



**School of Public Health  
Master of Healthcare Administration**

**2019-2020**

# **STUDENT GUIDEBOOK**

**SCHOOL OF  
PUBLIC HEALTH**

UNIVERSITY OF MINNESOTA

## Welcome to the University of Minnesota School of Public Health!

This guidebook contains important information about SPH and University policies and resources that enable students to better navigate their academic journey and get the most out of their student experience. By combining this Guidebook with your program-specific Student Guidebook you will have a comprehensive reference that will answer most questions about academics, the University environment, policies, expectations, and the many resources available to students. Please note that this guidebook augments and is not a substitute for other sources of information. There are many additional resources available to graduate students that are listed throughout this handbook.

Refer to your Guidebook to ensure that you are informed of the essentials of student life but remember that your University-assigned student email account is the School's official means of communication. You are responsible for managing all information sent via the student email account.

All advising faculty have access to this guidebook. Please work with your adviser when making important decisions relating to your program.

Links to many policies and procedures can be found by clicking on the "Current Students" link at [sph.umn.edu/current/resources/](http://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.

**6/26/2019**

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# 1. THE SCHOOL OF PUBLIC HEALTH

## 1.1 ABOUT THE SCHOOL

Through excellence in education, research, and community engagement, the University of Minnesota School of Public Health advances health, from scientific discovery to public impact, by enhancing population health and preventing disease in the United States and globally.

In 1874, Charles Hewitt, the secretary of the Minnesota State Board of Health, began offering a class at the University of Minnesota covering topics in personal and community hygiene, epidemic diseases, and physiology. In the following decades, various University departments created programs in public health disciplines, such as biostatistics, environmental health, and epidemiology. In 1944, the University brought all these activities together under one roof and created the School of Public Health.

Today, our school, ranked #9 in the nation, serves more than 1,600 students to help meet the increasing demand for a public health workforce. We were the first in the country to grant a master's degree in hospital administration, establish a doctoral program in epidemiology, and, in 1950, launch a graduate program in maternal and child health.

At the School of Public Health, we leave no stone unturned as we tackle the world's most critical public health problems. Our faculty, staff, and students bring innovative thinking and concrete action to emerging and persistent challenges, including structural racism, gun violence, our expanding aging population, and a changing climate. As one of the premier schools of public health in the world, we prepare some of the most influential leaders in the field, and provide the knowledge health departments, communities, and policymakers need to make the best decisions about population health.

### Proven Impact — our research has led to:

- Minnesota's first report card for quality of life in nursing homes
- Fully accessible buildings for people with disabilities
- The first comprehensive definition of childhood abuse and neglect
- Restrictions of tanning bed use by people 18 years of age and younger
- Legislation to cover doula care through Medicaid
- Life-saving treatment protocols for HIV-positive people
- A nationwide model to track foodborne illness outbreaks
- A standard for reading ECGs in a universally acceptable way
- A model to predict probability of complications from radiation therapy.

For a listing of faculty, research and specialties refer to [www.directory.sph.umn.edu](http://www.directory.sph.umn.edu)

### Academic Health Center

University of Minnesota health sciences form one of the largest, most comprehensive academic health centers in the nation. The Academic Health Center (AHC) is home to six colleges and schools (including the School of Public Health), more than 150 centers and institutes, and hospitals and clinics. About 70 percent of Minnesota's health care providers received their training at the University of Minnesota.

The School of Public Health is one of only three schools of public health nationwide with the support structure of an academic health center. This means that our health professionals and students work and learn together and take a skilled systems approach to some of the top health issues facing the world today. Doctors train with pharmacists, public health workers partner with veterinarians, and nurses collaborate with dentists.

### Accreditation

The School of Public Health is accredited by the Council on Education and Public Health (CEPH). The benefits of accreditation are many [ceph.org/constituents/students/benefits-of-accreditation/](http://ceph.org/constituents/students/benefits-of-accreditation/). CEPH accreditation serves multiple purposes for different constituents. In general, specialized accreditation attests to the quality of an educational program that prepares for entry into a recognized profession.

- For the public, accreditation promotes the health, safety and welfare of society by assuring competent public health professionals.
- For prospective students and their parents, accreditation serves a consumer protection purpose. It provides assurance that the school or program has been evaluated and has met accepted standards established by and with the profession.
- For prospective employers, it provides assurance that the curriculum covers essential skills and knowledge needed for today's jobs.
- For graduates, it promotes professional mobility and enhances employment opportunities in positions that base eligibility upon graduation from an accredited school or program.
- For public health workers, it involves practitioners in the establishment of standards and assures that educational requirements reflect the current training needs of the profession.
- For the profession, it advances the field by promoting standards of practice and advocating rigorous preparation.

- For the federal government and other public funding agencies, it serves as a basis for determining eligibility for federally funded programs and student financial aid.
- For foundations and other private funding sources, it represents a highly desirable indicator of a program's quality and viability.
- For the university, it provides a reliable basis for inter- and intra-institutional cooperative practices, including admissions and transfer of credit.
- For the faculty and administrators, it promotes ongoing self-evaluation and continuous improvement and provides an effective system for accountability.
- For the school or program, accreditation enhances its national reputation and represents peer recognition.

MPH Competencies, established and required from the Council on Education for Public Health (CEPH), can be found in Appendix A. [intranet.sph.umn.edu/wp-content/uploads/2019/01/foundational-ceph-compentencies-sept-5.pdf](http://intranet.sph.umn.edu/wp-content/uploads/2019/01/foundational-ceph-compentencies-sept-5.pdf)

## 1.2 SCHOOL OF PUBLIC HEALTH STUDENT SERVICES CENTER

### Location:

Mayo Memorial Building, Room A395

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

### Office Hours:

Monday – Friday, 8:00 AM - 4:30 PM

### Mailing Address:

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

**Telephone:** (612)626-3500 or (800)774-8636

**Fax:** (612)624-4498

### School of Public Health Student Services Center

The Student Services Center (SSC) is a school-wide office that assists students with all phases of their academic journey. The SSC staff works closely with each academic division and program to administer school-wide services and policies.

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:

- Student Organization Support
- Diversity, Equity & Inclusion
- Career & Professional Education
- Mental Health Advocacy
- SPH Scholarships
- Registration
- Degree Clearance
- Applications and Admissions
- Applied practice experience/ criminal background checks

Meet the staff and learn about the services provided at the SSC by clicking [HERE](#).

### Career and Professional Development

The Career and Professional Development Center offers a variety of services and resources to assist you in your efforts to pursue advanced education and to locate and apply for professional positions from applied practice 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, and online resources.

### 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 can 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 [sphcareers.appointments.umn.edu](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 and applied practice experiences, graduate assistantships and fellowships, volunteer, part-time, and full-time career opportunities: <https://z.umn.edu/sphjobs>.
- **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/)

## 1.3 MENTOR PROGRAM

Our mentor program connects public health students to public health professionals to help with career and professional development. Mentoring relationships 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 400 students and mentors annually 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.

For more information, visit [sph.umn.edu/current/mentor/](http://sph.umn.edu/current/mentor/).

## 1.4 SPH STUDENT SPHERE

Make use of the SPH Student SPHere to relax or study with your student colleagues. All students enrolled in an SPH degree program have access to the SPH Student SPHere (Mayo A-150) via their U-Card. The SPHere has the following amenities:

- **Locker Room:** Free lockers are assigned in the Student Services Center (Mayo A-395). Students are able to renew their locker each year and need only provide their own lock.
- **Kitchen Area:** Tables, chairs, microwaves, refrigerators, and a sink are all accessible in the student kitchen. As this is a shared space, students are expected to pick up after themselves and clean any mess created during personal food preparation.
- **Lounge Area:** Couches, chairs, and wireless internet all create a perfect place for students to meet, study, or simply relax.
- **Study Room:** White boards, tables, chairs, computers with internet connectivity, Microsoft Office, SAS and STATA software and a printer are all freely available to SPH students.

Please report any issues with computer systems, printers, trash, or other problems to [sph-ask@umn.edu](mailto:sph-ask@umn.edu), or stop by Mayo A-395.

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 (A-395 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 any improper activity in progress, call 911.

### 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 be used in the SPHere computer lab (Mayo A-151) and is not valid in any other campus computer lab, including the 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 [ucard.umn.edu/umtc/deposit](http://ucard.umn.edu/umtc/deposit). 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 APPLIED PRACTICE LEARNING AGREEMENT

All students pursuing a required Applied Practice (AP), 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 AP [sph.umn.edu/current](http://sph.umn.edu/current). Students exploring international AP 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 AP can be found in the program portion of the guidebook.

## 1.6 MINORS

### Minors

SPH students pursuing an MHA, MPH, MS, or PhD are eligible to declare a minor in other areas. For a listing of graduate level minors please visit [onestop2.umn.edu/pcas/viewCatalogSearchForm.do](https://onestop2.umn.edu/pcas/viewCatalogSearchForm.do).

A current listing of SPH-related minors and instructions for declaring can be found online [www.sph.umn.edu/academics/degrees-programs/minors/](http://www.sph.umn.edu/academics/degrees-programs/minors/)

## 1.7 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 [myu.umn.edu](http://myu.umn.edu). All students taking SPH courses are welcome to enroll in the SPH E-Learning Resources course site at [z.umn.edu/sphelearningresources](http://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. 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 one 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).

