeks notice.

At least two weeks prior to the exam, students must forward a copy of their final project to their committee members for review, and notify Shelley ([cooks001@umn.edu](mailto:cooks001@umn.edu)), of the date of the oral exam so that the proper paperwork can be forwarded to the project advisor. Please note that students cannot show up on the day of the oral and expect the paperwork to be prepared with no advance notice. If this happens, the student would hold their oral but the committee would not have the paperwork to sign. It would be the CDt advisor's responsibility to get the required committee signatures after the paperwork is prepared.

You will need to prepare a 20-minute PowerPoint presentation that describes your project (e.g., background, research questions, methods, results). Your slides should be clear and concise. Talk with your CE advisor about these slides. Bring a hard copy of your PowerPoint presentation for your committee members.

### During the exam

At the oral exam, the student presents for roughly 20 minutes. Your CE advisor will chair the exam. Once everyone arrives, the chair will ask you to leave the room while the committee discusses your background. You will be invited back into the room within a few minutes, so do not wander too far away. You will then begin your presentation. It is up to you to decide whether to take questions during your presentation or to hold questions until after your presentation is complete. Many students find it more comfortable to answer questions throughout the presentation. Once you complete your presentation, your committee members will ask their remaining questions.

When the presentation is complete and all questions have been answered, the committee will ask the student to leave the room so the committee can decide if the student passed. The committee will ask the student to re-join them, and the student is given the committee's decision. If the student passes, the committee signs the study plan. If the student did not pass, the committee explains what steps are necessary before they will approve the student's project. The MPH will not be conferred until the exam committee is satisfied with both the quality of the presentation and the written Culminating Experience Project.

### After the exam

The project advisor is responsible for returning (a) the student's file with the signed study plan to Shelley Cooksey, and (b) submitting a grade change for the culminating experience credits.

Once any necessary changes or corrections to the written culminating experience project have been completed, students must submit their culminating experience paper and abstract via email as a word document to Shelley at [cooks001@umn.edu](mailto:cooks001@umn.edu).

### Additional Tips

- A. Listen to your advisor – he/she will make sure that you are ready for the oral exam!
- B. Keep your presentation simple – your committee members have read your paper.
- C. Relax and have fun. You know more about your project than anyone in the room. This is your chance to show what you know!

## 7.6 CAREER SURVEY

Students must submit the Graduate Follow-Up Survey prior to receiving their degree or certificate. Students may complete the process online at the appropriate link on the current student Web page

<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.

## 7.7 PROGRAM FACULTY LIST

PRIMARY FACULTY			
Name	Phone	E-mail	Research Expertise
Zobeida Bonilla, PhD, MPH	626-1733	zbonilla@umn.edu	Maternal Child & Health, Latino/a health, qualitative health research and program evaluation, global health (Caribbean region), health disparities.
Sonya Brady, PhD	626-4026	ssbrady@umn.edu	Health risk behavior during adolescence and young adulthood; Developmental influences on risk taking; Mechanisms linking stressful life circumstances to health risk behavior and factors promoting resiliency; Promotion of health protective behavior; Public policies affecting adolescent health.
John Finnegan, Jr., PhD	625-1179	finne001@umn.edu	Media communication and public health; community campaigns; the "Knowledge Gap" and health outcomes; digital information technology and its impact on public health
Simone French, PhD	626-8594	frenc001@umn.edu	Social and environmental influences on eating and physical activity behaviors; Community-based strategies for eating behavior change; Adolescent nutrition and physical activity
Eileen Harwood, PhD	626-1824	harwo002@umn.edu	Social Epidemiology; Health Program and Policy Evaluation Alcohol; Tobacco and Illicit Drugs
Keith Horvath, PhD	626-1799	khovath@umn.edu	Online assessment and intervention; Mobile assessment and intervention; Secondary HIV prevention
Rhonda Jones-Webb, DrPH	626-8866	jones010@umn.edu	Alcohol studies; Alcohol policy as a prevention strategy; Minority health issues; Behavioral epidemiology
Harry Lando, PhD	624-1877	lando001@umn.edu	Global issues in tobacco reduction; Smoking cessation; Treatment of medically compromised smokers
Alan Lifson, MD, MPH	626-9697	lifso001@umn.edu	HIV/AIDS, International Health, Infectious Diseases
Jennifer Linde, PhD	624-0065	linde074@umn.edu	Obesity prevention and intervention; Weight control behaviors; Weight loss goals; Public health messages
Russell Luepker, MD, MS	624-6362	luepk001@umn.edu	Cardiovascular disease epidemiology and prevention; Health behavior; Community trials; Clinical trials
Toben F. Nelson, ScD	626-9791	tfnelson@umn.edu	Health policy; organizational change; health behavior during developmental transitions; influence of sports participation on health; social determinants of health; program evaluation; prevention of alcohol-attributable harm; physical activity promotion; obesity prevention; motor vehicle safety
Dianne Neumark-Sztainer, PhD, MPH	624-0880	neuma011@umn.edu	Adolescent health and nutrition; Obesity and eating disorder prevention; Health behavior change; Nutrition education program design and evaluation
Ruby Nguyen, PhD	626-7559	nguy0082@umn.edu	Women's Health; Reproductive and Perinatal Epidemiology.
J. Michael Oakes, PhD	624-6855	oakes007@umn.edu	Quantitative Methods; Social Epidemiology; Research Ethics

