Michigan State University
Program in Public Health

STUDENT

HANDBOOK

Fall 2013
Spring 2014
Summer 2014
Fall 2014

Updated August 02, 2013

College of Human Medicine
Michigan State University
East Lansing, Michigan, USA
www.publichealth.msu.edu

MICHIGAN STATE
U N I V E R S I T Y | Public Health

This handbook is intended to be used in conjunction with the official sources of information on graduate study published by Michigan State University's Graduate School and is, therefore, not a comprehensive document.

Table of Contents

Program in Public Health

The MSU Program in Public Health (PPH) was established in 2008 as a program providing opportunities for coursework, research and outreach for those interested in the field of public health. The College of Human Medicine is the administrative body offering graduate study in public health. However, multiple units across Michigan State University actively support the PPH.

Overview of Graduate Program

Public health professions are experiencing renewed focus and professional demands in the wake of national and international health challenges including emerging infections, terrorist activities, environmental contaminations and societal costs associated with uncontrolled chronic conditions. Public health has been described as a "complex network of organizations that coordinates efforts to protect, promote, and improve the health of the population as a whole." Public health is a discipline that is distinct from clinical medicine. Both specialties focus attention on health status yet the target of attention and the means by which health status is addressed can vary. Preventive medicine, health education, control of communicable diseases, application of sanitary measures and environmental monitoring are but a few of the fields that contribute to public health.

Public Health	Medicine
Primary focus on population	Primary focus on individual
Public service ethic, as an extension of concerns for the individual	Personal service ethic, in the context of social responsibilities
Emphasis on disease prevention and health promotion for the whole community	Emphasis on disease diagnosis, treatment, and care for the individual patient
Public health paradigm employs a spectrum of interventions aimed at the environment, human behavior and lifestyle, and medical care	Medical paradigm places predominant emphasis on medical care
Variable certification of specialists beyond professional public health degree	Uniform system for certifying specialists beyond professional medical degree
Lines of specialization organized, for example by: • *analytical method (epidemiology, toxicology)* • *setting and population (occupational health, international health)* • *substantive health problem (environmental health, nutrition)*	Lines of specialization organized, for example, by: • *organ system (cardiology, neurology)* • *patient group (obstetrics, pediatrics)* • *etiology and pathophysiology (infectious disease, oncology)* • *technical skill (radiology, surgery)*
Biological sciences central, stimulated by major threats to the health of populations; research moves between laboratory and field	Biological sciences central, stimulated by needs of patients; research moves between laboratory and bedside
Numerical sciences an essential feature of analysis and training	Numerical sciences increasing in prominence, though still a relatively minor part of training
Social sciences an integral part of public health education	Social sciences tend to be an elective part of medical education
Harvard School of Public Health (2006)	

Many disciplines contribute to the public health workforce such as nursing, nutrition, oral health, health education, social work, epidemiology, laboratory sciences and environmental health. Completion of a graduate degree in public health prepares individuals for opportunities in a variety of organizations. Many individuals work in government positions while others pursue careers with non-profit organizations.

The PPH offers three educational options for students:
- Graduate degree program leading to MPH (42 credits total)
- Graduate Certificates
- Non-transcriptable Certificates

Program in Public Health Mission, Vision and Goals

Mission

       The faculty, students, organizational and community partners associated with the Program in Public Health work toward improving the public's health through multidisciplinary education, providing research opportunities and service activities to help prevent and control disease and illness. The Program in Public Health at Michigan State University operates via traditional and alternative delivery methods in partnership with the public health community.

Vision

       To create a global online learning experience that engages students in the course work and practical training necessary to obtain the knowledge, skills and abilities required to successfully perform as a public health professional in the United States and internationally. This experience will result in public health professionals who possess the ability to effectively assess and apply this knowledge.

Goals

       Educational: Provide students with knowledge about the field of public health as well as the skills necessary to become effective public health professionals.
       Service and Outreach: Provide students with leadership and service skills to enhance population health at local, state, national, or international levels.
       Research: Provide students skills to identify evidence-based health research findings and translate them into public health policy and practice.

Program Components

The program of each MPH graduate degree student shall consist of a minimum of 42 semester credits of coursework beyond a bachelor's degree. The graduate degree is only available through a non-thesis/Capstone (Plan B) option.

Degree Requirements

Master of Public Health (MPH) Degree

The MPH engages students in course work and practical training to obtain the knowledge, skills and abilities necessary to successfully perform as a public health professional. Public health

focuses on the health status of communities and populations and emphasizes disease prevention and health promotion over treatment. Three major functions of public health include assessment, policy development and assurance. Core disciplines contributing to public health include biostatistics, epidemiology, health policy and management, social and behavioral sciences, and environmental health sciences. To obtain the MPH degree, the student must complete a minimum of 42 semester hours of coursework and a Culminating Experience consisting of the Practicum and Capstone Paper. The Culminating Experience replaces a thesis and serves as the final evaluation of a student's learning. The Core Competencies of Public Health Professionals are demonstrated during the Practicum experience. The core courses may be taken in any order. However, we strongly recommend students enroll in HM 801 as one of the first courses.

 Completion of the MPH degree program consists of the following:

1. Complete the following required courses (18 credits) ***with a minimum GPA of 3.0***:
      HM 801 Introduction to Public Health   3 credits
      HM 802 Biostatistics for Public Health   3 credits
      HM 803 Epidemiology for Public Health   3 credits
      HM 804 Public Health Administration   3 credits
      HM 805 Social and Behavioral Aspects of Public Health   3 credits
      HM 806 Environmental Factors of Health   3 credits

2. Complete 18 credits of elective coursework. Potential elective courses are identified as those that prepare each student to be successful in the area in which they plan to practice. Students should submit an elective course request form to the Program Office prior to enrolling in any non-PPH elective course. There is no guarantee that any courses taken outside of the Program in Public Health curriculum will be approved for credit toward an MPH. The student is responsible for obtaining permission from the Program before enrolling in non-PPH electives.

3. Complete a Culminating Experience (6 credits) with the following required courses:
      HM 891 Introduction to Public Health Practicum   1 credit
      HM 892 Public Health Practicum   3 credits
        (*A minimum of 3 credits is required. If a student
        enrolls in an 8-credit Practicum, the remaining
        5 credits are considered extra and cannot be
        used toward elective credit.*)
      HM 893 Public Health Capstone   2 credits

The Practicum Experience

      The Practicum Experience consists of two courses: HM 891 Introduction to the Public Health Practicum and HM 892 Public Health Practicum. HM 891 is a 1-credit, self-directed course in which students identify and develop a Practicum experience focused on a selected area of interest. HM 892 is a minimum 3-credit experience which represents an opportunity for students to fully appreciate and integrate material learned in the classroom in a real world setting and to gain applied experience in the field of public health. A student's previous/usual professional activities do not suffice to fulfill the Practicum requirement. If the Practicum Experience is completed at a student's current place of employment, the project must not be a part of their normal job responsibilities. Concurrent enrollment in HM 891 and HM 892 is allowed; however, students must allow sufficient time (at least two weeks) between completion of HM 891 and the beginning of the Practicum Experience as detailed in the Culminating Experience Handbook. Enrollment in HM 892 requires a passing grade of at least 3.0 in each of the 6 core courses. It requires a

commitment of 240 hours with a minimum 120 hours of face-to-face time. Students may take the Practicum in a single semester by registering for a minimum of 3 credits with HM 892 or, depending upon the nature of the Practicum experience, students may complete the Practicum over one or more semesters with approval from their advisor. In the latter case, students will register for 1-3 credits each semester, provided the student takes a minimum of 3 Practicum credits in total. Students may not use Practicum credits that exceed the 3-credit minimum to satisfy the elective course credit requirement for the MPH.