## 1.8 COURSE EVALUATIONS AND YEARLY STUDENT SURVEY

### Course Evaluations

Students provide essential input into the continued development of the School of Public Health's teaching program. Students are asked to complete evaluations for all SPH courses. Historically, SPH Students have a higher response rate than any other school or college in the university, with approximately 70% of all students reporting. This response rate is of tremendous value to faculty members and provides important information for course improvement, as well as faculty promotion or retention. Evaluations are done online at the end of each term.

### SPH Student Engagement Survey

Students are also 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 the student experience including field placements, career services, financing, and overall service. Students in EMHA and EPHAP will receive the Student Engagement Survey during the fall term; all other students will receive the survey during the spring term.

### Career Survey

Recent graduates are expected to complete the Career Survey. The survey captures important employment information, follows up on educational plans, compensation norms, and contact information. The School is required to collect this information as it relates to both accreditation standards and program improvement.

## 1.9 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 promote 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, 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. **Applied Practice/Internship/Practicum Advising:** Specific and targeted advising for Applied Practice, internship, and practicum development, placement, and completion. Your faculty advisor can assist you as you select the type of Applied Practice that best matches your goals.



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; email is the official mode of communication at the University of Minnesota.
- Review program objectives and educational documents at least once per semester, or when directed by program coordinator or program director/Director of Graduate Studies; students are responsible for knowing the requirements of the degree program.
- Actively contribute to a welcoming and supportive student climate.
- Initiate meetings with advisors at least once per semester; regularly communicate with faculty advisors and/or program coordinator about program progress.
- Respond to inquiries from faculty or staff in a timely manner.
- Behave in a professional and courteous manner; fulfill educational and advising commitments, such as appointments, project deadlines, etc.

## **1.10 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 both students and members of the faculty and staff.

- 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.

## **1.11 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, please contact your program coordinator.

## 2. THE UNIVERSITY OF MINNESOTA

### 2.1 U OF M BASICS

#### University Identification Numbers and Accounts

[umn.edu/initiate](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 "X500"). 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 setup 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

[gmail.umn.edu](mailto:gmail.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 is active as long as you remain active as a student. The Office of Information Technology posts information on their website about end of life account policies. Please see [it.umn.edu/google-account-end-life-policies](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, and good opportunities, 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.

#### Duo Security

The University of Minnesota is taking meaningful action to help students, faculty, and staff safeguard themselves against cybercrime. Duo Security, or two-factor authentication, is required at the University of Minnesota Sign-in page. The Sign-in page is the University's gateway to applications such as myU, Gmail, Calendars, Docs, Canvas, and many other programs.

Enroll Now:

- Visit [my-account.umn.edu](http://my-account.umn.edu) and choose Password Management from the self-service menu on the left.
- Select Reset your UMN password. Follow the instructions on the page.
- As soon as you've reset your password, you will be guided through the Duo enrollment process.

If you use Duo Security to sign in to University applications, you are strongly encouraged to set up back-up devices in Duo Security so that you are prepared in the event that your primary Duo device is unavailable. Learn about back up devices at [it.umn.edu/duo-use-backup-device](http://it.umn.edu/duo-use-backup-device).

As a Duo user, it is your responsibility to come prepared to sign in to applications necessary for class activities, including exams and quizzes. If you are unable to sign in, you may lose points for the class activity. Failure to bring your Duo device or a back-up is not an excused absence or a valid reason for make-up work.

Learn more about Duo Security at [z.umn.edu/duosecurity](http://z.umn.edu/duosecurity).

#### One Stop

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

One Stop Student Services is your go-to resource for how things work at the University proper. One Stop 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 also 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 services to students, no appointments necessary! You can also get your questions answered by calling or emailing One Stop. One Stop Counselors are 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

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

While you can contact One Stop or visit the One Stop website to 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 is where you'll register for classes, manage financial aid and billing, maintain your personal info, and much more.

## U Card

[www.umn.edu/ucard](http://www.umn.edu/ucard)

Your U Card can give you access to campus buildings and different accounts based on your role or 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
- Department/College Printing
- TCF U Card Checking Account (Optional)

### Additional services with your U Card

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

### Building Access with U Card

- Residential Halls
- Recreation and Wellness Center
- Secured Buildings

## 2.2 UNIVERSITY OF MINNESOTA CALENDARS

The official University Calendar can be found at [onestop.umn.edu](http://onestop.umn.edu). Refer to this resource for academic calendars, drop/add deadlines, and other scheduling-related needs.

Additional calendar resources:

- School of Public Health-specific events, <http://www.sph.umn.edu/events-calendar/>
- Academic Health Center resource hub, <https://hub.ahc.umn.edu/>

## 2.3 CAMPUS SERVICES

### Parking and Transportation

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

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 Bank, 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 [www.pts.umn.edu/bus/upass](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, [www.pts.umn.edu](http://www.pts.umn.edu), 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 7:00 AM to midnight, Friday from 7:00 AM to 10:00 PM. (Service is not available on weekends or official University holidays). Call (612)626-PARK for any motorist assistance needs.

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 review the UMN Disability Parking content online at [www.pts.umn.edu/park/disability](http://www.pts.umn.edu/park/disability).

## Housing

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

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

## Maps

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

Find the way to any University building.

## Digital Signage

The School of Public Health has two 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 near the Dean's office in Mayo A-302 and the 3<sup>rd</sup> floor of the WBOB building.

## Dining

[www.dining.umn.edu/](http://www.dining.umn.edu/)

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

## 2.4 HEALTH AND WELLBEING

### University-Sponsored Student Health Benefit Plan

[shb.umn.edu](http://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 admitted to a degree program and 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 criteria are automatically enrolled in the University-sponsored Student Health Benefit Plan (SHBP). The Student Health Benefit Plan 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. Please contact the Office of Student Health Benefits to determine your exact eligibility status.

Graduate Assistants (GA), Teaching Assistants (TA), and Research Assistants (RA) may be eligible for the Graduate Assistant Health Plan (GAHP), which is different from the standard SHBP. Please consult the OSHB for more details.

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 and must meet J-1 U.S. Federal regulation requirements.

## Long Term Care Disability Insurance Fee

[shb.umn.edu/students-and-scholars/ahc-disability](http://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 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)  
[www.shb.umn.edu](http://www.shb.umn.edu)

## Boynton Health Services

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

Located on the University of Minnesota Twin Cities campus, Boynton Health (BHS) is a primary healthcare clinic serving University students, staff, and faculty. BHS accepts 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
- Health promotions such as flu shots and nutrition services

## Student Mental Health Resources

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

As a student you may experience a range of issues that could result in barriers to learning such as strained relationships, increased anxiety, alcohol/drug problems, feeling down, difficulty concentrating, and/or lack of motivation. These mental health concerns or stressful events may lead to diminished academic performance or reduce a student's ability to participate in daily activities. University of Minnesota services are available to assist you with addressing these and other concerns you may be experiencing. You can learn more about the broad range of confidential mental health services available on campus via the Student Mental Health Website at <http://www.mentalhealth.umn.edu>.

This 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 or text this 24-hour helpline:**

### Crisis Connection

(612)301-4673 (or from a campus phone 1-4673)

### U of M Textline

Text "UMN" to 61222

## SPH Mental Health Advocates

For non-urgent, confidential situations where consultation is desired, the School of Public Health also has several trained Mental Health Advocates who are available to chat about any concerns you as a student are experiencing, or you can consult with them about a colleague or classmate who you believe may need assistance or resources. This consultation can be found in the Student Services Center, Mayo A-395. Drop-in to see if an advocate is available or to make an appointment. You can also email questions to [sph-ask@umn.edu](mailto:sph-ask@umn.edu) with a subject of "Mental Health Advocate", or you can call (612)626-3500 and ask to see if an advocate is available or to make an appointment.

## 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. 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**

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

The Aurora Center for Advocacy and Education provides crisis intervention and advocacy services to victim and 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**

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

Spaces are available on campus offering private and comfortable rooms that are designed specifically for nursing mothers to pump and store breast milk. If you have questions and concerns about lactation spaces or resources, please contact Susan Warfield at [warfi002@umn.edu](mailto:warfi002@umn.edu).

### **Recreation & Wellness Center**

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

The University Recreation and Wellness Center, commonly referred to as the RecWell, is a free resource for all students. 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 activities:

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

## **2.5 DIVERSITY**

The University of Minnesota 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 Equity Work Group organizations are designed to address and explore issues of diversity that impact both our school and society at large.

We also strive to create a community that is actively engaging in the areas of diversity and inclusion to create an excellent educational environment. The SPH defines inclusion 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 in A395-3 Mayo Memorial Building and she can be contacted at [leldridg@umn.edu](mailto:leldridg@umn.edu) or at (612) 624-9970.

For more information please visit:

- University policy on Equity & Diversity: [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: [diversity.umn.edu/eoaa/home](http://diversity.umn.edu/eoaa/home)
- SPH info and resources for Diversity & Inclusion: [sph.umn.edu/about/diversity-inclusion/](http://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**

[diversity.umn.edu/disability/](http://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.

#### **Graduate School Diversity Office**

[grad.umn.edu/diversity](http://grad.umn.edu/diversity)

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

The Graduate School Diversity Office coordinates and leads the University's initiatives in the recruitment, funding, retention and graduation of a diverse graduate and professional student body. The office is situated within with The Graduate School and works with other units connected to diversity and multiculturalism.