Theresa Osypuk, SD, SM	625-8279	tosypuk@umn.edu	Research examines why place influences health and health disparities, including the roles of racial residential segregation, neighborhood context, and social policies. Her research explores how seemingly “non-health related” social policies (including those directly concerned with housing or neighborhoods) may reduce racial/ethnic health disparities. She researches racial/ethnic, socioeconomic, and nativity/immigrant disparities in health, their geographic patterns, and causes.
Simon Rosser, PhD, MPH, LP	624-0358	rosser@umn.edu	HIV/STI prevention; sexual health; sex; male homosexuality; prevention for HIV+ persons; religious and sexual identity formation; Internet sex; Internet-based-Public Health surveys and interventions; virtual community health
Nancy Sherwood, PhD	625-4567	sherw005@umn.edu	Obesity prevention and treatment in children and adults
Traci Toomey, PhD, MPH	626-9070	toome001@umn.edu	Policy research; Community organizing; Prevention of alcohol and tobacco-related problems; Intentional and unintentional injury prevention
Boris Volkov, PhD	624-7176	volk0057@umn.edu	Domestic and international surveillance and evaluation
Rachel Widome, PhD, MHS	612-629-7726	widom001@umn.edu	Adolescent health; Tobacco use
<b>ADJUNCT FACULTY</b>			
<b>Name</b>	<b>Phone</b>	<b>E-mail</b>	<b>Research Expertise</b>
Sara Axtell, PhD	625-0252	axtel002@umn.edu	Community organizing
Donald B. Bishop, PhD	651- 201-5402	don.bishop@state.mn.us	Diabetes; obesity; asthma; physical activity; nutrition; tobacco use
Marla Eisenberg, Sc.D, MPH	626-2942	eisen012@umn.edu	Influences on adolescent sexual behaviors; health issues of gay, lesbian and bisexual youth; body image and weight control behaviors; teasing and bullying
Steven S. Foldes, PhD	952-201-0849	ssfoldes@umn.edu	Data analytics, health services research, policy research, quantitative and qualitative research, tobacco control, disease management, reporting, community-based participatory research
Pamela Jo Johnson, PhD, MPH	624-1406 or 952-992-2195	johns245@umn.edu	Epidemiologist and health survey methodologist with broad interests in health services epidemiology and population health focusing on social disparities in health and healthcare. Research emphasizes health disparities; neighborhood effects on health; access to healthcare; and complementary and alternative medicine (CAM)/integrative healthcare. The populations about which she is most passionate are mothers and infants, American Indians, and those that tend to be disenfranchised from the formal healthcare system.
Oswald, John W., Jr. PhD, MPH	612-623-5187	oswal007@umn.edu	Safety net hospital performance for cost, quality and access; applied research supporting federal health statistics and epidemiologic surveillance; population studies using vital statistics and surveys
Cheryl Robertson, PhD, MPH, RN	624-5412	rober007@umn.edu	Refugee family health; trauma, stress and coping; community-based interventions

## 7.8 GRADUATION CHECKLIST

### General steps for all MPH majors

1. Student submits completed *Study Plan* at least one semester prior to the anticipated completion of coursework.
  2. Student submits the on-line *Application for Degree* form by the end of the first business day of the month in which they intend to graduate.
  3. Student completes all coursework and requirements by noon on the last business day of the month in which they wish to have their degree conferred.
  4. Student completes and circulates the culminating experience paper and schedules the oral exam at least two weeks before the scheduled oral examination date.
  5. **Student notifies Shelley Cooksey of the date of the oral exam at least two weeks prior to the exam so that their study plan can be forwarded to the project advisor.**
  6. After the oral exam, project advisor returns the student's study plan to Shelley Cooksey.
  7. Student submits the Culminating experience paper and to Shelley via email at [cooks001@umn.edu](mailto:cooks001@umn.edu) as a Word document.
  8. Student submits the *Graduate Follow-up Survey*.
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All Division of Epidemiology and Community Health students who fulfill, or anticipate fulfilling, the above requirements and deadlines for Fall 2017 through Summer Session 2018 are eligible to participate in the School of Public Health commencement ceremony on May 14, 2018. We encourage you to attend!

It is considered highly unethical and inappropriate to use or include in your title or professional signature any degree that you have not completed. This means you cannot use the MPH title prior to completing all your degree requirements and the conferring of your degree. The School does not recognize or confer the title "MPH Candidate".

## 8. DIVISION OF EPIDEMIOLOGY AND COMMUNITY HEALTH

### 8.1 WELCOME

Epidemiology and Community Health is one of four Divisions that make up the School of Public Health at the University of Minnesota. The Division of Epidemiology and Community Health is home to six majors in the School of Public Health:

- Clinical Research MS
- Community Health Promotion MPH
- Epidemiology MPH
- Epidemiology PhD
- Maternal and Child Health MPH
- Public Health Nutrition MPH

The Division Head is Dr. Dianne Neumark-Sztainer

The Graduate Studies Staff are here to assist students in the Division:

**Shelley Cooksey:** *Student Advising Manager* – Primary contact for all current students in Master’s level (MPH, MS, Cert) programs.

**Andrea Kish:** *Doctoral Program Administrator* – Primary contact for all PhD prospective and current students.

**Kathryn Schwartz-Eckhardt:** *Senior Enrollment and Program Development Manager* – Primary contact for prospective students, and curriculum development in master’s level programs

**Laurie Zurbey:** *Student Support Services Coordinator* – course scheduling, data management, staff support

E-Mail..... [epichstu@umn.edu](mailto:epichstu@umn.edu)

Phone ..... 612-626-8802

Fax..... 612-624-0315

Campus Mail..... WBOB, #300, Delivery Code 7525

US Mail ..... 1300 South Second Street, Suite 300, Minneapolis, MN 55454

### 8.2 THE WEST BANK OFFICE BUILDING (WBOB)

The offices are located in the West Bank Office Building (WBOB) at 1300 South 2<sup>nd</sup> Street in Minneapolis. Students can find directions to WBOB at <http://www1.umn.edu/twincities/maps/WBOB/>.