Evaluation of the Practicum consists of student journal entries, Practicum deliverables, and assessments conducted by the site mentor. The student's advisor then reviews the student's overall Practicum performance against the original goals, objectives and deliverables proposed, progress reports, and other feedback provided by the site mentor using the Practicum Experience Grading Rubric.

The Capstone Paper

The Program in Public Health Capstone Paper is the final requirement for completion of the MPH degree and serves as the final examination replacing a thesis or oral examination. This final major paper provides evidence of the student's ability to synthesize and integrate the knowledge acquired during their degree program and Practicum. As such, it may not be undertaken with any of the core courses or electives. The paper must demonstrate the student's ability to apply their understanding of the 5 core public health disciplines to the topic, project, or problem at hand. Evaluation of the Capstone Paper is done by both an advisor and the program director. If more than one grade discrepancy exists between the two evaluations, a third evaluator is sought.

Sample Student Calendar

Semester	Course(s)	Credits
Core Courses		
1	HM 801 Introduction to Public Health	3
1	HM 802 Biostatistics for Public Health	3
1	HM 803 Epidemiology for Public Health	3
2	HM 804 Public Health Administration	3
2	HM 805 Social and Behavioral Aspects of Public Health	3
2	HM 806 Environmental Factors of Health	3
	Core Courses Sub-total:	**18**
Electives		
3	Electives (3 @ 3 credits)	9
4	Electives (3 @ 3 credits)	9
	Elective Courses Sub-total:	**18**
Culminating Experience		
5	HM 891 Introduction to Public Health Practicum	1
5	HM 892 Public Health Practicum	3
5	HM 893 Public Health Capstone	2
	Culminating Experience Sub-total:	**6**
	Total Credits:	**42**

Graduate Certificates

The Program in Public Health offers a variety of Graduate Certificates designed to give students expertise in a particular area. These certificates allow students to begin specialization in their desired field before graduation, and subsequently gain a head start in their career. Similarly, Graduate Certificates allow current public health professionals to quickly and inexpensively develop a career competency that will enrich their work experience or prepare them to take their careers to the next level.

The Program in Public Health offers two forms of Graduate Certificates. The first, which is transcriptable, allows students to earn college credits while concentrating on a particular area of study. Certificates are also available for lifelong learners (professionals and others) who may be interested in learning more in a concentrated area of study without a need or desire for earning college credits.

The Core Disciplines of Public Health certificate is administered by the College of Human Medicine and is available as an elective certificate to students who are enrolled in masters or doctoral degree programs at Michigan State University. Students earning their MPH degree are not eligible to enroll in this certificate. Students who are interested in the certificate must contact the Program in Public Health. With the approval of the department, school or college that administers the student's primary degree program, courses that are used to satisfy the requirements for the certificate may also be used to satisfy the requirements for the master's or doctoral degree. The student's program of study must be approved by the student's advisor for the certificate.
More information about each Graduate Certificate offered by the Program in Public Health can be found at: http://publichealth.msu.edu/pph/index.php/graduate-studies?id=17

Non-transcriptable Certificates

Individuals may enroll for a certificate through MSU Lifelong Learning. Non-transcriptable certificates are designed for individuals who are not interested in pursuing a graduate degree but are interested in personal or professional development. Up to 9 credits may be transferred to the degree program in the event an individual is later interested in enrolling in the graduate degree program. Students interested in transferring to the MPH program must follow the full application process required of all MPH degree seeking students. Furthermore, no guarantees exist that those students would be admitted to the full degree program.

Dual Graduate/MPH

To be considered a dual degree applicant you must be currently enrolled in a second MSU graduate program. Applicants who have not yet been accepted to another MSU graduate program are not considered dual degree students and should submit all the requirements for the MPH application.

An MPH student's status may change to that of a dual degree student (dual/MPH) after admission to another MSU graduate program. It is the responsibility of the MPH student to notify the Program office *and* their MPH advisor regarding acceptance into a second graduate program. The current student status, completed curriculum, and opportunities for completing the dual degree program will be reviewed so a decision to proceed can be made. If a student's MPH status changes to the status of a dual degree student, a proper curriculum plan will be developed for both degree programs at that time.

Dual Undergraduate/MPH

Undergraduate dual enrollment provides an opportunity for academically talented undergraduate students to enroll in graduate courses and conduct research towards a graduate degree while completing the last two years of their bachelor's degree(s) programs.

To be considered for dual enrollment, the student must first file an application for admission to graduate study and be admitted into a graduate program. Subsequent to admission to a graduate program, in regular status, the student must complete a Request for Dual Enrollment Status form available from the Office of the Registrar. A student who is accepted for dual enrollment can be admitted to both the undergraduate and graduate degree programs upon reaching junior standing.

Within the first semester of dual enrollment, the student's graduate degree program advisor must be identified and the appropriate graduate degree guidance committee established. The advisor and committee assist the student in developing a program of study for the graduate degree. Admission to graduate study must be approved before graduate courses are undertaken. Credits completed prior to admission to graduate study *cannot* be applied toward a graduate degree program.

A student will be classified as an undergraduate until the minimum number of credits required for a first bachelor's degree is completed. When the student is classified as a graduate student, eligibility begins for graduate assistantships, other forms of graduate student financial aid, and those services and prerogatives normally reserved for graduate students.

A student pays undergraduate tuition up to the total number of credits required for a first bachelor's degree(s) in his/her major(s), at which point graduate tuition is applicable and students are eligible for graduate fellowships and assistantships. If approved by the graduate program, a maximum of 9 credits, at the 400-level or higher, from the undergraduate degree program can be applied toward the requirements for the graduate degree program for credits completed after admission to graduate study.

In semesters when the student is dually enrolled, federal financial aid designated for the first bachelor's degree (Federal Pell Grant and Federal Supplemental Educational Opportunity Grant (SEOG)) will be determined based upon the number of undergraduate credits only. Awards will be manually adjusted as necessary once the student is registered. Students are not eligible for financial aid as a graduate student until the semester after the minimum number of credits required for the first bachelor's degree has been earned.

Checklist for Completion of Degree

There are a number of things students should consider when preparing to graduate.

- Students should check with their advisors to make sure all requirements have been met, and that all necessary forms have been signed and forwarded to the appropriate offices. Please do this early in the semester.
- Students need to apply to graduate during the first week of the semester in which they intend to graduate (this may be done online at http://www.reg.msu.edu/StuForms/GradApp/GradApp.asp). If the intention is to graduate at the end of the spring semester, one should apply to graduate during the first week of the spring semester.

- Visit the Graduate School at 118 Linton Hall or go to http://grad.msu.edu/graduation/ for information about graduation, commencement, etc.