#### **The Gender and Sexuality Center for Queer and Trans Life**

[diversity.umn.edu/glbta/](http://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**

[isss.umn.edu/](http://isss.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's international community. Its primary mission is to assist international students and scholars in successfully accomplishing the goals that brought them to the University, by using all available resources. Services include:

- Counseling and advising
- Immigration and visa regulation advising
- Newsletters
- Career services
- Academic opportunities for university students
- Tax return information

#### **Multicultural Center for Academic Excellence**

[diversity.umn.edu/multicultural/](http://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**

[diversity.umn.edu/](http://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**

[diversity.umn.edu/eoaa/](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**

[sos.umn.edu/](https://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**

[diversity.umn.edu/women/](https://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 alumni 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**

[hsl.lib.umn.edu/biomed](https://hsl.lib.umn.edu/biomed)

The Bio-Medical Library is located in Diehl Hall and 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 [www.lib.umn.edu](http://www.lib.umn.edu).

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

### **Bookstore**

[bookstore.umn.edu](https://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**

[cei.umn.edu/about/about-cei](https://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**

[writing.umn.edu/](https://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, they help students develop productive writing habits and revision strategies. Assistance can be found via 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 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.

### **Information Technology**

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

Technology Help is your first point of contact for hardware, software, and internet support. You can contact Technology Help for assistance even if you are not yet on campus.

[IT@umn.edu](mailto:IT@umn.edu) can help you initiate and manage your student internet account, get connected to Wi-Fi on campus, explore discounted or free devices and software available to students, as well as show you how to keep your computers, mobile devices, and data safe, both at home and at the University.

## **2.7 CAMPUS SAFETY**

### **Police**

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

The University of Minnesota has a full-service police department; in the event of an emergency dial 9-1-1.

### **Security Monitor Program**

[umn.edu/police/escort.html](http://umn.edu/police/escort.html)

The Security Monitor Program offers a walking and 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.

### **Safe-U Emergency Notification**

<https://safe-u.umn.edu/>

The safety of students, faculty, staff, and visitors is of highest priority at the University of Minnesota. A multi-pronged, collaborative effort is in place to promote on-campus safety, while working with our community partners to ensure proper resources are dedicated to making off-campus neighborhoods safe as well.

[Safe-U text messaging system](#) provides students, faculty, and staff timely emergency notifications so that our community can stay informed about critical campus safety issues.

Safe-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 project an alert tone and vocal instructions in the event of a campus emergency.

## **2.8 ADDITIONAL RESOURCES**

### **Post Office**

[sua.umn.edu/locations/postal-stations/](http://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**

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

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

### **Student Legal Service**

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

University Student Legal Service (USLS) provides 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 credits in fall and spring semester to be considered full-time. In the summer, MHA and MPH students must be registered for six credits to be considered full-time and three credits to be considered half-time.

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

### How-To Guides

The University of Minnesota provides how-to guides for many common procedures on the [Onestop website](#), including registering and enrolling for classes. These guides provide visuals as well as text.

#### Step One

Select courses for the term with your advisor before registering. Please 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 the 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 [myu.umn.edu](#).
- You can find your registration queue date and time on the web at [myu.umn.edu](#).
- You will need your X500 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 [myu.umn.edu](#) or go to 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 [onestop@umn.edu](mailto:onestop@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 program 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 agree with the instructor as to the number of credits appropriate for the work proposed.

## 3.3 GRADES, 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 [onestop.umn.edu](http://onestop.umn.edu). For more information about grading policies, see the University Senate [Grading and Transcripts: Twin Cities, Crookston, Morris, and Rochester Policy](#).

### Grading Scale

The University uses plus and minus grading on a 4.000 cumulative grade point scale in accordance with the following, and you can expect the grade lines to be drawn as follows:

Grade	GPA	
A	4.000	A = achievement that is outstanding relative to the level necessary to meet course requirements.
A-	3.667	
B+	3.333	B = achievement that is significantly above the level necessary to meet course requirements.
B	3.000	
B-	2.667	
C+	2.333	C = achievement that meets the course requirements in every respect.
C	2.000	
C-	1.667	
D+	1.333	D = achievement that is worthy of credit even though it fails to meet fully the course requirements.
D	1.000	
F	0	F = failure because work was either (1) completed but at a level of achievement that is

- S = achievement that is satisfactory, which is equivalent to a C- or better
- N = achievement that is not satisfactory and signifies that the work was either 1) completed but at a level that is not worthy of credit, or 2) not completed and there was no agreement between the instructor and student that the student would receive an I (Incomplete).

### 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.

### **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 [myu.umn.edu](http://myu.umn.edu) 24 hours after they are posted by the course instructor.

### **Grade Point Average**

Students must achieve a grade point average of no less than 3.0 (B) across their entire program to receive the graduate or professional degree.

### **SPH Incomplete Policy**

The maximum time allowed for a student to fulfill incomplete course requirements is one year or as specified on the incomplete contract, agreed upon by the instructor and student. Students who fail to meet incomplete contract deadlines as determined by instructor and student will receive a grade of F or N (depending on grade option) to be entered by the SPH Student Services Center. Instructors are notified via email that an F or N was submitted due to failure in meeting the incomplete contract deadline.

Graduating students who, in consultation with their academic advisor and course instructor, determine not to finish course requirements may request that the incomplete permanently remain on their official transcript (if the course is not required for graduation).

### **Graduate Planning and Audit System (GPAS)**

The Graduate Planning & Audit System (GPAS) allows graduate and professional students to plan future coursework and view student degree progress. You only need to add coursework that you plan on taking because the audit (advisement report) will already track completed coursework and requirements. If you want to add or remove a graduate minor, you will need to submit a separate form.

GPAS allows Program Coordinators, Program Directors, and Director of Graduate Studies to approve students' coursework plans electronically.

Students will work closely with their academic programs to complete and submit GPAS for review and approval.

[onestop.umn.edu/academics/gpas](http://onestop.umn.edu/academics/gpas)

### **Probation**

At the end of the semester, the Director of Academic and Student Affairs identifies all SPH students with a cumulative GPA of less than 3.0 enrolled in an SPH program. Students will receive a letter of scholastic probation prepared by the Director of Academic and Student Affairs, to be approved and signed by the Associate Dean. The terms of this letter are the following: students will be placed on probation and informed that they must maintain a term GPA of 3.0 for each subsequent term. Students must achieve letter grades for all courses (incompletes are unacceptable while on probationary status) they are enrolled in during that semester. This written notice will inform the student that the GPA must be raised to a minimum of 3.0 to be removed from probationary status and to be awarded a degree. Students on probationary status who do not receive at least a 3.0 GPA for each subsequent term will be dismissed from the program by the Associate Dean.

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

### **S/N Grade Option**

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

### **Adding a Course After It Starts**

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

### **Registration Requirement and Exceptions**

Students are required to register for at least two semester and 20 credits in the School of Public Health.

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. Students must consult with their program coordinator prior to submitting any forms. Approval is not automatic.

### **Course Cancellation and Withdrawal**

Students should refer to the Refund and Drop/Add Deadlines for the particular term at [onestop.umn.edu](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-ask@umn.edu](mailto:sph-ask@umn.edu) for further information.

### **Course Prerequisites**

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

### **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: [sph.umn.edu/students/current/course-eval-grades/](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: [www.sph.umn.edu/grades](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**

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 of Education. 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 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 [www.sph.umn.edu/current/resources/](http://www.sph.umn.edu/current/resources/).
3. 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 of Education 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 EXAM AND INFORMATION

### Equivalency Exams

MPH students must satisfy competency requirements in the seven core areas of public health: administration, behavioral science, biostatistics, environmental health, epidemiology, ethics, and foundations. Courses designated as part of the public health core can only be taken for a letter grade (A-F). Students are 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 with the exact same numbered course only once.

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. Students who do not pass the exam(s) are required to take the appropriate core course area to satisfy the competency requirements.

### Administration

PubH 6751 Principles of Management in Health Services Organizations (2 cr)

### Behavioral Science

PubH 6020 Fundamentals of Social and Behavioral Science (2 cr)

PubH 6050 Community Health Theory and Practice I [CHE students only] (3 cr)

PubH 6914 Community Nutrition Intervention [PubH Nutr students only] (3 cr)

### Biostatistics

PubH 6414 Biostatistical Literacy (3 cr) [Fall 2014 and beyond] **AND** a programming class from the following list [students must check with their program advisor or coordinator to ensure they are taking the correct required programming course]

PubH 6107 Excel and Access in Public Health Settings (1 cr)

PubH 6325 Data Processing with PC-SAS (1 cr)

PubH 6420 Introduction to SAS Programming (1 cr)

PubH 6470 SAS Procedures and Data Analysis (3 cr)

PubH 6617 Practical Methods for Secondary Data Analysis (3 cr)

PubH 6755 Planning and Budgeting for Public Health (2 cr)

PubH 6813 Managing Electronic Health Information (2 cr)

PubH 6845 Using Demographic Data for Policy Analysis (3 cr)

PubH 7200 Fundamentals Exploring and Visualizing Data in R (1 cr)

PubH 7461 Exploring and Visualizing Data in R (2 cr)

### OR

PubH 6450 Biostatistics I (4 cr)

### Environmental Health

PubH 6102 Issues in Environmental and Occupational Health (2 cr)

### Epidemiology

PubH 6320 Fundamentals of Epidemiology (3 cr)

### OR

PubH 6341 Epidemiologic Methods I (3 cr)

### Ethics

PubH 6741 Ethics in Public Health: Professional Practice and Policy (1 cr)

### Foundations

PubH 6250 Foundations of Public Health (2 cr) – equivalency exam not available

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 at [fnelson@umn.edu](mailto:fnelson@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 at [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: Matt Simcik at [msimcik@umn.edu](mailto:msimcik@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 at [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 at [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 at [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.