#### Forms

We have PDF versions of forms at <http://www.isph.umn.edu/epich/current-student-forms-and-policies/>. Microsoft Word documents of all the forms are also available upon request. Contact the Graduate Studies Staff at [epichstu@umn.edu](mailto:epichstu@umn.edu) to obtain the Word documents via e-mail.

#### Evening and Weekend Access

Division graduate students who do not have a paid appointment in the Division can have access to the student computer lab and student mailboxes after work hours and on weekends. Students obtain access by filling out a form to have their UCard programmed for access to the third and fourth floors of WBOB. Students are given the option to sign up for building access at Orientation. After orientation, contact the Graduate Studies Staff for information.

**NOTE:** There is approximately a one-week turnaround time to get a student’s UCard programmed, so please plan accordingly.

#### Computer Lab

The Division computer lab in WBOB includes four PC's available for student use. The computer lab is located in the student lounge in room 466. The general policy for use of these computers is that they are for Division graduate students for work pertaining to their degree program. All four of the computers have SAS and two of them have STATA. Printers are available.

#### Copier and Fax Access

The Division does not allow copy machines or fax machines to be used for personal use. Personal copies can be made for a cost at various locations throughout campus. Unfortunately, there is not a copier for use in WBOB.

## 8.3 DIVISION COMMUNICATION WITH STUDENTS

The Division communicates information to students in the following ways:

- **E-mail:** Students are expected to check their U of M email regularly. Communication between the Division and students regarding changes in programmatic requirements or announcements, as well as advisor, faculty, and student-to-student contacts is usually through e-mail. If you do not register for courses for two full academic years you will lose access to your e-mail account and will need to contact the Technology Helpline to restore your access. Alumni maintain lifetime access to their University e-mail account as long as the account is accessed on a regular basis.
- **My U Portal:** This is a form of communication and information exchange within the University. Students are expected to check their portal regularly. Access to the portal is available at <https://www.myu.umn.edu/>.
- **Weekly SPHere:** A weekly electronic publication for students. This publication contains important deadline reminders as well as updates on students and faculty research and activities.
- **Division Newsletter:** The Division administrative staff produces a more extensive monthly newsletter titled EpiCHNews. EpiCHNews is available on the Epi web site at <http://www.isph.umn.edu/epich/>.
- **Bulletin Boards:** There is a student bulletin board to the right of the reception desk on the third floor of WBOB.
- **University News:** The University of Minnesota student newspaper is called The Daily and is available campus-wide.

## 8.4 SEMINARS

The Division of Epidemiology and Community Health sponsors scientific seminars between September and June to exchange ideas and research findings pertinent to the field. Because the Division has a large faculty, staff and student body, the seminar provides a forum for exchange of information among people who may not otherwise meet or work together. All faculty and students are strongly encouraged to attend regularly.

Division faculty members and other scientific staff are asked to present at least one seminar every two years. Each year, the seminar brings in about 10 scientists from outside the Division.

Notices are posted in the Division's third floor reception area as well as sent out electronically. Most seminars are held 10:00-11:00 a.m., Fridays, in Room 364 of WBOB. Seminars by visiting scientists may be at other times. Students can check the EpiCH Web site for seminar information by going to <http://www.isph.umn.edu/epich/>

## 8.5 ACADEMIC CREDIT FOR INDEPENDENT OR DIRECTED COURSEWORK

Independent and directed coursework can be taken to fulfill elective credits and can take many forms depending upon the student's interests and needs. All independent/directed coursework needs the support of a faculty member who agrees to serve as an "instructor/advisor" for the independent or directed course. The expectation is that the student has something specific to propose prior to approaching a faculty member.

To fulfill the course requirements, the student and instructor should agree on the type, scope, and length of a final academic "product" whether it is a paper(s), an annotated bibliography, curriculum, training modules, media piece(s), etc. It is expected that the faculty member and student will meet regularly during the term.

It is very unusual for students to take more than four credits total of independent or directed coursework (over and above any credits earned for the field experience or master's project/thesis requirement). Students are expected to fulfill the majority of their elective credits through regularly-scheduled courses.

### Examples of Independent and Directed Coursework

1. Students interested in a theory, an evaluation method, or a skill not covered in depth in a specific course could arrange for an independent study course with a faculty member knowledgeable in that area and/or willing to work with the student.
2. The student wants to attend a conference, workshop, or mini-course, but there is no academic credit involved. The student must find a faculty member willing to work with the student to develop academic work over and above the actual event to fulfill some elective credits. This must be arranged ahead of time, not after the event has occurred.

### Additional comments

Arranging an independent/directed course depends upon the student putting together an academically rigorous proposal and finding a faculty member to serve as an instructor. The faculty instructor does not have to be the student's academic advisor or master's project advisor. The instructor must be a member of the major associated with the course number; see below.

The student should also receive prior approval from their academic advisor to count the independent/directed work as an elective course.