Admission Requirements

Admission to the MPH degree program is a multi-step process. Due to the distance learning methods used for the required coursework, students must have access to specific technology. Also, a practical experience is required to complete the program and some limitations regarding available geographic regions exist. Applicants may be required to participate in an interview process.

Master of Public Health (MPH) Degree

Application requirements include the following items:

- MSU Graduate School Application for Graduate Study
  http://grad.msu.edu/apply/online.aspx
- $50 Application Fee
- Bachelor's degree from an accredited college or university
- Official copies of transcripts from all post-secondary institutions attended (Minimum 3.0 GPA)
    - If international transcripts do not state that a degree was granted, a copy of the applicant's diploma is also required.
    - Chinese applicants are required to arrange for a verification report of their transcripts with the China Academic Degree and Graduate Education Development Center (CDGDC). The report is to be mailed directly to the department from the CDGDC. For more information, visit www.cdgdc.edu.cn.
- Test results from a standardized graduate or professional school test
- PPH Supplemental Information Form
- Three letters of recommendation (http://grad.msu.edu/apply/docs/recommendation.pdf)
- Personal essay describing interest/experience in the public health discipline and career goals
- Resume and/or CV
- English Proficiency Exam (TOEFL, MELAB, MSUELT, or IELTS) for international students
- Proof of financial status for international students

Non-transcriptable Graduate Certificate

All applications for Graduate Certificates require the following items:

- MSU Lifelong Education Application for Graduate Study
- PPH Supplemental Information Form
- Personal essay describing interest/experience in the public health discipline and career goals
- Resume and/or CV
- Official test scores from an English Language Proficiency Exam (TOEFL, MELAB, MSUELT or IELTS) Institution code: 1465 for international students

Transcriptable Graduate Certificates

Transcriptable Graduate Certificates also require the following:

- Bachelor's degree from an accredited college or university
- MSU Graduate Certificate Application
- $50 application fee
- Official copies of transcripts from all post-secondary institutions attended (Minimum 3.0 GPA)
  - If international transcripts do not state that a degree was granted, a copy of the applicant's diploma is also required.
  - Chinese applicants are required to arrange for a verification report of their transcripts with the China Academic Degree and Graduate Education Development Center (CDGDC). The report is to be mailed directly to the department from the CDGDC. For more information, visit www.cdgdc.edu.cn.
- Three letters of recommendation (http://grad.msu.edu/apply/docs/recommendation.pdf)

Dual Graduate/MPH Degrees

All dual degree applications require the following:

- Copy of MSU Application for Graduate Study (sent from dual degree program)*
- Bachelor's degree from an accredited college or university
- PPH Supplemental Information Form
- Letter of support from dual degree program advisor
- Personal essay describing interest/experience in the public health discipline and career goals and how it relates to their dual degree
- Resume and/or CV
- English Proficiency Exam (TOEFL, MELAB, MSUELT, or IELTS) for international students

*COM, CHM, and CVM do not share applications or transcripts. Students who belong to those programs must also submit the following:
- MSU Graduate School Application for Graduate Study
  http://www.msu.edu/user/gradschl/apply.htm
- Official copies of transcripts from all post-secondary institutions attended (Minimum 3.0 GPA)
  - If international transcripts do not state that a degree was granted, a copy of the applicant's diploma is also required.
  - Chinese applicants are required to arrange for a verification report of their transcripts with the China Academic Degree and Graduate Education Development Center (CDGDC). The report is to be mailed directly to the department from the CDGDC. For more information, visit www.cdgdc.edu.cn.

The Program in Public Health offers the following dual degrees:
- DO/MPH
- MD/MPH
- DVM/MPH
- MSW/MPH
- PhD Social Work/MPH
- MBA/MPH*

- LLM/MPH*
- MS Criminal Justice/MPH*
- MS Food Safety/MPH*
- RD/MPH*

*Under Development

Dual Undergraduate/MPH Students

Application requirements for dual undergraduate/MPH applicants require the following:

- MSU Application for Graduate Study
- $50 Application Fee
- Current enrollment in an undergraduate program at Michigan State University
- A Request for Dual Enrollment Status form (available through the Office of the Registrar) signed by undergraduate advisor or accompanied by an e-mail of acknowledgment
- Official copies of transcripts from all post-secondary institutions attended (Minimum 3.0 GPA)
  - If international transcripts do not state that a degree was granted, a copy of the applicant's diploma is also be required.
  - Chinese applicants are required to arrange for a verification report of their transcripts with the China Academic Degree and Graduate Education Development Center (CDGDC). The report is to be mailed directly to the department from the CDGDC. For more information, visit www.cdgdc.edu.cn.
- Test results from a standardized graduate or professional school test
- PPH Supplemental Information Form
- Three letters of recommendation (http://grad.msu.edu/apply/docs/recommendation.pdf)
- Personal essay describing interest/experience in public health discipline and career goals
- Resume and/or CV
- English Proficiency Exam (TOEFL, MELAB, MSUELT, or IELTS) for international students
- Proof of Financial Status for international students looking to apply for a student VISA

Program in Public Health Technical Requirements

The Program in Public Health (PPH) is an online program. The following are the minimal requirements for participating in program courses.

- All students must be in compliance with the MSU Acceptable Use Policy for MSU Information Technology Resources and MSU Privacy Policy.

- *MSU Privacy Statement*
  Know your rights and University Policy:
  > MSU expects that you will respect the rights of faculty and other students as you participate in the educational process. Participating in a D2L (Desire2Learn) course means that you may have access to personal information and academic work produced by other students and faculty members, such as discussion board postings, drafts of papers and other work produced in the course. Academic norms and MSU policy require that you must not reveal any information about classmates, course work content, or its authors to anyone outside the course.

Students should be aware that their use of D2L materials and communication tools in a particular course may be observed and recorded by the instructor of that course. These observations and records may include a student's access to online library materials linked through the D2L course website. Use of these observations and records must conform to the use and release of confidential student records as described in MSU's [Guidelines Governing Privacy and Release of Student Records](#). Students may link to library resources directly, without linking through D2L, using the [Library website](#).

- All students must have access to a computer which enables them to complete all coursework, general curricular requirements, and receive academic-related e-mails within their designated program. This computer must be equipped with a microphone and have video conferencing capabilities (i.e. Skype, Google Chat, Adobe Connect, etc.). Students may acquire computer access through the most appropriate option to accommodate their individual circumstances. Students are responsible for knowing how to operate the computer system they choose and the software packages required.

- Courses may require software not previously specified by the Student Handbook. If a course requires software it is clearly indicated on the course syllabus, the textbook list on the PPH website, and the textbook information found through Schedule of Courses. Students are then responsible for acquiring the specialized software necessary to complete specific course requirements.

- All students must have access to a personal computer with at least 128 MB RAM (256 MB preferred). The student must also have access to a 56 kbps modem (DSL or Broadband Cable recommended).

- Have an MSU e-mail account which will be provided once the student is accepted through the university. All communications will be done through this e-mail account.

Support is available for students 24 hours a day, 7 days a week through the Distance Learning Services Hotline at 517-355-2345 or 1-800-500-1554. Hours for holidays may vary.