The My Finances tab allows you to view account charges and billing statements. It is also where you can submit an online payment using the preferred and free e-check method. Don't forget to sign up for Direct Deposit. For residents of Wisconsin, North

Dakota, South Dakota, and Manitoba, remember to apply for reciprocity through your home state or province so your bill will have the correct amounts.

OneStop hosts "how-to guides" for common transactions. You can find financial how-to guides here: [onestop.umn.edu/how-guides#accord-3](https://onestop.umn.edu/how-guides#accord-3)

## 4.2 TUITION AND FEES

Please go to [onestop.umn.edu/](https://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.

You may opt into a payment plan when your first 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

[onestop.umn.edu/finances/third-party-billing](https://onestop.umn.edu/finances/third-party-billing)

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 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 [www.sph.umn.edu/prospective/tuition-finances/paying-for-your-education/](https://www.sph.umn.edu/prospective/tuition-finances/paying-for-your-education/). Scholarships specific to SPH Divisions and/or Programs can be found in the Division and/or program guidebook.

Information on financial aid can be found at [onestop.umn.edu](https://onestop.umn.edu) (Finances tab) or by emailing [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, Division-related donor scholarships, Dean's Scholarship	Your Program Coordinator	
Medical Scholarships, MN Tuition Scholarship, General donor funded scholarships.	SPH Student Services	<a href="mailto:sph-ask@umn.edu">sph-ask@umn.edu</a>
Federal Loans, Financial Aid Package	Liz Holm - Office of Student Finance	<a href="mailto:holmx029@umn.edu">holmx029@umn.edu</a>

### Loan Deferment

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

Students requesting a loan deferment can get their form signed by One Stop Student Services [onestop.umn.edu](https://onestop.umn.edu).



## 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 at [onestop.umn.edu](http://onestop.umn.edu)

## 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 an assistantship on campus. Because many assistantships are funded by grants, the research activity of SPH faculty may result in numerous opportunities across the school; you are encouraged to check with your faculty to see if, or when, they may be posting new grant-related assistant positions.

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

For graduate assistant policies and benefits, go to [www1.umn.edu/ohr/gae](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. GUIDELINES, POLICIES, AND COMPLIANCE

## 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: [writing.umn.edu/tww/preventing/definitions.html](http://writing.umn.edu/tww/preventing/definitions.html). Students should be careful to properly attribute and cite others' work in their writing. For guidelines for correctly citing sources, go to [tutorial.lib.umn.edu](http://tutorial.lib.umn.edu).

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 [policy.umn.edu](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:

1. 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.
2. 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.
3. The University is dedicated to responsible stewardship of its resources and to protecting its property and resources from theft, damage, destruction, or misuse.
4. The University supports and is guided by state and federal law while also setting its own standards of conduct for its academic community.
5. The University is dedicated to the rational and orderly resolution of conflict.
6. 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.
7. 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:

- Scholastic Dishonesty.
- Disruption of the Academic Environment.
- Falsification.
- Refusal to Identify and Comply.
- Attempt to Injure or Defraud.
- Harm to Person.
- Bullying.
- Sexual Misconduct.
- Disorderly Conduct.

- Illegal or Unauthorized Possession or Use of Weapons.
- Illegal or Unauthorized Possession or Use of Drugs or Alcohol.
- Providing Alcohol to Minors.
- Unauthorized Use of University Facilities or Services.
- Theft, Property Damage, or Vandalism.
- Unauthorized Access.
- Disruptive Behavior.
- Hazing.
- Rioting.
- Violation of University Rules.
- Violation of Local, State, or Federal Laws or Ordinances.
- 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 [www.lib.umn.edu/instruction/tutorials](http://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 of Education.

### **Sexual Harassment, Sexual Assault, Stalking and Relationship Violence**

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

The University of Minnesota and the School of Public Health are committed to creating a respectful community that is free of harassment. If you see or experience sexual misconduct during a divisional, school, or university related event, or at a professional event (such as at a conference), please consult with a University employee with whom you feel comfortable, or directly report to the Office of Equal Opportunity and Affirmative Action (EOAA) so that they can review the situation. The EOAA will work with you to determine the best course of action to prevent any further misconduct or retaliation.

If you would like more information about sexual misconduct or would like to talk through an experience, The Aurora Center, Student Counseling Services, and Boynton Health Center provide confidential services and resources to help you better understand your rights and the resources available on campus.

## 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.

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)

[research.umn.edu/units/irb](http://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.

## 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 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 released every 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 [eoaffact.umn.edu](http://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 [sos.umn.edu](http://sos.umn.edu).

### **Bias Grievance Process**

**Purpose:** The School of Public Health strives to value and respect all that our students bring to the SPH community. However, events or conflicts may occur both in and out of the classroom that are deemed inappropriate and inconsistent with this value. Students have a right to report these concerns or incidents of bias. In order to address student reports in a confidential and supportive manner, the SPH developed a basic process that is outlined below. Specifically, if you are a student within the SPH, and feel you have been a victim of discrimination or bias based on your identity or beliefs; please reach out to the Coordinator of Diversity, Equity, and Inclusion.

**Intent:** Students may not know all the resources available on campus to address bias-related issues, or they may not feel comfortable reporting these issues or concerns to university offices. Moreover, students may simply wish to talk through an experience before making any other decision. The Coordinator of Diversity, Equity and Inclusion (DEI) can serve as this point of discussion and referral.

**Process:** Below is set of process points related to addressing grievances. This is not an exhaustive list of steps, but an outline of critical pieces, meant to give both students and administrators an understanding of what may happen.

1. The Coordinator of DEI, or another SPH administrator, will meet with the aggrieved student to collect information regarding an incident or issue.
2. The Coordinator, or other SPH administrator, may then talk with faculty, staff, or other students to ascertain the context of the incident, as well as the intent and impact of the situation as a whole. It is our intent to move expeditiously, but this process may take several days depending on the schedules of the involved parties.
3. Consult with related office(s). Coordinator of DEI will use all of the available information to help determine whether the situation should be handled by another office or individual (ex: Equal Opportunity and Affirmative Action).
4. Where applicable, the Coordinator will identify and recommend options for resolution.
5. The Coordinator will consult back with student and communicate next steps. These may include (but are not limited to) referral to another campus office or administrator, offer for facilitation or mediation, or a class change.

Our hope is to find reasonable resolutions that will make the aggrieved party/parties feel heard, understood, and continuously welcomed in the SPH community. The coordinator can also provide informal support while the student works with another office to find a resolution.

Note regarding retaliation: The University of Minnesota and the School of Public Health prohibit retaliation against anyone who raises concerns about discrimination, harassment, sexual violence, or nepotism; opposes such practices; or participates in an investigation. Retaliation may include intimidation or harassment. If you feel you have been a victim of retaliation in regards to a report please communicate with the Coordinator of DEI or another administrator in the School of Public Health.

## **5.4 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. In addition, research participants have many rights that guarantee their safety and privacy.

Often School of Public Health students work as Teaching Assistants or Research Assistants; both roles may require access to confidential or private information. Please be aware of privacy laws, complete assigned/required privacy trainings, and act with the highest honor towards all private information.

For further information, go to [privacy.ahc.umn.edu](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.

## **5.5 INTERNATIONAL STUDENT REQUIREMENTS**

Note: International student requirements may change over time. For up-to-date information go to [iss.umn.edu](https://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.

### **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 [iss.umn.edu](https://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 [iss.umn.edu](https://iss.umn.edu).

### **Academic Status**

International students must maintain full-time status. MPH students must register for at least six 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 ten days of a change of address to maintain their legal immigration status. For more information go to [iss.umn.edu/INSGen/address.html](https://iss.umn.edu/INSGen/address.html).

## **5.6 COMPLIANCE**

### **Immunizations**

[bhs.umn.edu/immunization-requirements.htm](https://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. You must complete this requirement by the 6th week of the semester or a registration hold will be placed on your student account. In addition, Internship or Applied Practice Experience

locations may require additional immunizations based on the location and/or work being performed. Finally, international experiences may also require other immunizations; international requirements are listed here: [Travel](#)

More details and the downloadable Student Immunization Record form are available from Boynton Health Service at [boynton.umn.edu/immunization-requirement](http://boynton.umn.edu/immunization-requirement). You can also stop by Boynton to schedule services, click here for more information [boynton.umn.edu](http://boynton.umn.edu).

### **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. The University of Minnesota provides online training courses on proper handling of health information and information security; everyone must complete this training, even if they don't work directly with Protected Health Information. This is because students may have incidental contact with Protected Health Information, and because students may encounter HIPAA violations, and are required to know how to respond to these violations.

This training consists of two separate training courses that you may complete online: (HIP016) HIPAA Training; and (ISA17) University Information Security Awareness Training.

Login to <https://training.umn.edu/> and select [My Training](#) to see if you have been assigned the training, or click [Course Catalog](#) and enter the course name or number above.

### **Criminal Background Checks**

Students should be aware that Minnesota law may require certain facilities to conduct a criminal background check for all personnel with direct, and/or unsupervised client contact. Facilities that are covered by this law include hospitals, boarding care homes, outpatient surgical centers, nursing homes, home care agencies, residential care homes, board/lodging establishments providing health supervision services, and work with minor aged children. Students seeking internships or Applied Practice may be required to undergo a background check as well, depending on the agency or facility's internal policies. The School will assist students with these requirements; students should call the Student Services Center at (612)626-3500 or go to A-395 Mayo for assistance.

### **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 [secure.ahc.umn.edu/publichealth/sphcommunity](http://secure.ahc.umn.edu/publichealth/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.