## Choosing Course Numbers

Independent study, directed study, and readings courses are available within the Division of Epidemiology and Community Health. The student and instructor should agree on the course number/title that most closely matches the work being proposed. Course options are:

- PubH 7091 Independent Study: Community Health Promotion (only CHP faculty can serve as instructor)
- PubH 7391 Independent Study: Epidemiology (only Epi MPH or Epi graduate faculty can serve as instructor)
- PubH 7392 Readings in Epidemiology (only Epi MPH or Epi graduate faculty can serve as instructor)
- PubH 7691 Independent Study: Maternal and Child Health (only MCH faculty can serve as instructor)
- PubH 7991 Independent Study: Public Health Nutrition (only PHN faculty can serve as instructor)
- PubH 8392 Readings in Clinical Research (only Clinical Res. graduate faculty can serve as instructor)
- PubH 8393 Directed Study: Clinical Research (only Clinical Res. graduate faculty can serve as instructor)

**NOTE:** Other majors in the School of Public Health may have independent/directed coursework opportunities in their areas. Check with the Divisions of Environmental Health Sciences, Health Policy Management, and/or Biostatistics. You could also do an independent/directed course with another graduate-level program. Remember that your academic advisor has to approve it as an elective.

## Procedures

1. Student meets with the faculty member to discuss the requirements for the independent/directed course.
2. Student fills out an *Independent/Directed Study Contract* form outlining the requirements for the course and has the form signed by their academic advisor and Independent/Directed Study instructor. This information is vital to receive proper credit for this course (i.e., a grade). The instructor needs to agree to work with the student and both need to agree on the requirements. The form can be downloaded from the web at <http://www.isph.umn.edu/epich/current-student-forms-and-policies/>.
3. Student gives the completed/signed *Independent/Directed Study Contract* to the appropriate Graduate Studies Staff. Once the completed form is received you will be sent registration information.
4. At the end of the semester, the instructor assigns a final grade. The grade will then be entered on the official transcript. It is the student's responsibility to make sure that all requirements are completed so a grade can be submitted.

# 8.6 DIVISION RESOURCES AND POLICIES

## Incomplete Grades

For MPH students, all required courses (with the exception of field experience, internship, or culminating experience/thesis credits) must be completed during the term of registration. Students must complete all course requirements by the end of the registered term so that faculty can submit a grade by the appropriate due date. A grade of incomplete "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 incomplete grade requires an electronic contract between the instructor and student specifying a deadline by which the student will complete the course requirements. In no event may the written agreement allow a period of longer than one year to complete the course requirements. If the instructor submits an "I" without a contract in place, a hold will be placed on the student record, barring the student from registering. If the requirements of the contract are not met by the contract deadline a final grade will be submitted based on the work submitted to date. Field experience, internship, and culminating experience projects that are not completed by the end of the term of graduation will receive a grade of "K" indicating "work in progress."

PhD Students only: The symbol "I" may be assigned by an instructor to indicate "incomplete," in accordance with the provisions announced in class at the beginning of the semester, when in the instructor's opinion there is a reasonable expectation that the student can successfully complete the work of the course. An "I" remains on the transcript until the instructor replaces it with a final A-F or S-N grade. Course instructors are encouraged to establish a time limit for the removal of incomplete grades.

## Six Credit Minimum Exemption

The University of Minnesota has a policy that students must register for a minimum of six credits in order to hold a graduate assistant position. The policy states that "exemption from [this requirement] is determined on a semester by semester basis" and that "eligibility criteria are to be determined by each graduate program...these criteria will be well publicized and administered equitably among all Graduate Assistants in the program."



The Division Training Committee (DTC) approved the following policy: "Students will almost always be granted a one semester exemption so they can finish their work toward the end of their degree program, but must petition the DTC for more than one semester's exemption and this would be given under only extraordinary, extenuating circumstances. Extending coursework in order to remain a graduate assistant will not be sufficient reason." Students who wish to request an exemption should contact Andrea Kish. It may take several weeks for this request to be reviewed so please submit your request at least one month prior to the start of the term.

Graduate Assistants who wish to be exempt from FICA withholding must register for at least three credits per term (one credit for PhD candidates working on a dissertation).

## Sitting in on a Class

Students are not permitted to attend a class for which they are not registered. This means that if you are unable to register for a class before it begins for any reason you may not attend the class.

## Support for Student Travel (effective 5/2017)

1. The Division will provide up to \$600 per student in a 12 month period [a maximum of \$3,200 available for all students during the fiscal year] for travel to a scientific meeting under the following conditions:
  - The student is currently enrolled in the Epi PhD/MS/MPH, CHP MPH, MCH MPH, PubH Nutr MPH, or Clinical Research MS program and must be the presenter of the paper or poster. The student has been enrolled in their program as least one term at the time of the conference; the work was done during the time the student was in their program.
  - The meeting can be local, regional, national or international but must have relevance to the student's field of study.
  - There are no other sources of support specifically allocated for such travel. For example, whenever a training grant provides funds for travel for its fellows, those fellows will not be eligible for travel support under this policy. However, students whose work was supported by a research grant with no funds specifically for student travel will be eligible for travel support under this policy. Principal Investigators are encouraged to provide support for student travel from their grants since their grants benefit as well as the students.
2. All requests for travel support must be in writing. The request should be addressed to the Chair of the Division Training Committee and given to Kathryn Schwartz-Eckhardt, who will process the request. The request should include:
  - The dates, location and purpose of the meeting and describe the student's role. A link to information about the conference should also be included.
  - A copy of the abstract and letter of acceptance must be attached to the request. In addition, a letter from a member of the Division's faculty indicating that he/she is familiar with the student's work, judges it to be of good quality, and supports the student's request. The faculty letter should also provide any necessary clarifications on the student's role to ensure that the role of the student in the presentation is clear. The student must be the primary author. If the student is not also the first author, we need a reason why the student is presenting.
  - The request must be made in advance of the scientific meeting. Since the DTC only meets once per month, it is suggested that complete requests be submitted at least six weeks prior to the scientific meeting.
  - A summary of the travel expenses (cost of air fare, hotel price, registration fees, etc.).
  - Students need to include information about any other sources of funding they have applied for, even if the funds have not been awarded yet, including SPH Student Senate funds.
3. Allocations under this policy will of course be subject to the availability of funds for this purpose.