Program in Public Health Advisors

All students will be assigned an advisor upon admission to the program. Guidelines for graduate student mentoring from the Graduate School will be used as the resource to describe what students may expect. These guidelines are available at: http://grad.msu.edu/researchintegrity/docs/ris04.pdf. Additionally, professional mentoring will be provided from adjunct faculty working in public health during the Practicum experience. Students are encouraged to maintain regular communication with their advisor over the duration of their studies. Advisors are available to assist students with:
- Deciding courses and development of programs of study
- Selection of second degree, additional majors, cognates and certificates
- Review of degree requirements
- Planning enrollment
- Information on dropping courses, adding courses, and withdrawal from the university
- Referral to other University resources
- Discussions of possible internship and study abroad experiences

Students are responsible for knowing and fulfilling all University, College and major requirements. Use the PPH Student Handbook in conjunction with the University's publications of *Academic Programs* http://www.reg.msu.edu/UCC/AcademicPrograms.asp and *Course Descriptions* http://www.reg.msu.edu/Courses/Search.asp.

Students are encouraged to schedule appointments with their advisor. If for some reason a student is not able to keep an appointment, they need to contact their advisor to cancel their scheduled appointment as early as possible so another student may sign up for the appointment time.

Program in Public Health Graduate Course Descriptions

The courses for the Program in Public Health are categorized as core, elective, and Culminating Experience. All core courses are offered online. Students wishing to register for any course not offered by the Program in Public Health, which has not been pre-approved as an elective, *must* obtain permission from the Program office prior to enrollment. If permission is not obtained, no guarantee is made that the credits will be accepted toward the degree. Elective courses change each semester. A comprehensive list of Program in Public Health course descriptions can be found at
http://publichealth.msu.edu/pph/pdf/program_documents/courses_with_semester_061912.pdf

Leadership and Systems Thinking Skills
> Competency in this area is defined as possessing the ability to create and promote an organizational culture of shared learning, values, and vision based on ethical standards of professional public health practice.

Core Competencies of Public Health Professionals

The Core Competencies of Public Health Professionals are a set of skills desirable for the broad practice of public health with varying levels of mastery identified based on each person's background and experience.

The core competencies include:
> Analytical/Assessment Skills
>> Competency in this area is defined as possessing the ability to identify and utilize appropriate data resources to define, assess, and understand the health status of populations, the determinates of health and illness, the factors contributing to health promotion and disease prevention, and the factors influencing the use and success of health services.

> Policy Development/Program Planning Skills
>> Competency in this area is defined as possessing the ability to identify and articulate the health, fiscal, administrative, legal, social and political implications of public health policies and regulations. Competency also encompasses translating such policies into public health organizational structure and programs.

> Communication Skills
>> Competency in this area is defined as possessing the ability to utilize multiple approaches to communicate with individuals and organizations, to present accurate statistical,

programmatic, and scientific information, to facilitate community partnerships, and to promote the expression of diverse opinions and perspectives.

<u>Cultural Competency Skills</u>
Competency in this area is defined as possessing the ability to understand the importance of diversity. One must also understand of the roles of cultural, social, and behavioral factors in the effective delivery of public health services and how to utilize the appropriate methods for adapting approaches to work with all ages and lifestyles of persons from diverse cultural, socioeconomic, educational, racial, ethnic, and professional backgrounds.

<u>Community Dimension of Practice Skills</u>
Competency in this area is defined as possessing the ability to understand the role of public and private organizations in the delivery of community health services and the ability to establish and facilitate linkages with key stakeholder groups to promote the health of the population.

<u>Basic Public Health Science Skills</u>
Competency in this area is defined as possessing the ability to understand the interaction among individuals, public health and healthcare systems within the context of the Essential Public Health Services. One should also possess the ability to apply the basic public health sciences appropriately and in accordance with current relevant scientific evidence.

<u>Financial Planning and Management Skills</u>
Competency in this area is defined as possessing the ability to develop, manage and evaluate public health programs, services, and budgets through the application of human relations strategies.

More information on the Core Competencies can be found at
http://www.phf.org/programs/corecompetencies/Pages/About_the_Core_Competencies_for_Public_Health_Professionals.aspx

Public Health Resources

Students and those affiliated with public health are encouraged to consider membership in their state-affiliated public health association and the American Public Health Association.

The Program in Public Health website provides more comprehensive information of public health resources. http://publichealth.msu.edu/pph/index.php/partners-and-resources

Program in Public Health Policies

<u>Academic Honesty and Integrity</u>
https://www.msu.edu/~ombud/academic-integrity/index.html

Academic dishonesty at Michigan State University is defined by the General Student Regulations as conduct that violates the fundamental principles of truth, honesty, and integrity. The following conduct is specifically cited:
- Supplying or using work or answers that are not one's own.

- Providing or accepting assistance with completing assignments or examinations.
- Interfering through any means with another's academic work.
- Fabricating information or citations.
- Facilitating acts of academic dishonesty by others.

In addition, falsification of admission and academic records and violations of professional standards constitute academic misconduct.

Lectures and examinations must remain the property of the College of Human Medicine and must not be copied from the internet for distribution to anyone who is not registered for this course. Online discussions and exercises are confidential and should not be discussed with others who are not enrolled in the class.

All assignments are to be done on the student's own, without the assistance of additional materials (i.e., internet, texts, articles, other people, etc.) unless students are instructed to do otherwise. This includes weekly assignments and exams.

Any student involved in academic dishonesty will be reported to the Office of Academic Affairs and the Office of Student Affairs and a grade of 0.0 may be issued for the course.

Plagiarism

Plagiarism is defined as taking credit for someone else's work or ideas. It is considered plagiarism if a student submits a piece of work (i.e., an essay, research paper, assignment, laboratory report) which in part or in whole is not entirely the student's own work without fully and accurately attributing those same portions to their correct source. This includes information taken from the internet.

Unless authorized by their instructors, students are expected to do their own, original work on each assignment in each class. A student who recycles his or her course work from one class to another may face an allegation of academic dishonesty. An instructor who believes a student has committed an act of plagiarism should take appropriate action, which includes the issuing of a "penalty grade" for academic dishonesty. Article 11 of the Academic Freedom Report for Students at Michigan State University, or the "AFR," defines a penalty grade as "a grade assigned by an instructor who believes a student to have committed academic dishonesty. . ." A penalty grade can include, but is not limited to, a failing grade on the assignment or in the course.
For examples of what constitutes plagiarism, see:
- http://www.indiana.edu/~wts/pamphlets/plagiarism.shtml
- http://owl.english.purdue.edu/owl/resource/589/01/
- http://tlt.its.psu.edu/suggestions/cyberplag/cyberplagexamples.html
- http://www.library.ualberta.ca/guides/plagiarism/

Turnitin

Consistent with MSU's efforts to enhance student learning, foster honesty, and maintain integrity in our academic processes, instructors will use a tool called Turnitin to compare a student's work with multiple sources. The tool compares each student's work with an extensive database of prior publications and papers, providing links to possible matches and a 'similarity score'. The tool does not determine whether plagiarism has occurred or not. Instead, the instructor must make a complete assessment and judge the originality of the student's work. All submissions to this course may be checked using this tool.

Students should submit papers to Turnitin Dropboxes without identifying information included in the paper (e.g. name or student number), the system will automatically show this info to faculty in your course when viewing the submission, but the information will not be retained by Turnitin.

Student submissions will be retained in the global Turnitin repository.