### **Health Insurance Requirement for AHC Students Participating in Applied Practice/Clerkship/Practicum Experiences**

School of Public Health students are expected to have health insurance coverage while participating in their Applied Practice, clerkship, or practicum experiences. This is a University of Minnesota Academic Health Center requirement. A school/program or site may ask a student for proof of health insurance while participating in their AP, clerkship, or practicum experience. If the student cannot provide proof of health insurance, indicating they are not in compliance with this requirement, they will be pulled from the experience.

The complete policy can be found at on the AHC Office of Education website.

## 6. GROUPS, ASSOCIATIONS AND SOCIETIES

### 6.1 STUDENT GROUPS

#### School of Public Health Student Senate

[sph.umn.edu/current/senate/](http://sph.umn.edu/current/senate/)

The Student Senate is comprised of graduate students from within the School of Public Health: it strives to serve as a representative body for students in SPH. The Student Senate provides a voice for students and allows them to get involved in university government, plan social activities, network with departments, work with faculty, demonstrate leadership skills, assist student organizations in hosting school-wide events, and develop creative solutions to new challenges. Student Senate also provides various grants to students and SPH student groups.

#### Professional Student Government

[umnpsg.org/](http://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)

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

[chip.umn.edu/](http://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 all AHC students. 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)

[facebook.com/misa.umn/](https://facebook.com/misa.umn/)

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 over 6000 international students on this campus, whose length of stay varies from three 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

[sua.umn.edu/groups/](http://sua.umn.edu/groups/)

SPH is home to a number of student organizations. Some are registered campus groups and others are more focused on a division or program. In addition, there are 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 want to know more about current SPH groups or are interested in forming a group within the School of Public Health, please contact [sph-ask@umn.edu](mailto:sph-ask@umn.edu).

### 6.2 PUBLIC HEALTH RELATED ASSOCIATIONS AND AGENCIES

#### American College of Healthcare Executives

[ache.org](http://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.



### **American Public Health Association**

[apha.org](http://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**

[aspph.org/](http://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**

[cdc.gov](http://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.

### **Council on Education for Public Health**

[ceph.org](http://ceph.org)

The Council on Education for Public Health (CEPH) is an independent agency recognized by the US Department of Education to accredit schools of public health and public health programs offered in settings other than schools of public health.

### **Commission on Accreditation of Healthcare Management Education**

[healthcareadministration.edu.org](http://healthcareadministration.edu.org)

The Commission on Accreditation of Healthcare Management Education (CAHME) the only organization that accredits individual academic programs that grant master's degrees in healthcare management in the United States and Canada.

### **Minnesota Public Health Association**

[mpha.net/](http://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.

### **National Institutes of Health**

[nih.gov](http://nih.gov)

Originally 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.

### **National Board of Public Health Examiners**

[nbphe.org](http://nbphe.org)

National Board of Public Health Examiners (NBPHE) established in 2005 as an independent organization, the purpose of which is to ensure that public health professionals have mastered the foundational knowledge and skills relevant to contemporary public health.

## **6.3 ALUMNI SOCIETIES**

### **School of Public Health Alumni Society**

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

The University of Minnesota School of Public Health Alumni Society has members around the world. Consisting of 12,000+ alumni, the SPH Alumni Society 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. Membership is automatically conferred upon 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 provide professional development opportunities to students.

### **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 3200+ alumni members, the Association supports MHA students through scholarships, professional connections, and learning opportunities, and strives to provide MHA alumni with ongoing opportunities for education, engagement and philanthropy.

# MASTER OF HEALTHCARE ADMINISTRATION PROGRAM

## 7.1 MISSION, VISION

### MISSION

The University of Minnesota MHA Program enhances health and strengthens societies by: developing professionals who lead innovative, high performance healthcare organizations, improve the health of their communities and advance the field of healthcare administration; and researching and disseminating new knowledge for the field of healthcare administration.

### VISION

The University of Minnesota MHA Program will be recognized nationally and internationally as the global leader in developing 21<sup>st</sup> century healthcare leaders by providing a student-centered, theory-based, and practice-enabled educational experience and by generating actionable research knowledge.

## 7.2 PROGRAM REQUIREMENTS, MHA

### FIRST YEAR

First year course work concentrates on developing analytical and problem-solving skills. Each course applies the material to complex healthcare organizations. Instructors emphasize hands-on learning, using community settings to sharpen skills and apply the principles to a healthcare environment.

### SUMMER RESIDENCY

Students receive significant program support in arranging a summer residency. Students are matched with healthcare leaders across the nation to put their preparation into practice. Students work on a variety of projects, attend management meetings, and write a comprehensive report on their experience under the mentorship of their preceptors.

### SECOND YEAR

Second year coursework hones students' knowledge and skills. Students select electives to build sub-specialties and round out their education. Coursework again emphasizes the specific challenges of material to the healthcare industry, and applying learning through hands-on practice.

Students select electives to round out their education in particular areas, or to build a specialty in areas such as managed care, financial management, long term care, operations, and information systems. Information on sub-specialties can be found in section 7.4.

Students must complete a minimum of 60 credits by the end of the second year to graduate from the MHA Program.

### CAPSTONE EXPERIENCE

MHA students must complete one of the following Capstone options to graduate:

- **Advanced Problem Solving** – PubH 6570 (4 cr) Three to four MHA students serve as a consulting team in a local healthcare organization. Work on the management project begins in November.
- **Carlson Consulting Enterprise** (MHA/MBA dual degree students)

## COMPETENCIES

Competencies form the basis for individual coursework and the overall structure and delivery of the MHA curriculum.

### Knowledge of Population Health, Healthcare Delivery, and Financing

**Healthcare delivery, financing, and public policy knowledge:** Demonstrate comprehensive understanding of the U.S. healthcare delivery and financing system and the role of public policy in shaping the system. (NCHL-inspired)

**Population health measurement and management:** Understand the determinants of health and disease as well as measurement of health, including health disparities in a population.

**Foundations of a value-based healthcare system:** Demonstrate comprehensive understanding of clinical quality, patient experience, and resource use measurement, trends, and drivers.

**Community collaboration:** Ability to align one's own and organization's priorities with the needs and values of the community, including its cultural and ethnocentric values, and to move forward in line with population-based wellness needs and national health agenda. (NCHL)

### Business Literacy and Analytical Thinking

**Quantitative analysis and performance measurement:** Ability to analyze and interpret statistical and financial data to set goals and measure clinical as well as organizational performance. (NCHL)

**Economic analysis and application:** Ability to apply economic theory to practice (consumer behavior, provider behavior, insurer behavior) in order to support decision-making.

**Financial management:** Ability to understand and explain financial and accounting information, prepare and manage budgets, and make sound long-term investment decisions. (NCHL)

**Process improvement, quality improvement, and operations management:** Ability to analyze and design or improve an organizational process, including incorporating the principles of high reliability, continuous quality improvement, and user-centered design. (NCHL)

### Managing and Leading in Complex Organizations and Environments

**Organizational awareness:** Ability to understand and learn the formal and informal decision-making structures, culture, and power relationships in an organization or industry. (NCHL-inspired)

**Collaboration:** Ability to work cooperatively and inclusively with other individuals and/or teams they do not formally lead; working together as opposed to working separately or competitively. (NCHL)

**Leading and managing people:** Ability to apply principles and tools of effective human resource management. (NCHL-inspired)

**Project management:** Ability to plan, execute, and oversee projects within/for an organization. (NCHL)

**Working in and leading teams:** Create, participate in, and lead teams, including interprofessional teams.

### Healthcare Transformation

**Problem solving:** Ability to define and scope a specific problem within healthcare, to identify root causes and alternative solutions, and to effectively communicate and gain acceptance of a comprehensive plan of action, including recommendations and an implementation plan with key stakeholders.

**Innovation:** Ability to understand, explore and approach the most challenging problems in healthcare in new and breakthrough ways that include exploring stakeholder views, developing key insights, creating and implementing new solutions or adapting the current state in promising new ways.

**Strategic orientation:** Ability to consider business, demographic, ethno-cultural, political, and regulatory implications of decisions and develop strategies that continually improve the long-term success and viability of an organization. (NCHL)

**Change leadership:** The ability to energize stakeholders and sustain their commitment to changes in approaches, processes, and strategies. (NCHL)

### Professionalism

**Self-awareness:** Ability to have an accurate view of one's own strengths and development needs, including the impact that one has on others. A willingness to address development needs through reflective, self-directed learning and by trying new approaches. (NCHL)

**Professional and social responsibility:** Demonstration of ethics, sound professional practices, social accountability, and community stewardship. Acting in ways that are consistent with one's values and what one says is important. (NCHL)

**Displays sensitivity to diverse backgrounds:** Is sensitive to diverse backgrounds of individuals and groups; understands their differences with eye toward accommodating or appreciating them. (NCHL)

**Written communication:** Writing; The ability to use written communications in formal and informal situations to convey meaning, build shared understanding, and productively move agendas forward. (NCHL- Communications #1)

**Public speaking and facilitation Skills:** The ability to use spoken communications in formal and informal situations to convey meaning, build shared understanding, and productively move agendas forward. (NCHL- Communications #2)

## FINAL COMPREHENSIVE EXAMINATION FOR THE MPH AND THE MHA DEGREES

Before clearing for graduation MPH and MHA students will be evaluated by one or both of the following options. Students should consult with their academic advisor or major coordinator on their particular degree program.

**Option 1:** An oral comprehensive examination may be conducted for an individual student or a group of students. The course-accountable faculty person renders the final grade.