## Payment for TA English Program

If a nonnative English-speaking Division student is required by their degree program to fulfill a teaching assistantship position (i.e. Epidemiology PhD students), the Division will pay one-half the cost of instruction the first time the student takes the course (the University's Office of Academic Affairs pays the other half). Students not passing the exam must pay the costs of any additional instruction.

## SAS Access

Students can purchase the SAS program for a fee if it is necessary for them to complete research. Additional information on ordering the software is available at <http://it.umn.edu/sas-sas-inc>. Please note that all 4 of the computers in the student computer lab (466 WBOB) have SAS.

One computer has the SAS Learning Edition 4.1 (an easy to use personal learning tool). The book, The Little SAS Book for Enterprise Guide 4.1 is a guide to a point-and-click interface that is part of the Learning Edition. Using Enterprise, you generate SAS code without writing it. It is available for checkout from Laurie Zurbey, in cube 398C.

## J.B. Hawley Student Research Award

The Division has established the J.B. Hawley Student Research Award, a small grant mechanism to support research projects. This is a wonderful opportunity for students and post-doctoral fellows to obtain funds for their research, gain experience in grant proposal writing, and receive faculty feedback on their ideas. During the academic year, we will have two separate award categories. The standard award is open to all students and post-doctoral fellows; the doctoral award is only open to doctoral students in Epidemiology. We anticipate two rounds of requests for proposals (one per semester). The chair of the Research Awards Committee will distribute detailed e-mail solicitations for applications.

## STANDARD AWARD

### Who May Apply?

Students currently enrolled in degree programs in Epidemiology, Community Health Promotion, Maternal and Child Health, Clinical Research, or Public Health Nutrition or post-doctoral fellows in Epidemiology. Proposed projects do not have to be thesis or masters projects, and may be for any research that involves the applicant (e.g., evaluation of a program for a field experience). Those who have received previous funding from a Hawley Award will not be eligible for further support until they have submitted the required one-page report for their prior award (see below).

### How Much?

\$3,500 maximum, including fringe benefits when applicable. PhD students may request a maximum of \$7,500 to support thesis research.

### How Can It Be Used?

The award may be used to support research activities including supplies and equipment. It cannot be used for stipends or salary support for the applicant.

Please note that before making any expenditure with the award (i.e., ordering, purchasing, hiring, or contracting for services) the applicant must meet with accounting personnel in the Division to ensure that procedures are followed.

### How Long?

Normally projects are funded for one year.

## DOCTORAL AWARD

### Who May Apply?

Students currently enrolled in the doctoral program in Epidemiology. Proposed projects do not have to be thesis projects, and may be for any research that involves the applicant. Those who have received previous funding from a Hawley award will not be eligible for further support until they have submitted the required one-page report for their prior award (see below).

### How Much?

\$7,500 maximum, including fringe benefits when applicable.

### How Can It Be Used?

The award may be used to support research activities including supplies and equipment. It cannot be used for stipends or salary support for the applicant.

Please note that before making any expenditure with the award (i.e., ordering, purchasing, hiring, or contracting for services) the applicant must meet with accounting personnel in the Division to ensure that procedures are followed.

### How Long?

Normally projects are funded for one year.

## What is the Format for the Proposal?

1. Cover Letter  
Please indicate in the letter whether the project will help support a master's project, master's thesis, PhD thesis, or field experience.
2. Face Page (1 page)
  - a. Title
  - b. Investigator information, including name, address, telephone, and e-mail address
  - c. Your degree program
  - d. Collaborating investigators (faculty, staff, students), if any

3. Research Proposal (4 pages maximum; font: 12-point Times or larger)
  - a. Background and Significance (1 page maximum):  
Describe the background and justification for the study and state the research questions/hypotheses.
  - b. Research Methods (2 pages maximum):  
Describe the study design and detailed methods. Be sure to include information on each of the following issues (and others, as appropriate):
    - Study population
    - Sample selection and recruitment
    - Measurements
    - Data analysis plan (required for both quantitative and qualitative research)
    - Timeline
    - Sample size (justified by formal statistical calculations or other means)
  - c. Human Subjects (no page limit):  
All proposals must address protection of human subjects and have the project approved by the University of Minnesota's Institutional Review Board (IRB) prior to receiving funds. However, a project will be reviewed by the Research Awards Committee prior to receiving final IRB approval.
  - d. References (no page limit):  
Citations for articles referenced in the background and significance and research methods portions of the proposal should be listed after the Human Subjects section of the proposal.
4. Detailed Budget (2 page maximum):  
The proposed budget should include precise amounts requested in various categories (e.g., postage, supplies, printing, personnel, etc.). Provide a brief justification for the amount requested in each category and state why these funds are needed to conduct the proposed research. The budget should clearly itemize and justify expenditures. If the request is part of a larger project, the proportion to be supported by this award and the rationale and need for this funding mechanism, should be specified clearly.  
  