Attendance

Students whose names do not appear on the official class list for this course may not participate with this class. **Students who fail to log-in during the first two weeks will be dropped from the course.**

Students who miss more than three consecutive weeks of class (i.e. those who do not participate actively in class assignments or activities) and who have not communicated with faculty to be excused from class, will receive a failing grade of 0.0 in the course. If a student is going to be absent from class for one week or more and is unable to complete an assignment on time, the student must inform the instructor in advance to be formally excused and still receive credit for the assignment. ***Students must provide the instructor with an explanation in writing at least 24 hours before the absence.*** E-mails received later than this will not be honored and the student's assignment will not be accepted. If a student has an emergency situation, the instructor must be contacted prior to the assignment due date to make alternative arrangements. Otherwise, the student will receive a 0.0 for the missed assignment(s).

Academic Performance

The following represent the minimum academic standards to maintain enrollment in the program.

- Masters students must maintain a minimum 3.0 cumulative GPA throughout the program of study.
- A minimum grade of 3.0 is required in each core course and is necessary to continue enrollment.
- The accumulation of grades below 3.0 (including N grades in the P-N grading system) in greater than or equal to six graduate credits removes the student from candidacy for the degree regardless of overall GPA.

A student who fails to meet the minimum standards may be required to withdraw from the program at the end of the semester. In the event that a student disagrees with the grade received in a course, he/she should discuss their concerns with the instructor. If this discussion is not resolved to the student's satisfaction, he/she may elect to pursue the process described in the Grievance section of this handbook. Students may request to review their academic folder in the office during regular business hours. An appointment should be made with their advisor to arrange for this.

Students may also be removed from candidacy for the degree for the following reasons: theft or misuse of University property, intellectual dishonesty, or violation of law and/or University rules and regulations. Students have a right to a hearing if they believe their removal from the program somehow included an alleged violation of their rights.

Grading

Final grades are determined based on the student's mastery of the course materials and demonstration of the required skills. Grades will be assigned using the following grading scale. All of these components will contribute to the final grade, which will be determined by professional standards at the graduate level. The final grade will be based on the following criteria:

> 4.0 - Well above expectation
> 3.5 - At expectation (average for graduate students)
> 3.0 - Below expectation (and passing)
> 2.5 - 0.0 Failing

Deferred Grades

Deferred grades (DF) are issued only to graduate students who are doing satisfactory work but cannot complete requirements because of reason(s) acceptable to the instructor. The required work must be completed and a grade reported within six months with the option of a single six-month extension. If the required work is not completed within the time limit, the DF will become U-Unfinished and will be changed to DF/U under the numerical and Pass-No Grade (P-N) grading systems, and to DF/NC under the Credit-No Credit (CR-NC) system. Please reference https://www.msu.edu/unit/ombud/grade-codes.html for further information regarding deferred grades.

Incomplete Grades

Incomplete grades (I) are issued only to graduate students who meet all of the following criteria: (1) have completed 12 weeks of the semester but, because of a compelling reason, cannot complete the semester and/or take the final exam; (2) be passing the course; and (3) in the instructor's opinion, be able to complete the course without repeating the course. If a catastrophic event or serious illness prevents a student from meeting the instructor's deadline for removing an incomplete, the student can request an extension of the incomplete from the instructor. This request will require documentation. Students who fail to meet their deadline and have neglected to contact their instructor will automatically receive a failing grade in the course. Please reference https://www.msu.edu/unit/ombud/grade-codes.html for further information regarding incomplete grades.

Professionalism Standards

Competence in knowledge and skills, responsibility for consequences of actions, professional communication, confidentiality, and withholding personal judgments are all examples of the principles of professionalism expected in the Program in Public Health. Professionalism and professional ethics are terms that signify certain scholastic, interpersonal and behavioral expectations. Among the characteristics included are the knowledge, competence, demeanor, attitude, appearance, mannerism, integrity and morals displayed by the student to faculty, peers and colleagues in other professions.

Students are expected to conduct themselves in a professional manner and to exhibit both the principles and characteristics of a professional student at all times. While students have an obligation to assist their fellow students in meeting the common goals of their education, students have an equal obligation to maintain the highest standards of personal integrity.

The permanence and written nature of online postings may cause them to be subject to higher levels of scrutiny than many other forms of communication. Therefore, the postings on D2L and on social networking sites are subject to the same standards of professionalism as any other personal or professional interaction, and will be treated as if made in a public forum.

As a Program in Public Health student, one must meet certain professional standards and take on professional responsibilities such as: behaving in a responsible and professional manner, demonstrating respect for others (peers, faculty, staff, patients, etc.), competence, compassion, personal and professional honesty, social responsibility, confidentiality, teamwork, timeliness, meeting deadlines and communicating in a professional manner.

Grievances

A student who is uncertain about policies or procedures regarding course requirements or course selection should contact their instructor. A student who is uncertain about policies or procedures regarding program requirements, or any other program issues should contact their advisor.

When a conflict arises between a student and an instructor, the student should first attempt to resolve the problem with the instructor. If the student remains dissatisfied with the results of this discussion, the student should consult with the Program Director, who will advise the student with respect to the potential courses of action, which may include filing a request for an academic grievance hearing. If still aggrieved, the student may request a formal academic grievance hearing before the appropriate hearing board. The jurisdiction of a hearing for student grievances may vary, depending on the location of the dispute within the University. For example, the hearing board for a grievance against an instructor takes place in the unit in which the grievance originated. The appropriate venue for grievances or complaints in the College of Human Medicine will be determined by the Dean of The Graduate School.

At times, members of the MSU community may request an *academic disciplinary hearing* to impose sanctions on a student in addition to or other than a failing grades in a course for academic dishonesty. The academic disciplinary hearing would go before an appropriate college hearing board selected by The Dean of the Graduate School.

The student may consult with the University Ombudsman at any stage of the dispute, the earlier the better. The University Ombudsman is an official, chosen from among senior faculty, to whom students at all levels may appeal for assistance in resolving complaints involving academic or non-academic matters. The Ombudsman has broad powers of investigation, including direct and ready access to University officers, faculty and official records. Operating in a confidential, independent and neutral manner, the Ombudsman assesses the validity of each complaint, advises on possible remedies, and, where indicated, actively assists students in resolving their disputes. The Ombudsman also assists students in requesting formal academic grievance hearings in situations where students remain dissatisfied with suggested resolutions. Contact at: N129 Kedzie Hall, (517) 353-8830, *www.msu.edu/unit/ombud* , ombud@msu.edu .

The Graduate School also sponsors a Conflict Resolution Program that involves faculty and graduate students. The program uses a variety of learning strategies to improve student-faculty interactions, student retention, quality of graduate education and conflict resolution strategies. As described, program goals are 1) to introduce interest-based negotiation strategies to faculty and graduate students for use in setting expectations and resolving conflicts, 2) to raise awareness of issues of potential conflict, particularly in doctoral education, 3) to improve graduate handbooks

(where explicit expectations are codified), and 4) to improve retention. More information is available from the Graduate School website at: http://grad.msu.edu/conflictresolution/ .

The official and most complete source of information on academic matters is the Program's *Student Handbook* and the University's *Academic Programs* catalog. Consult them for academic policies, regulations, requirements, and procedures. Web site: *www.reg.msu.edu* and click on Academic Programs. Additional resources for students include *Spartan Life: Student Handbook and Resource Guide*, available at http://www.vps.msu.edu/SpLife/.