### MPH or MHA Oral Committee Composition

A committee composed of at least three examiners of which two are faculty members from within the major will conduct the oral comprehensive examination. Individuals holding the title of instructor, assistant professor, associate professor, full professor or member of the graduate faculty are considered faculty members. The major program will determine the qualifications of the third examiner.

**Option 2:** A written comprehensive final examination may be conducted for a group of students or an individual student by the major faculty.

## FELLOWSHIP/EMPLOYMENT

In fall of the second year, students are individually guided in the search for a fellowship or employment. Minnesota's large national and international alumni network is instrumental in generating opportunities in the sector, organization, and location best suited to a student's strengths.

## 7.3 MHA PROGRAM STUDY PLAN - 60 CREDIT MINIMUM

*Study plan is subject to change due to scheduling limitations*

### YEAR 1

#### FALL SEMESTER

- PubH 6525** Population Health (1 cr)
- PubH 6535** Managerial Accounting for Health Services (3 cr)
- PubH 6541** Statistics for Health Management Decision Making (3 cr)
- PubH 6542** Management of Healthcare Organizations (3 cr)
- PubH 6556** Health and Health Systems (3 cr)
- PubH 6570** Topics: Professional Development (1 cr)
- PubH 6570** Topics: Twin Cities Learning Lab (1 cr)

#### SPRING SEMESTER

- PubH 6544** Principles of Problem Solving in Health Services Organizations (3 cr)
- PubH 6555** Topics in Health Economics (2 cr)
- PubH 6557** Health Finance I (3 cr)
- PubH 6560** Operations Research and Quality in Health Care (3 cr)
- PubH 6571** Quality, Patient Safety, and Performance Improvement (2 cr)

#### SUMMER SEMESTER

- PubH 7596** Summer Residency and Clerkship in Healthcare Administration (2 cr)

### YEAR 2

#### FALL SEMESTER

- PubH 6554** Healthcare Strategy (2 cr)
- PubH 6558** Health Finance II (3 cr)
- PubH 6562** Information Technology in Healthcare (2 cr)
- PubH 6564** Private Purchasers of Health Care (2 cr)

#### SPRING SEMESTER

- PubH 6527** Healthcare Leadership and Effecting Change (2 cr) **or**
- PubH 6570** Topics: Change Management (2 cr)
- PubH 6547** Health Care Human Resource Management (2 cr)
- PubH 6553** Healthcare Management Ethics (1 cr)
- PubH 6577** Advanced Problem Solving (2 cr)
- PubH 6596** Legal Considerations in Health Services Organizations (2 cr)
- PubH 6565** Innovation of Healthcare Services (2 cr)

#### ELECTIVES

MINIMUM 10 CREDITS

## 7.4 MHA/MBA DUAL DEGREE

### OVERVIEW

The MHA/MBA Dual Degree program was developed for students already accepted into the University of Minnesota's full-time Master of Healthcare Administration Program. This program serves students who wish to earn an MBA degree as well as their MHA degree. Candidates may apply for both programs at the same time or current MHA students may apply to the Full-Time MBA Program during fall of their first year of study in the MHA Program. Under this study plan students begin the Full-Time MBA in Fall Semester of year two.

Both degrees can be completed in three years. To complete in this timeframe students will carry a very demanding course load. After acceptance into the dual degree program, students meet with both their MHA and MBA advisors to be sure that their study plan satisfy both degree requirements. While the dual degree MHA/MBA enables students to complete in a shorter time frame, it does not diminish the cost or number of credits required for each program.

### APPLICATION

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

#### The MHA Website

[sph.umn.edu/academics/degrees-programs/mha/master-healthcare-administration](http://sph.umn.edu/academics/degrees-programs/mha/master-healthcare-administration)  
612-624-8818

#### The Full-Time MBA Program

[carlsonschool.umn.edu/mba/full-time-mba](http://carlsonschool.umn.edu/mba/full-time-mba)  
612-625-5555

The application deadline for the MHA Program is March 15 with MHA studies to begin in the following fall.

Deadline for application to the MBA Program is February 1 for those who wish to secure an admission decision to both programs prior to beginning their studies at the University.

Deadline for application to the MBA Program for currently enrolled MHA students is February 1 of year one in the MHA Program

### Planning and Implementing your MHA/MBA Dual Degree Program

In planning your program of study, please note that:

- You must complete a minimum of 47 credits PubH designator.
- You must complete a minimum of 53 credits MBA or CSOM designator.
- You may use 12 credits of transfer work toward each program.
  - Transfer MBA → MHA: MBA 6210, 6220, 6230, 6300 (12 cr)
  - Transfer MHA → MBA: PubH 6556, 6557, 6564, 6568, 6527 (12 cr)
  -

#### MHA Degree/

48 credits of MHA courses  
12 credits of MBA courses  
60 credits total toward MHA degree

#### MBA Degree

52 credits of MBA courses  
12 credits of MHA courses  
64 credits total toward MBA degree

You must submit two separate *Application for Degree* forms, one for each degree awarded

## MHA-MBA DUAL DEGREE STUDY PLAN

FALL YEAR ONE - REGISTER AS MHA	SPRING YEAR ONE - REGISTER AS MHA	SUMMER YEAR ONE - REGISTER AS MHA
<p>PubH 6535 Managerial Accounting (3)                      PubH 6541 Stats for HC Decision Making (3)                      PubH 6542 Mgmt of HC Orgs (3)                      PubH 6556 Health and Health Systems (3)*                      PubH 6562 IT in Healthcare (2)                      PubH 6568 Interprofessional Teamwork (2)</p> <p><b>16 credits</b></p>	<p>PubH 6544 Principles of Prob Solving (3)                      PubH 6547 Human Resources Mmgt (2)                      PubH 6557 Health Finance I (3)*                      PubH 6560 Operations Research (3)</p> <p>MHA electives (4)</p> <p><b>15 credits</b></p>	<p>PubH 7596 – Summer Residency (2)</p> <p><b>At this point, you should have completed a minimum of 32 credits</b></p>
<p><b>FALL YEAR TWO – REGISTER AS MBA</b></p> <p>MBA 6108 Leading Self (.5 cr)                      MBA 6030 Financial Accounting (3 cr)                      MBA 6120 Data Analysis and Statistics (3 cr)                      MBA 6210 Marketing (3 cr)*                      MBA 6220 Operations Management (3 cr)*                      MBA 6230 Finance (3 cr)*                      MBA 6300 Strategic Management (3 cr)*                      MBA 6140 Managerial Economics (.5 cr)</p> <p><b>19 credits</b></p>	<p><b>SPRING YEAR TWO - REGISTER AS MBA</b></p> <p>MBA 6110 Leading Others (2 cr.) A-term                      MBA 6112 Leading Organizations (.5 cr) B-term                      MBA 6240 Competing in Data-Driven World (2 cr) A-term                      MBA 6140 Managerial Economics (1.5 cr) previous summer                      Enterprise (2 cr) B-term</p> <p><b>Electives/Other requirements (timing at student's choosing):</b>                      MBA 6315 Business Ethics (2 cr)**                      Global requirement (int'l travel May/June or global course (4 cr)                      MBA electives (6-12 cr, depending on global program and Ethics)</p> <p><i>** Data-Driven World may be waived, by petition, if PubH 6562 taken. Additional MBA credits must be added to replace the two-credit course.</i></p> <p><b>18 credits</b></p>	<p><b>SUMMER YEAR TWO</b></p> <p>MBA Internship</p> <p><b>At this point, you should have completed a minimum of 67 credits</b></p>
<p><b>FALL YEAR THREE - REGISTER AS MHA</b></p> <p>PubH 6555 Health Econ (2)                      PubH 6558 Health Finance II (3)*                      PubH 6564 Private Purchasers (2)*                      PubH 6565 Innovation of HC Services (2)</p> <p>MBA Enterprise (3.5)                      MBA 6112 Leading Organizations (.5)</p> <p><b>15-19 credits (per credit, not tuition band)</b></p>	<p><b>SPRING YEAR THREE (REGISTER AS MBA)</b></p> <p>MBA Enterprise (3.5 cr)                      MBA 6112 Leading Organization (.5)                      Electives/other requirements (timing at students choice):                      MBA 6315 Business Ethics (2)                      Global Requirement/Int'l travel (4)                      MBA electives depending on global program and Ethics</p> <p>PubH 6596 Legal Considerations (2) eve                      PubH 6527 Healthcare Leadership and Affecting Change (2)*</p> <p><b>16 credits (12-18 band)</b></p>	<p><b>CREDIT DISTRIBUTION</b></p> <p>Must have completed a minimum of 47 credits PubH designator.</p> <p>Must have completed a minimum of 53 credits MBA or CSOM designator.</p>

## 7.5 ACADEMIC POLICIES AND PROCEDURES

MHA Program policies are guided by general University and School of Public Health policies. These policies, however, defer to separate unit faculties for more restrictive or more specific policies and rules.

### GRADING REQUIREMENTS

Faculty grading of individual courses is a "conditional right" of each course instructor with the following constraints:

- The basis for grading, A/F and S/N, must be clearly explained and available to students.
- The Educational Policy Committee must approve the grading of any course that is offered only A/F or S/N.
- The grading for individual courses can be constrained by vote of faculty in any academic unit if it does not violate School or University policies.

### GRADE OPTIONS

Students must take all required courses A/F unless the only grading basis for a course is S/N.

#### Incompletes

- See SPH policy

### GPA REQUIREMENTS

- To complete the MHA degree, a student must maintain a minimum cumulative GPA of 3.0 for all courses used to fulfill degree requirements.
- To be placed in the summer administrative residency, students must hold a cumulative GPA of 3.0 in required courses.