The following items are NOT allowed: stipends or salary for the applicant, computer purchase, publication costs (e.g., page charges, reprints), and presentation costs (e.g., travel to a conference, conference fee).
5. Letter of Endorsement from Faculty Advisor (1 page):  
A primary or adjunct faculty member in the Division of Epidemiology and Community Health must provide a brief letter to accompany the proposal, specifically endorsing the applicant's request. First, applicants must discuss their proposals with the faculty advisor, who must review the proposal before it is submitted. Then, the faculty advisor's letter of funding endorsement must state that the faculty member has read and provided input on the proposal. The faculty member must also indicate his opinion of the quality and importance of the research.
6. Appendices, if needed (no page limit)

## Submission

Submit your proposal to the Chair of the Research Awards Committee, Division of Epidemiology and Community Health, Suite 300, 1300 South Second Street, Minneapolis, MN 55454-1015

## Review Process

All applications will be reviewed by the Division of Epidemiology and Community Health Research Awards Committee, which includes faculty members representing the major fields. Each proposal will be evaluated according to its scientific and technical merits and public health implications. The most important criteria are (1) importance of the area, (2) quality of proposed research, (3) investigator's experience and resources to accomplish the project, and (4) relevance to public health.

If you have questions regarding preparation of a proposal, please contact the Chair of the Research Awards Committee. Information regarding the status of human subjects (IRB) applications must be provided to the Committee. Award funds will not be released until Division of Epidemiology and Community Health accounts administration has received notification of Human Subjects Committee approval.

## Final Report

A one-page report to the Research Awards Committee on progress and outcome is due on the one-year anniversary date of the award.

## Martinson-Luepker Student Travel Award

The Martinson-Luepker Student Travel Award will support Division of Epidemiology and Community Health students pursuing an international field placement in fulfillment of curriculum requirements for a field experience or culminating experience project. Funds will be provided to help support the cost of air fare to the international location. Students may request up to \$1500 U.S. Students must apply for this award. As part of this application, students should fully describe their proposed field experience project,

including location, populations to be worked with and proposed program activities. The application form can be obtained from Shelley Cooksey ([cooks001@umn.edu](mailto:cooks001@umn.edu)).

## Division of Epidemiology and Community Health Student Support Policies

### Doctoral Student Support Policy, for those matriculating Fall 2003 or later

1. Students can be accepted to the program with varying levels of support including no guaranteed support, guaranteed support for the initial year, or support for multiple years.
2. Support levels will be set at the level of an NIH Pre-Doctoral Fellow or, if not an NIH Fellow, not more than 50% RA/TA position. This means that those who accept a pre-doctoral fellowship may not also accept an RA or TA position in the Division. Scholarship or block grant awards are not included.
3. Students on fellowships perform their TA requirement as part of the fellowship, with terms to be negotiated with the training director.
4. Requests may be made to the DGS for levels of RA/TA support up to 75% for students who have passed their preliminary examinations and are working on their thesis. These requests are required to show that such additional work does not delay the thesis defense and graduation.
5. Physicians who are licensed to practice medicine in the United States will have an RA/TA stipend set at the doctoral level. Those who are not licensed to practice will be paid at the Masters level RA/TA position stipend.
6. There is no limit on the number of years of support; however, adequate progress toward degree completion is required for continued support.
7. Students may increase support to 75% during the Summer term.
8. This policy only applies to positions held within the Division. For example, a student with a 50% research assistantship in the Division would also be able to hold a 25% research assistantship in the Medical School.

Approved 7/1/03, revised 06/08

***Doctoral students matriculating prior to Fall 2003 should see a Graduate Studies staff to discuss their student support policy.***

### Master's Student Support Policy

No one may hold a graduate assistantship of more than 50% (75% in the Summer) in the Division of Epidemiology and Community Health. Adopted 12/17/03, and applies to students matriculating Fall 2004 and after. This policy only applies to positions held within the Division. For example, a student with a 50% research assistantship in the Division would also be able to hold a 25% position in Medical School because that is not in the Division.

### Policy for Graduate Assistant Pay Scale for Post-Baccalaureate Professional Students

Post-baccalaureate professional students in doctoral-level programs (e.g. dental, medical, law, veterinary students) who have completed two years of their professional studies will be paid at the rate of those who have completed a master's degree. Those who have not completed the first two years will be paid at the rate of those whose highest degree is a bachelor's degree. This policy is effective beginning Spring semester, 2004. Adopted 12/17/03.

## Requesting Letters of Support - 10 Tips for Students

The following tips may help you get a positive—and productive—response when you request a letter of support from a faculty member for a fellowship, an internship, a scholarship, graduate school admission, or a professional position.

- 1. FIRST CONTACT: E-MAIL IS OK.** Make the e-mail brief. Mention the opportunity for which you are applying, the deadline, what you are requesting, and what you are willing to send for further information (e.g., CV, bullet points, a draft letter). If there is a chance the faculty member will not remember you, mention where you have met.
- 2. THINK AHEAD.** Many faculty members in EpiCH have 10 or more advisees, so they may not be able to respond immediately to student requests. If they receive a request with short notice, they may not be able to respond positively, so contact them well ahead of deadlines so they can schedule your request.  
**Deadlines:** Clearly convey the deadline for the materials you are requesting. It is also fine to re-contact the faculty member a week before the deadline as a gentle reminder. Such contact should include, in addition to the reminder about the deadline, your reiteration that you are happy to provide additional information about yourself, or the opportunity and details about where and how to submit the reference (in case the original contact information was misplaced).
- 3. REQUEST LETTERS FROM PEOPLE WHO KNOW YOU.** A letter from someone who does not know you well may not be a strong letter, as the lack of familiarity is usually reflected in the text. Many requests for references also require individuals to specifically indicate how well they know an applicant. Reviewers may not give much weight to a referral from someone who does not know the applicant well—and they may wonder *why* the applicant did not select someone who knows her/him well. For example, they could think that either the applicant does not know anyone well OR everyone who knows the applicant well would write a lousy letter—both imagined scenarios are bad.