Two MSU documents outline the general procedures for conducting a hearing affecting graduate students:
- The Academic Freedom Report (AFR)
- The Graduate Rights and Responsibilities document (GSRR)

Students who wish to review more comprehensive information about Academic Grievance Hearing Procedures can visit https://www.msu.edu/unit/ombud/grievance-procedures/index.html .

Integrity and Safety in Research and Creative Activities
(An excerpt from the Guidelines for Integrity in Research and Creative Activities)

The conduct of research and creative activities by faculty, staff, and students is central to the mission of Michigan State University and is an institutional priority. Faculty, staff, and students work in a rich and competitive environment for the common purpose of learning, creating new knowledge, and disseminating information and ideas for the benefit of their peers and the general public. The stature and reputation of MSU as a research university are based on the commitment of its faculty, staff, and students to excellence in scholarly and creative activities and to the highest standards of professional integrity. As a partner in scholarly endeavors, MSU is committed to creating an environment that promotes ethical conduct and integrity in research and creative activities.

Innovative ideas and advances in research and creative activities have the potential to generate professional and public recognition and, in some instances, commercial interest and financial gain. In rare cases, such benefits may become motivating factors to violate professional ethics. Pressures to publish, to obtain research grants, or to complete academic requirements may also lead to an erosion of professional integrity.

Breaches in professional ethics range from questionable research practices to misconduct. The primary responsibility for adhering to professional standards lies with the individual scholar. It is, however, also the responsibility of advisors and of the disciplinary community at large. Passive acceptance of improper practices lowers inhibitions to violate professional ethics.

Integrity in research and creative activities is based not only on sound disciplinary practice but also on a commitment to basic personal values such as fairness, equity, honesty, and respect. These guidelines are intended to promote high professional standards by everyone- faculty, staff, and students alike.

Integrity in research and creative activities embodies a range of practices that includes:
- Honesty in proposing, performing, and reporting research
- Recognition of prior work
- Confidentiality in peer review
- Disclosure of potential conflicts of interest

- Compliance with institutional and sponsor requirements
- Protection of human subjects and humane care of animals in the conduct of research
- Collegiality in scholarly interactions and sharing of resources
- Adherence to fair and open relationships between senior scholars and their coworkers

Please see http://grad.msu.edu/publications/docs/integrityresearch.pdf for more information.

Integrity of Scholarship and Grades

The statement of University policy that addresses principles and procedures to be used in instances of academic dishonesty, violations of professional standards, and falsification of academic or admission records can be found at http://splife.studentlife.msu.edu/regulations/student-group-regulations-administrative-rulings-all-university-policies-and-selected-ordinances/integrity-of-scholarship-and-grades

Responsible Conduct of Research and Scholarship

The College of Human Medicine supports responsible conduct of research for all students in the college who perform research. Education and training will be provided to assist students.

Student Responsibility Agreement

Each student is required to sign and submit a Student Responsibility Agreement to the Program in Public Health office. The Student Responsibility Agreement is an acknowledgement by the student of the requirements, opportunities, and support offered by the program and also the student's responsibilities while they are part of the program. The Student Responsibility Agreement can be found in the Program in Public Health Student Orientation and attached at the end of the Student Handbook.

Time Limit

Students must complete their master's degree within five years. The semester in which the first class that can be applied to the degree is taken is considered the student's first semester in the program.

Transfer Credits

A student may be eligible to transfer as many as 9 semester credits of graduate course work (excluding research and thesis credits) into the Master of Public Health Program from other accredited institutions with master's programs. These credits cannot be requirements toward a previously conferred degree or certificate. Students interested in transferring credits into their curriculum plans from another university must first complete the transfer request form available on our website (http://publichealth.msu.edu/pph/images/stories/pdf/transfer%20request%20form%20072313.pdf). In addition to this transfer request form, a syllabus from each class requesting to be transferred must be submitted to the Program Office. Students will be notified of the decision and any necessary follow-up by e-mail.

University Committee on Research Involving Human Subjects (UCRIHS)

The University Committee on Research Involving Human Subjects (UCRIHS) is an Institutional Review Board (IRB). Federal and University regulations require that all research projects involving

human subjects be reviewed and approved by an IRB **before initiation**. All projects must receive UCRIHS approval, even those that do not have direct contact with human subjects (such as secondary data sources). Under the regulations, research is defined as a formal investigation designed to develop or contribute to generalizable knowledge. A human subject of research is an individual (1) from whom an investigator obtains data or (2) about whom the researcher obtains confidential information.

Faculty and students must submit the proper forms when the research they will undertake will include actively gathering the data from human subjects as described above, and/or use of either current or established data of human subjects gathered at a previous time. Before a graduate student begins any research project, the student should consult with his or her faculty advisor or chair of the guidance committee. For more information about the review process, contact the UCRIHS office at (517) 355-2180, irb@msu.edu , or go to 202 Olds Hall. You may also find information at http://www.humanresearch.msu.edu/

Withdrawal from the University

A withdrawal from the University occurs when students drop all of their courses within a semester. Students may drop all of their courses through the middle of the term of instruction using the online enrollment system or in person at the Office of the Registrar, 150 Administration Building. For withdrawals that occur before the middle of the term of instruction, courses in which the student is enrolled will be deleted from the official record.

A student may drop a course or withdraw after the middle of the term of instruction only to correct errors in the enrollment or because of events of catastrophic impact, such as serious personal illness. If the student is passing the course, or there is no basis for assignment of a grade at the time of the drop, a W grade will be assigned. If failing, a 0.0 (or N in a P-N graded course) will be assigned. The course will remain on the student's academic record.

For more information, please see http://www.reg.msu.edu/ROInfo/Notices/Withdrawal.asp.

Exit Surveys

A short online survey will be given by the Graduate School to all students who have applied for graduation. The survey asks questions about educational experiences in MSU graduate programs, as well as about immediate professional plans. The Graduate School uses data from this survey when reviewing graduate programs and to guide decisions about services and initiatives for graduate students. The identity of all respondents will be kept confidential and only aggregate information will be made available to faculty and administrators. The students will receive an e-mail message from the dean of the graduate school with a link to the survey. However, students do not need to wait for that e-mail message to complete the survey after applying for graduation. It takes about 5-10 minutes to complete the online survey. Instructions for completing the survey are available at http://grad.msu.edu/etd/

Students receive an additional exit survey from the Program in Public Health upon degree conferral describing their experience with the PPH.

Campus Resources

Academic Computing and Network Services (Computing and Technology Assistance)

ATS Help Desk
Consultants provide computing support by telephone, face-to-face, and e-mail for general computing questions, troubleshooting computer issues, and configuring personal computers to work with the MSU network and mail system. For assistance call (517) 432-6200 or visit www.help.msu.edu

24-hour Distance Learning Service
Provides support for the Desire2Learn course management system (www.d2l.msu.edu) including start-up, technical and access problems, and feature requests. Help with accessing online resources using the MSU Proxy Server, book and article delivery, and help with online courses is also available. Call (517) 355-2345 or (800) 500-1554 or visit http://help.d2l.msu.edu/.