### PROBATION AND DISMISSAL

A student will be placed on probation if in **any** semester the GPA (including cumulative) falls below 3.0 in courses to be used to fulfill MHA degree requirements.

If the student fails to raise the GPA to 3.0 after one semester on probation, they will be reviewed for dismissal.

#### Procedures

- When a student's GPA falls below the standards set for probation, the Program will notify the student.
- Upon receipt to the Program's notification, the student must immediately meet with his/her advisor to discuss plans for remediation and consequences of continued problem.
- Following the student-advisor meeting, the advisor will bring these jointly determined recommendations and plans to the faculty for discussion.
- The faculty will dismiss the student based on the criteria set for dismissal after weighing any special considerations related to acceptable performance for good standing.

### COURSE REQUIREMENTS

The Program Director will determine the required courses, course sequence, and the number of electives required for graduation. All students must complete the required courses in the established sequence unless the student is granted permission to waive, substitute, or withdraw from a course by the faculty. Students must earn a B- minimum in each core class to apply a course toward the degree. If a student earns below a B- they must petition the program director for approval to count the course towards the MHA program.

### COURSE WAIVER, SUBSTITUTION, OR WITHDRAWAL

#### Definitions

- Granting a **course waiver** is approval for the student to be exempt from taking the required course. Although approval to waive a course may be granted, the student must still complete the required number of credits for graduation. The student does not earn credit when granted a waiver.
- **Course substitution** is permission for the student to complete a similar or more advanced course in the same discipline rather than the required course. The faculty, when considering course substitution, will approve the suggested course substitute as a replacement for the required course.
- **Course withdrawal** is approval for the student to withdraw from a required course. The faculty will consider both the request to withdraw and the plan submitted by the student for completion of the course at the same time and grant approval for both.

#### Procedure

- For course waiver, substitution, or withdrawal, the student must first discuss the request with his/her faculty advisor. The student must then submit a petition form that must be approved by: 1) The course instructor, 2) academic advisor, and 3) full-time Program faculty. The written request should contain: prior relevant coursework including



course title, content, text, year taken and university; justification for the request; and any other relevant information. A sample petition form is included in the appendices.

- If approved by the academic advisor, the request must then be submitted to the course instructor for review.
- If approved by the academic advisor and course instructor, the advisor will submit the request to the faculty who will review the request and notify the student of approval or denial within one (1) week.
- A copy of the request and faculty decision will be maintained in the student's file

## ROLE OF ACADEMIC ADVISOR

Every full-time MHA student is assigned an academic advisor prior to entering the Program. The academic advisor's responsibilities are to advise his/her personal and professional development, and assist in locating resources within the University community. Students are encouraged to reach out to their academic advisor at the beginning of the program.

### Advisor Responsibilities

- Prior to the start of the academic year, the academic advisor shall review his/her advisee's admission file to become familiar with the student's background.
- The advisor is responsible for assisting the student in selecting electives; for advising the student in the development of a concentration/ discipline/ area of emphasis; for providing feedback to the student on their general academic progress. The academic advisor is responsible for reviewing and approving course waiver requests.

See section 1.10 for policies on graduate student advising.

## CONFIDENTIALITY POLICY

### Grades

- Student grades are not posted, unless the posting method enables anonymity of students. Grades will not be given out over the phone or in person by staff.
- All faculty have access to student grades in the Program. This enables faculty to evaluate students' performance and intervene when necessary. However, most discussion and review of students is done by cumulative GPA. Grades for students on academic probation are reviewed by individual course.
- It is useful to know the distribution of grades and the cut-off points for each grade. Students may request this information from instructors, when appropriate.

## 7.6 SUMMER RESIDENCY

The summer residency provides full-time MHA students with a consolidated period of time to relate and apply what they have learned in the classroom to a healthcare-related setting. The 12-week residency includes a formal academic assignment called PubH 7596, Residency and Clerkship, 2 credits. Generally, the residency begins mid-May and ends mid-August.

The MHA Program initiates the search for sites and preceptor selection of students in the residency. An MHA faculty member oversees the coordination, assessment, and evaluation of the Clerkship Project, PubH 7596. Each student is also assigned a clerkship advisor who is typically an MHA alumnus.

The MHA Program does not guarantee that all summer residency position will provide a stipend. Each participating organization will determine their availability to provide funding.

### I. OBJECTIVES OF THE SUMMER RESIDENCY

The residency is a vital part of the academic program and provides the students with a consolidated period of time to relate and apply what they have learned in the classroom to a healthcare organization. The purpose of the residency is to provide an introduction to the daily activities of an organization from the perspective of top management.

Whenever possible, the residency is tailored to the interests and professional needs of the students, taking into account previous experience and areas of interest. Obviously, the level of competency achieved will be less for the resident than for the longer administrative fellowships. The student is expected to develop written objectives for the residency, discuss these

with his/her faculty advisor and then with the preceptor. When students have special personal or professional needs that should be considered during the residency, the student should share these needs directly with their residency preceptor.

**The objectives of the residency are:**

1. To observe and study the role, function and style of top management individuals, including the CEO;
2. To understand the goals and planning process of the organization and how they are determined, and to understand the priorities of the organization and how and why they were selected;
3. To analyze the decision-making process at different levels of the organization;
4. To understand the dynamics of relationships between various stakeholders;
5. To obtain an understanding of the operational effectiveness of the organization;
6. To enhance the student's understanding of the health care industry, the organization's strategy and distinctive competencies;
7. To provide an environment to enhance their understanding of, and the controlled application and testing of skills, theories, and concepts presented during the academic year;
8. To strengthen the student's judgment, decisiveness and related administrative skills in a healthcare environment;
9. To provide a basis for developing a code of ethics, philosophy, and a dedication to high ideals and standards of healthcare management; and
10. To provide an opportunity to evaluate the student in relation to his/her needs for professional development and potential for a career in healthcare management.

**Requirements for International Students**

All international students engaged in summer residency/ internships must complete required documentation through the International Student & Scholar Services (ISSS). Students must attend the authorized curricula practical training in order to ensure that they are completing the application form correctly to receive an I-20, which is an immigration document that the employer must receive in order to hire the student. More information about CPT training can be found here: <http://www.iss.umn.edu/fstudent/cpt.html>

In addition, students must provide ISSS with the following items listed below:

1. Name of employer
2. Address of employer
3. Statement of work relating to the field of study
4. Authorization from the advisor also is required

If you have specific questions, please contact ISSS for assistance. Students do not have to schedule an appointment to complete the training, office hours are from 1:30 – 4:00 PM. The address for ISSS is 190 Hubert H. Humphrey Center, 301 19<sup>th</sup> Avenue, South, Minneapolis, MN 55455. Students can direct all of their questions regarding eligibility to work directly to ISSS. The telephone number is (612) 626-7100 or their website address is <http://www.iss.umn.edu/>.

All international students will be responsible for completing their visa requirements and other necessary documents to enable them to be employed for the summer at a residency site well in advance of the start date of the residency.

## II. REPRESENTATIVE STRUCTURE OF THE RESIDENCY

### A. Orientation

A comprehensive orientation to the mission, philosophy, operational framework and external relationships of the host organization is an essential starting place for the orientation of summer resident. Typically, a student will spend about two weeks in orientation before moving on to projects and other residency experiences. During this time, the student is expected to compile information on the residency site, which is maintained in the Program's residency files for reference use.

### B. Projects

A major component of the residency should be assigned projects. During the summer, a student should engage in detailed staff assignments designed to give practical experience at various administrative levels. To ensure that the student gains a well-rounded health administration experience, it is important that projects be viewed in the aggregate when planning the residency. Several of the projects should carry the student broadly across the organization or should include several different operational areas of the institution. These activities may include assisting in the preparation of the annual budget of the capital budget, the collection of data to analyze problems of high organizational priority, or participation in strategic planning efforts.

A formal requirement of the Program during the residency is the completion of a written **Management Report** to meet the requirements of PubH 7596 (2 credits). The responsible faculty for the report are members of the MHA faculty. Written guidelines for PubH 7596 are distributed to you in April. It is not expected that the student will use free time in the completion of this formal course requirement.

C. **Access to meetings**

The resident can benefit by attendance at a variety of internal and external meetings. Arrangements should be made to facilitate attendance at meetings of the management staff, medical staff, governing board, or clients. The students have been instructed that the subjects of these meetings may be very sensitive and are confidential. The student and the preceptor should discuss how sensitive information concerning the organization is to be handled internally and externally. Since there are many meetings within firms, it is suggested that the resident prepare a plan for meeting attendance early in this summer. So that the objectives of the organization are protected, it is imperative that student's minutes receive preceptor critique and evaluation.

### III. RELATIONSHIP BETWEEN THE PRECEPTOR AND THE RESIDENT

The relationship between the preceptor and the resident is key to the summer experience. For this reason, we suggest that the student have a preceptor as a point of contact in the general management of the organization. Fulfillment of the student's learning potential will depend upon the acceptance of opportunities by the student and motivation by the preceptor to provide an environment conducive to a creative and constructive learning experience. It is hoped, for example, that the projects will require the student to undertake a search for information, formulate a plan for action and make recommendations, including alternatives. In this process, it is critical that the student have the opportunity to discuss and receive feedback on the total project.

It is necessary that the preceptor discuss with the resident his/her progress and challenges facing the organization on a regularly planned schedule (about once each week). Also, observations about problem solving processing employed by the organization, as well as the skills and knowledge necessary to these processes should be included.