**Try to gauge if the person can write a “good” letter for you.** A strategy is to ask this question directly: don’t ask “will you write a letter for me?” Instead, ask “will you write a supportive letter for me?” A hard life lesson is that some faculty members may be unable to strongly recommend you, and it is best to find that out—and respect it—before you agree that the person will write a letter. Most faculty members will reveal any hesitation they have and it is important to listen to it and accept it. A tentative, or a poor, letter can have a strong negative impact on an application.

**4. IF YOU CONTACT SOMEONE WHO DOES NOT KNOW YOU WELL, BE PROFESSIONAL.** An exception to item #3 is when you have to ask Chairs or Division Heads for letters of support because their support is required by the applicant organization. If you don’t know such people well, and must request a favor, use his/her last, rather than first, name (i.e., Dr. Smith instead of Judy) when you make your first approach. In EpiCH, you will likely be told to use his/her first name, but your professionalism will be noted and appreciated.

**5. DON’T ASSUME THAT FACULTY MEMBERS KNOW ANYTHING ABOUT THE APPLICANT ORGANIZATION.** There are hundreds of fellowships, scholarships, etc. for which faculty members are asked to write letters. Faculty members have little or no connection with many organizations beyond writing letters for students. They often receive what, to them, are garbled messages, with acronyms instead of full organization names, and find them incomprehensible. Don’t rely on acronyms or assume any knowledge about the opportunity for which you are applying, even if it is at the SPH or UMN.

**To inform faculty members,** it is fine to e-mail them URLs and PDFs about the applicant organization, but also include a 1-page synthesis of relevant information. You are asking the faculty member to volunteer time: don’t ask him/her to also go to a website and/or open multi-page PDFs. Those materials can be optional—your one-pager should be all your letter writer needs, along with your CV and some guidance about the text of the letter.

**6. DON’T ASSUME FACULTY MEMBERS KNOW YOU WELL ENOUGH TO WRITE A GREAT LETTER OR THAT THEY HAVE TIME FOR A 1-HOUR INTERVIEW TO PREPARE FOR THE LETTER.** A great strategy is to offer to provide bullet points about your qualities, eligibility, and interest in the opportunity that can be used by the faculty member to frame the letter. You may even offer to write a draft letter. You are in the **best** position to draft a successful letter and it is not uncommon to provide such help for letters of reference.

**7. MAKE SURE FACULTY MEMBERS HAVE CONTACT INFORMATION.** Clearly indicate where the letter or rating sheet should be sent! One of the most common—and frustrating—mistakes made by students is to omit this information, resulting in unnecessary contacts, delays, and poor impressions.

**8. MAKE SURE YOU ARE ELIGIBLE FOR THE OPPORTUNITY AND THAT YOU INTEND TO APPLY BEFORE YOU ASK FOR A LETTER.** Unfortunately, it is common for faculty members to write letters, only to be told by students that they found out they were ineligible or decided not to apply after all.

**9. MAKE SURE THE MATERIALS YOU PROVIDE DO NOT HAVE TYPOS AND GRAMMATICAL ERRORS.** The written word is influential: we often base our impressions about someone’s intellectual qualities on the quality of his/her writing. While this may not be fair, it is what academics (and others) do. You are asking for a laudatory letter of reference, so make sure that your CV, 1-pager, bullet points/draft letter, are clearly and properly written.

**10. THANK THE FACULTY MEMBER FOR WRITING THE LETTER AND FOLLOW-UP.** It is surprisingly common for students to not thank a faculty member after an application is complete and even less common for students to let faculty members know if they received the scholarships, fellowships, internships, jobs, etc. for which they applied. Faculty members commit time to letters of reference because they want students to succeed—they are rewarded with thanks and updates.

## Division of Epidemiology and Community Health Websites

EpiCH website .....	<a href="http://www.sph.umn.edu/academics/divisions/epich/">http://www.sph.umn.edu/academics/divisions/epich/</a>
EpiCH Student Guidebook and Forms .....	<a href="http://www.isph.umn.edu/epich/current-student-forms-and-policies/">www.isph.umn.edu/epich/current-student-forms-and-policies/</a>
EpiCH course grid .....	<a href="http://www.isph.umn.edu/epich/current-student-forms-and-policies/">www.isph.umn.edu/epich/current-student-forms-and-policies/</a>
Course syllabi .....	<a href="http://www.sph.umn.edu/academics/syllabi/">http://www.sph.umn.edu/academics/syllabi/</a>
EpiCH faculty information .....	<a href="http://sph.umn.edu/faculty1/ech/">http://sph.umn.edu/faculty1/ech/</a>
EpiCH seminar .....	<a href="http://www.isph.umn.edu/epich/">http://www.isph.umn.edu/epich/</a>
EpiCH telephone directory .....	<a href="http://www.isph.umn.edu/epich/faculty-staff-directory/">http://www.isph.umn.edu/epich/faculty-staff-directory/</a>

## 8.7 DIVISION ADVISING INFORMATION

### Team approach to Advising at the Master’s level

At the master’s level students are advised by a team which includes their academic advisor, the Student Advising Manager, and the Program Director for their major. The role of the academic advisor is to advise students on things like their career goals and objectives, provide advice for securing a field experience, and help students with their initial culminating experience planning. The



role of the Student Advising Manager is to assist students with course planning, petitions, and to provide general procedural advice. The Program Director will meet with students as a group to discuss issues related to the entire major and is also available to assist students with any issues they might be having with the program.