Computer Laboratories
Located throughout campus computer laboratories give students access to the internet, popular software, and printing services. Anyone with an MSU NetID can use these computers. To locate a computer lab on campus, visit www.computerlabs.msu.edu or call (517) 432-6200. Most public computer labs are wheelchair accessible. For detailed information regarding accommodations for persons with disabilities, contact the Resource Center for Persons with Disabilities at (517) 353-9642.

Computer Repair
Provides repair service on PC and Mac hardware and software along with upgrade and installation service for desktop and laptop computers. Walk-in service is provided in 505 Computer Center. For additional information call (517) 353-5266 or visit http://computerrepair.msu.edu/ .

The Libraries, Computing and Technology Training Program (LCTTP)
Offers non-credit courses and workshops that cover a wide range of topics on computing for job training, career development, and/or personal improvement. Class schedules are available on-line at www.train.msu.edu.

MSU's centrally supported e-mail system
Students are expected to activate their MSU e-mail as this is the only address the university will use for sending official communications to students. For more information, read the Student E-mail Communications Notice at www.lct.msu.edu/guidelines-policies/student-email-communications-notice.html. To get started, go to www.mail.msu.edu .

MSU Computer Store
In room 110 of the Computer Center, the MSU Computer Store offers educationally discounted pricing on computers, software, and peripherals. Find out more at www.cstore.msu.edu or call (517) 432-0700.

Spartan Life: Student Handbook and Resource Guide
http://www.vps.msu.edu/SpLife/

This is a helpful resource guide to campus programs and services. It includes rules, regulations, rights and responsibilities that have been established in the interest of intellectual and personal development while protecting individual freedoms.

Campus Driving, Parking and Bicycling
www.dpps.msu.edu

Autos and bicycles used on campus must be registered and parked in accordance with University regulations. Parking on campus during the day is extremely difficult, but after 6:00 p.m., parking permits are not required and parking is more available. During the day, parking is available in a commuter lot which has bus service to campus. You will find vehicle registration, parking and permit information by calling (517) 355-8440, e-mail parkinfo@dpps.msu.edu, or go to 87 Red Cedar Road, East Lansing, MI 48824.

Career Services and Placement
http://www.csp.msu.edu/

Career Services and Placement (CSP), located in the Student Services Building, includes the Career Development Center and the Student Employment Office. CSP provides assistance to students and alumni planning careers and seeking jobs in business, industry, government, social services, and education. CSP conducts workshops on campus on topics such as constructing resumes, interviewing, conducting job campaigns and related topics each week throughout the semester for students and alumni. A number of career fairs are sponsored during the year. A Summer Employment Fair is usually held in February. For information on these Career Fairs, check with Career Development Center staff in Room 6, Student Services Building.

CSP provides walk-in advising for quick questions regarding resumes, job searches or careers at 113 Student Services. Walk-in appointments are limited to 15 minutes and available times may vary from semester to semester. Check for hours posted at 113 Student Services. Regular appointments may be made for more intensive advising on careers and job searches.
Student Employment Office staff help students find part-time and summer jobs on and off campus. All work-study positions are obtained through the Student Employment Office at 110 Student Services. Students must qualify for work-study through the Financial Aid Office before seeking work-study positions.

Registration with Career Development and Placement Service is encouraged for all graduating students. It is particularly important for those seeking employment or planning to continue their education. Students should register for job referrals and on-campus interviewing at the CSP website, http://careernetwork.msu.edu/. Internet access and instructions for accessing the CSP website should be available in any campus computer lab.

Change of Enrollment/Registration

Students who wish to drop and add courses after registration may do so through the fifth day of classes. To add courses after the fifth day, students must contact the department offering the course (after the fifth day, students may continue to drop courses through the middle of the semester). After mid-term, students may drop courses only with the permission of the dean of their college. Students are reminded to check the University Calendar in the Quick Guide to Enrollment and Registration (http://www.reg.msu.edu/roinfo/enrollment.asp) each semester for important dates

regarding dropping and adding courses. Fees charged for late enrollment and fees refunded for dropping courses are also listed in the Quick Guide to Enrollment and Registration.

Correction of Grades

A student's grade may be changed only if the first grade is in error. The time limit for the correction of grades is 30 days after the start of a new semester. The Office of the Registrar reserves the right to audit student records and to correct them as necessary.

Council of Graduate Students (COGS)
www.msu.edu/~cogs

The Council of Graduate Students (COGS) is the University graduate and graduate-professional student governing body. It is composed of one representative and an alternate from each degree granting unit, seven officers, and the graduate student representatives on University committees. COGS' goals are to promote the academic, economic and social aims for all graduate students; establish effective communication among these students and the academic/administrative units of the University; and create channels of effective communication with other student organizations. COGS is located at Rm. 313-316 Student Services, (517) 353-9189. E-mail: cogs@msu.edu.

Counseling Services
http://www.couns.msu.edu/index.htm

The Counseling Center provides developmental and psychological counseling, including assistance in decision-making on immediate issues and long-range plans. Career, ethnic, self-management, sexual assault and substance abuse counseling are also provided. Special group counseling services are available and will be discussed during the initial meeting with the counselor. A Self-Management Laboratory provides resources for students considering self-directed behavioral changes. The Counseling Center is located at 207 Student Services Building. The respective telephone numbers are (517) 355-8270. Regular office hours are 8:00 a.m. to 5:00 p.m., Monday through Friday.

Distance Learning Services
http://www2.lib.msu.edu/about/dls/division-dls.jsp

The MSU libraries maintain a unit to support the research and information needs of faculty and students participating in on-line or off-campus courses. Among the services are supporting the Desire2Learn course management system and providing book and article delivery.

Family Resource Center
http://www.frc.msu.edu

The Family Resource Center offers resource and referral services to assist parents with locating quality childcare, as well as emergency backup childcare services to meet the emergency and short-term child care needs of students, faculty, and staff, and an elder care referral service to assist individuals who are managing the care of a dependent elder. Free pre-finals childcare is offered each semester for the children of Michigan State University student parents. A Student Parent Organization (Student Parents on a Mission) offers peer support for students with children (http://www.msu.edu/user/studentp). The FRC may be reached at (517) 432-3745 ext. 146.

Financial Aid
www.finaid.msu.edu

Over 65 percent of MSU students receive financial aid. Many receive aid from more than one source. The Office of Financial Aid assists students as part of the University's commitment to providing equal opportunity and equal access to all qualified students.

Financial aid advisors are available to answer questions, discuss your needs, or assist with budget planning. Talk with a financial aid advisor as soon as possible. Delays may be costly because some programs have application deadlines. Walk-in service is available and no appointment is necessary.

Office of Financial Aid:
    252 Student Services
    Monday–Friday 9 a.m.–5 p.m.

Telephone:
    Voice: (517) 353-5940
    Fax: (517) 432-1155

Mailing Address:
Office of Financial Aid
Student Services Building
556 E. Circle Drive, Room 252
East Lansing, MI 48824

Learning Resources Center
www.lrc.msu.edu

The Learning Resources Center (LRC) is an individualized learning center that offers assistance to MSU students who want to improve their study skills. The LRC's goal is to help students develop the strategies and techniques necessary to become successful students. The LRC delivers services through professional staff offering individualized consultation as well as seminars in reading; study groups in mathematics; and workshops on learning and study skills, note taking, and time management. Graduate Entrance Examination preparation classes are offered as well. Tutoring services are available during evening hours. For more information, call (517) 355-2363.