It is expected that members of the management staff will participate, in varying degrees, in the training of the resident. To accelerate the development of these relationships, it is recommended that the resident have an opportunity to attend as many meetings of the management staff as time permits.

### IV. RELATIONSHIP BETWEEN THE PRECEPTOR AND THE UNIVERSITY

At the conclusion of the residency, the preceptor will be requested to submit a written evaluation of the resident's experience and performance on forms provided by the Program office. The preceptor should discuss his/her evaluation of the student in order to maximize personal and professional growth and development.

The Program will also request that the student evaluate the residency site in order to have information about various sites available to future students and faculty. The resident is expected to discuss his/her evaluation of the residency with the preceptor.

The Program will make information about the student available during residency placement. It is the responsibility of the student to schedule an interview and to provide a current resume to the residency organization.

### V. FINANCIAL ARRANGEMENTS FOR THE RESIDENT

The residency is expected to continue for approximately 12 weeks. Arrangements for the entire summer schedule should be developed between the preceptor and the resident.

The resident will be paid a stipend. The MHA leaves it to the discretion of the individual institution to provide a stipend commensurate with the amount provided to other students working in a similar capacity. For those organizations which do not have any other administrative residents or would like guidelines, the MHA Program recommends a stipend of \$3,200 per month.

It would be helpful to provide as much information as possible about the organization to the student resident prior to the beginning of the residency. This may be done during the initial interview or immediately prior to the start of the residency. Housing information is also helpful to students who will be relocating for the summer.

Health insurance may either be provided by the organization or obtained by the student from Boynton Health Services at the University of Minnesota. It is the responsibility of the student to make arrangements for health insurance.

Each student is expected to confirm with his/her preceptor the starting date, salary, and insurance arrangements.

Other prerequisites are at the discretion of the preceptor.

## VII. SUMMER RESIDENCY/CLERKSHIP CONTRACT

All students pursuing a required summer residency must complete a contract prior to beginning the experience. The online contract form provided streamlined process that is comprehensive for you, your preceptors, and your faculty advisor.

### 7.7 ACTIVITIES

#### DEBRIEFINGS

Full-time course debriefings of first- and second-year classes occur each semester. Debriefings are open meetings attended by program leadership and students. The purpose of the meetings is to gather constructive feedback on the curriculum and courses taught the previous semester. Special attention is paid to course competencies, learning, outcomes, and course sequencing..

#### GRADUATION

The full-time MHA Graduation Banquet is a formal event typically held at a venue close to campus. Students, their guests, the faculty, staff and spouses are invited. This event includes a program with speakers, awards, and recognition of individuals. A sample program can be found in the appendices.

Costs for this event are shared by the students and the Program. The Program covers the meal cost for faculty and staff, and 3-4 first-year students. The first-year students are members of their social committee. By attending this event, they get a sense for what is expected of them. They usually help by greeting guests and helping with logistics.

Graduating students cover their meal costs and the cost of their guest(s) meal. Class dues are often used to cover some of these expenses. If the event occurs on campus, the Program covers room reservation costs.

In past events, a cash bar has been available. All expenses for alcoholic beverages must be covered by the student or their guests.

As part of the program, the Program Director makes comments and presents the following awards:

- The James A. Hamilton Award for the graduating student who has demonstrated the greatest promise of achievement, as voted on by those in the graduating class.
- The Steward C. Thomson M.D. Memorial Award in recognition of Enthusiasm, Fraternalism and Selflessness, as voted on by those in the graduating class.

Students are encouraged to individualize the event as much as they like. Previous classes have had guest speakers, slide shows, music, etc. All classes have presented the award for outstanding faculty at the graduation dinner.

#### MENTORING

Mentoring students in the full-time MHA Program occurs at many different levels. First, all newly admitted students are welcomed to the Program by an alum in their region. Second, there is a formal mentoring program coordinated by the Alumni Association the School of Public Health. This program matches first-year students with an alum who has volunteered to serve as a mentor. Third, and more importantly, students are encouraged to call on alums from all over the country to help them in their coursework and to secure summer residencies and employment.

#### MHA CONNECT

MHA connect is a peer leadership program designed to be a dynamic support system for students by students. MHA Connect pairs up an incoming student to a seasoned second-year student providing valuable perspective and information to new students on adjusting to the demands and opportunities with the MHA Program.

Second year students serve as role models by providing advice and strategies on how to avoid any academic, social and personal pitfalls that new students are often challenged with. Second year students also serve as bridge builders and help eliminate barriers by connecting new students with available resources and services offered by the University.

The Program will offer opportunities for students to connect with one another early in the first semester and throughout the year. Connecting new students with second year students has proven to be a great model for student success and fosters deeper connections in the MHA Program.

## THE MINNESOTA LEADERSHIP EDGE

Among the many distinguishing marks of the full-time Minnesota MHA Program is the Leadership Edge. The Minnesota MHA devotes considerable effort and resources to the professional development of our students, an emphasis that is especially helpful to students with limited work experience. The MHA Program, in collaboration with LeaderSource, has developed the Leadership Edge, a program to accelerate the professional development and sharpen the leadership skills of MHA students.

Started in 2000, the Leadership Edge is a comprehensive program taking the participant from assessment to individual coaching. This investment in helping students transition from the classroom to the boardroom enhances the success of Minnesota graduates in competing for positions with the greatest leadership potential.

### Leadership Edge Components

- **Student Assessment**—each student completes a series of assessment tools administered to gauge the student's leadership qualities.
- **Assessment Feedback**—executive coaches interpret the results of the survey tools in a two-hour debriefing process. The student is given suggestions for furthering their leadership development and directing their career interests.
- **Personal Coaching**—each student is assigned a personal coach who provides five hours of one-on-one coaching on the assessment results, career counseling, and networking opportunities.
- This comprehensive professional development program, composed of assessment, feedback and coaching, provides Minnesota MHA graduates with a customized leadership edge that is unmatched in healthcare administration programs.

## CLASS GOVERNANCE

Students in the first- and second- year classes elect class officers each year. Typically, the following positions are available:

- President
- Vice President
- Treasurer – to manage class savings account for social events and graduation
- Secretary – keep minutes, send thank you notes, advertise events. Announce the results of the class election. Convene class reunions, communicate class news.
- Professional Development representative – serve a liaison to ACHE and assist with annual Congress in March in Chicago. Includes leadership role as student on ACHE board.
- Social representative – 1 or 2 individuals who plan and oversee class social events and intramural sports participation and attend the graduation dinner
- Community service representative – 1 or 2 individuals who organize the class's participation in 1-2 service activities each semester
- Social Committee – a 2nd year committee responsible planning the graduation roast and dinner
- Alumni representative to the MN Alumni Association – a second-year student elected in May of Year One.
- Student representative to CHIP, the Center to Health Interdisciplinary Programs within the Academic Health Center
- Student representative to the School of Public Health Student Senate
- Faculty representative
- Fundraising representative
- SPH Senate representative

## CONFERENCE ATTENDANCE/TRAVEL POLICY AND PROCEDURES

The MHA Program may provide up to \$1,000 in professional conference reimbursement to full-time students over the course of their two-year program, based on funding availability. Contact program staff for details.

## 7.8 SCHOLARSHIPS

### FULL-TIME MHA SCHOLARSHIPS POLICIES AND PROCEDURES

The purpose of this policy is to set forth the guidelines for awarding and disbursing scholarships to MHA students. Scholarships are intended to defray the cost and encourage students to complete the MHA Program at the University of Minnesota. Some of the scholarships awarded have specified criteria for eligibility, and are based on academic performance, financial need, and demonstrated leadership potential. The scholarship package may include employment (research assistantship), students selected to work as RAs assist with faculty research, program projects, or recruitment. It is important to understand that some scholarship awards can change the amount of a financial aid award package; however, scholarships awarded do not require reimbursement. The award amount of a scholarship may vary at the discretion of the

MHA Program. Some scholarship awards are disbursed in one-half amounts and applied towards tuition and fees during each registration period. Each scholarship is subject to eligibility requirements and fund availability.

**Requirements:**

A student must maintain a full time course load (minimum of 12 credit hours) each semester. Scholarship award is subject to program criteria evaluation at the end of each semester for which it has been awarded (Note: eligibility will be determined at the end of each semester).

Scholarship recipients must maintain the required cumulative grade point average. Grades are subject to review on a term-by-term basis. Any scholarship recipient who earns a semester grade point average of less than 3.0 will automatically forfeit the scholarship. Students receiving scholarship awards who withdrawal from the MHA Program and/ or the University must notify the Program.

Scholarship funds can be applied to not only tuition, fees, textbooks costs, but also toward on-campus and off-campus housing, and meal costs or as otherwise stated in each scholarship description.

The maximum length of the scholarship is four (4) consecutive semesters beginning with the recipient's initial acceptance of that award, unless the student is pursuing a dual degree.

**Criteria for Eligibility:**

Overall grade point average of 3.0 or higher

A Legal U.S resident or an eligible non-citizen (International students)

Be admitted to the MHA Program and a degree seeking student

Student must maintain satisfactory academic progress.

Maintain a cumulative grade point average of 3.0 for each semester awarded

**How Scholarships are Awarded:**

Scholarships for newly admitted students are awarded based on GPA, test scores, interview ratings, and the recommendation of the Admission Committee.

Awards for second year students follow a different process. Second year scholarships are based on a combination of academic performance and demonstrated leadership potential. Leadership potential is demonstrated through school, Program, class, and professional involvement and initiative.