## Guidelines for Faculty/Student Interactions

Faculty members often develop close working relationships with students, especially advisees. Often a relationship is formed that provides benefits to both the faculty member and the student. Faculty should be cognizant of the power differential in these types of relationships and set appropriate boundaries. Although faculty members may not intend that a request of a student be an obligation, they should be aware that such requests might place a student in a difficult position. Some students are intimidated by faculty members and may not feel free to decline such requests. Since faculty/student interactions often are situations that are ambiguous, included below are examples to help you think through a variety of situations that you may encounter:

- **A faculty member asking you to drive them somewhere, including the airport, home, or main campus.** Such a request does not fall under a student's duties. A situation when this may be acceptable is when the student has the same destination.
- **A faculty member asking you to work extra hours or late hours.** Students should be expected to work the hours for which they are paid. Students may volunteer to work extra hours to gain more experience (e.g. grant writing), gain authorship on a paper or help meet a deadline – but should not be expected to work these extra hours.
- **Your advisor asking you to housesit, take care of your children or pets, or help you move.** While some students may not mind house sitting, taking care of children or pets, or helping someone move, others may only agree to do these jobs because they feel obligated or worry that saying no will somehow affect their relationships with faculty members. To avoid problematic situations, a faculty member may post a flyer requesting a sitter or mover for pay without the faculty member's name attached to the request – ensuring that respondents really want the job.

Faculty members who are uncertain about the appropriateness of requests they have for students should consult with the DTC Chair. Students should talk with their Program Director, DGS, or Student Advising Manager if they have concerns about the appropriateness of requests from faculty members.

The University of Minnesota's Board of Regents policy on Nepotism and Consensual Relationships (including student and faculty relationships) can be found at <http://regents.umn.edu/sites/regents.umn.edu/files/policies/Nepotism%26Personal.pdf>.

## Confidentiality

Student records—including materials related to advisees—are protected under Federal Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99; 1974) and the Student Data Privacy Act. Student information should be secure – not left in an unlocked location. If advisors have a concern about a particular student, only student support staff, appropriate Program Director/DGS, or DTC Chair should discuss the situation and have access to records. Any confidential information shared by a student with a faculty member must remain confidential – whether the student approaches you as an advisor, instructor, Program Director, DGS, or DTC Chair. Talking about individual students in hallways and other public areas should be avoided.

If a faculty member feels he/she must consult with another faculty member about a student, consider talking about the issue without providing the name of the individual student. If the student's name must be shared, tell the student ahead of time that you intend to talk with the Program Director (or other appropriate person) about the issue in question. Some issues, such as sexual harassment, are governed by law and require faculty members to report the problem to the Division Head. In these situations, explain to the student that you are required to report the incident/problem.

## Guidelines for Changing Advisors

### Master's Students

At the master's level, students may change academic advisors if they have serious personality or other conflicts with their assigned advisor. In that case, they should discuss their reasons and their preferences for a different advisor with the program chair or the Student Advising Manager. The change will be finalized at the discretion of the program director.

### PhD Students

Many PhD students shift their courses of study and focus over their graduate careers, but doing so does not necessarily require a change in advisors. Faculty advisors can facilitate students' academic development, by working directly with them or by encouraging them to gain experience with other faculty members (e.g., through research or teaching assistantships or grant-writing opportunities). Sometimes students work more closely with one (or more) members of their committees than with their advisors. Faculty advisors can also suggest changes in committee membership to accommodate a change in dissertation focus.

Once PhD students have begun work on their dissertation, changing advisors should be rare, and limited to circumstances of personality conflicts, major ethical problems, or substantial shifts in areas of interest. Students wishing to change graduate advisors should consult with the Director of Graduate Studies (DGS). Likewise, faculty who are considering a change in their role as an advisor should consult with the DGS. Changes in graduate advisors should be approved by the DGS and forwarded to the Division's Graduate Studies Staff who will file the change with the Graduate School.

## Student Guide to Mission, Definitions and Expectations of Advising

### Mission Statement

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

### Defining Advising

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

1. **Administrative Advising:** advising on course planning and scheduling, policies, procedures and benchmarks of the degree program/major, SPH, and the University.
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), culminating experience project selection and career planning.
3. **Field Experience/Internship/Practicum Advising:** specific and targeted advising for field experience/internship/practicum development, placement and completion.
4. **Culminating Experience/Thesis/Plan A&B/Dissertation Advising:** specific and targeted direction on a culminating experience project or a PhD dissertation including, but not limited to development, completion and in some cases publication.

### 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 Student Advising Manager 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 Student Advising Manager 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.

## Faculty Guide to Mission, Definitions and Expectations of Advising

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4. **Culminating Experience/Thesis/Plan A&B/Dissertation Advising:** specific and targeted direction on a culminating experience project or a PhD dissertation including, but not limited to development, completion and in some cases publication.

### Advising Expectations for Faculty

Faculty advisors are expected to...

- Refer advisee to Student Advising Manager for course planning/scheduling, policy and procedural information



- Review program objectives and educational documents at least on an annual basis, (i.e. Student Guidebook, etc.), or when directed by Graduate Studies staff or Program Director/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)