Libraries
www.lib.msu.edu

The MSU Libraries house a research collection of approximately 4.8 million volumes as well as non-print materials such as maps, sound recordings, and hundreds of electronic databases. The library also provides a wide range of user services, including extended hours, assistance in using online resources, planning research, and the Assistive Technology Center. Special areas of interest to new students include the Careers Collection, the Financial Aid Collection and the CyberCafe, as well as the Film Series and other free events for students. The Main Library is located on West Circle Drive, across from Beaumont Tower.

The Program in Public Health has a program librarian available to its students. The Program strongly encourages students to take advantage of Abe's expertise as an excellent resource in research.

Abe Wheeler, Public Health Librarian
Phone: 517-884-0893
Email: awheeler@msu.edu
Skype Abe at awheeler.msu

MSU NetID
www.netid.msu.edu

MSU students receive centrally funded NetIDs so they can utilize various electronic resources and electronic mail. Students should activate their MSU NetID and MSU e-mail account even if they already have other e-mail accounts. By setting up the MSU NetID, students can:
- Receive official communications from MSU that are sent to students by e-mail only
- Publish a personal webpage
- Access dial-up services
- Access public computer labs
- Access electronic resources on campus

You will need your PID (Personal Identification Number) and your PAN (Personal Access Number) to activate your MSU NetID.

Office for International Students and Scholars (OISS)
http://oiss.isp.msu.edu/

The Office for International Students and Scholars (OISS) serves international students and international faculty. OISS is a resource center for information and consultation on matters related to the international student and faculty/scholars. The staff is prepared to help in any of the various areas of concern, including academic problems, immigration questions, social health, employment or financial matters. This office also organizes seminars and workshops on topics of interest to the broad University community. These have included immigration regulations, cross-cultural communication, pre-departure programs for graduating students and various training programs. They also publish a very informative handbook, *Welcome to Our Community*, to answer questions you may have about living and going to school in our community. A copy of this handbook can be picked up in the OISS. The OISS is located in Room 103 in the International Center and can be contacted by phone at (517) 353-1720, e-mail: *oiss@msu.edu* .

Office of Cultural and Academic Transitions (OCAT)
http://www.ocat.msu.edu

The Office of Cultural and Academic Transitions (OCAT) constructs supportive social and educational communities that actively involve students in learning. Specifically, they prompt students' involvement in broad-based University learning experiences (e.g., study-abroad, alternative spring break, internships, etc.), while also connecting them to campus resources, people, and programs that lead to deeper student learning and personal success. In part, OCAT accomplishes this mission by building critical alliances and links to academic units. Additionally, OCAT helps students to better understand themselves and others through cultural and social activities. *Student-to-student interaction is the key to benefiting from diversity,* and OCAT strives to bring together individuals as well as groups of students from diverse racial, ethnic, international, and domestic backgrounds for meaningful interactions. Moreover, OCAT supports individual students in their navigation of cross-cultural encounters, and in their own understanding, exploration and development of cultural identity. OCAT employs multiple strategies to accomplish these goals. A few of OCAT's signature programs include the Transition and Cultural Aides, the Maximizing Academic Growth in College program (MAGIC), the Council of Racial Ethnic Students program (CORES), and Internationalizing Student Life (ISL).

Olin Health Center
http://www.olin.msu.edu

Olin Health Center is an outpatient health care facility providing medical, dental, and health education services to the students of MSU. Services are available year round. Olin Health Center is located on East Circle Drive between Berkey Hall and the Grand River Avenue parking ramp. Telephone: 355- 4510. For current information on hours and services, please visit the Olin Health Center website.

Student Records
www.reg.msu.edu

Office of the Registrar keeps student's academic records. Their telephone is (517) 355-3300 and their fax is (517) 353-1935.

Office of the Registrar
Michigan State University
Hannah Administration Building
426 Auditorium Road, Room 150
East Lansing, MI 48824-2603

Resource Center for Persons with Disabilities (RCPD)
http://www.rcpd.msu.edu/

The Resource Center for Persons with Disabilities (RCPD) has staff specialists responding to mobility, visual, hearing, alternative learner concerns, and other handicap populations, thus enabling their involvement in University activities. The RCPD office is located at 120 Bessey Hall and may be reached at (517) 353-9642. Services available are:

Volunteer Reading Services
Oral/Sign Interpreters
Taped Library
Transport Service (on-campus transport)
Optical to Tactile Converter
Environment Accommodation Info or Assistance
Talking Computer Terminal
Assistance in Housing Accommodations
TV Magnifiers
Personal Assistant Referral System
Enlarger/Copier
Student/Faculty Consultation
Kurzweil Reading Machine
Registration Assistance
Telecommunication Device for the Deaf
Campus Orientation

Service Learning Center
http://www.servicelearning.msu.edu/

The Service Learning Center (SLC) provides opportunities for students to integrate academic work with meaningful community service. There are over thirty programs and more than 500 positions

available to students. These positions help to meet established community needs in human service agencies, schools, health agencies, and government.

Students interested in gaining career-related experience through volunteering may contact SLC, complete an application, and interview for a position. Records of students' placements are maintained to verify students' experience. Students may request an SLC transcript. For more information, students should pick up a reference handbook available in room 26 of the Student Services Building.

Student Identification Card
http://idoffice.msu.edu/

Identification cards may be obtained in Room 170 of the International Center and will be issued following the student's initial enrollment. Picture ID is required. Library privileges, access to University buildings, facilities and classrooms, and purchase of tickets and entry into athletic and entertainment events may require the possession and presentation of the ID card upon request.

If you lose your ID card, contact the ID Office immediately at (517) 355-4500, the Main Library at (517) 355-2333, Spartan Cash for meals and Spartan Cash at (517) 355-2274, and Door Access at (517) 355-2222 if you have electronic door access to any facility including the residence halls. You are responsible for all materials checked out of the libraries with your ID card. The cost of replacement of a lost card is $20 (no charge for the replacement of an electronically unreadable card that is not visibly damaged).

Questions concerning Michigan State University ID cards should be addressed to the ID Office at (517) 355-4500.

The Writing Center
http://writing.msu.edu

The Writing Center staff consults with writers at all levels of proficiency and at all stages of the composing process. Call for an appointment at the main location, 300 Bessey Hall, at (517) 432-3610, or stop by and be seen on a first-come, first-served basis at the writing center satellite in the Main Library.

Student Responsibility Agreement

Each student is required to sign a Student Responsibility Agreement. By signing this Student Responsibility Agreement the student acknowledges that they have read and understood the requirements of the program. Students must submit this agreement within one month of receipt of the Student Handbook to the program office via e-mail to info@publichealth.msu.edu or through the mail to:

Program in Public Health
West Fee Hall
909 Fee Road Room 518
East Lansing, MI 48824

I, _____, have received and read through the entire Student Handbook, Culminating Experience Handbook, and Advisor Welcome Letter. I acknowledge the requirements of the program, the opportunities and support accessible to me, and my responsibilities as a student of the Program in Public Health.

_____   _____
Signature   Date

For Office Use Only:

Date Received in Program Office_____