

# **MPH**

# **Program**

**Student Handbook  
2009-10**



**College of Public Health  
The University of Iowa**

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# *Description of Master of Public Health (MPH) Academic Degree Program*

The Master of Public Health (General) degree, which the College of Public Health began offering in the fall of 1999, is a basic professional, practice-based degree. The Master of Public Health (MPH) is required by statute for public health professionals working in certain classifications in many jurisdictions, and it is the oldest degree specifically identified with public health education.

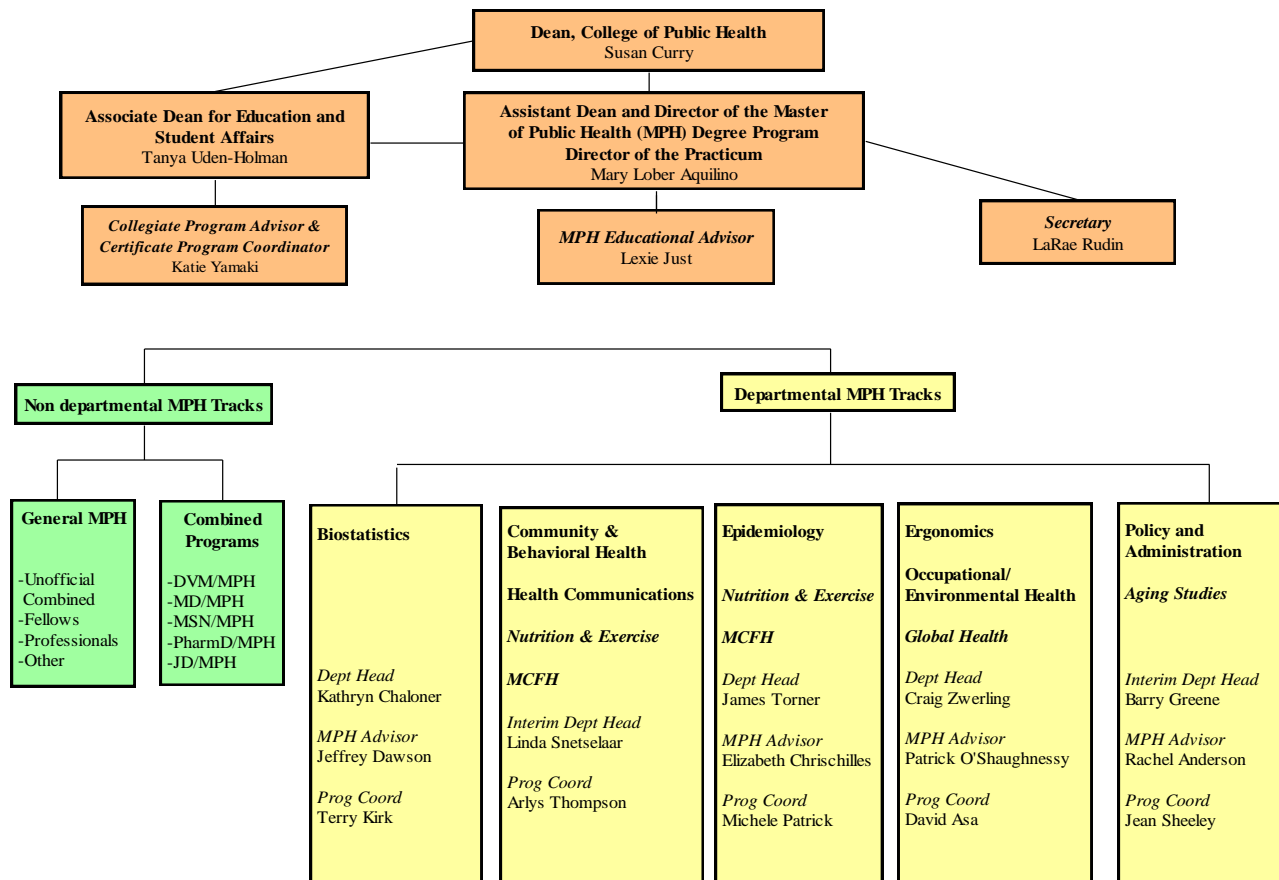
The University of Iowa MPH Program builds on the idea that public health professionals should have a basic understanding of the breadth of public health, as well as training in a specified area of public health to enhance the educational experience. To achieve this goal, all students are required to enroll in a set of core courses totaling 18 hours and to identify a specific area of public health in which they would like to specialize.

Generally, the MPH curriculum consists of a minimum of 42 credit hours completed in four terms (i.e., two academic years), although individuals may take as long as 10 years to complete the degree. However, the number of credit hours can range up to 59 depending on the area of study selected.

With the support of faculty, students may also choose to pursue a combined degree that augments their pre-existing professional background (e.g., law, medicine, nursing, pharmacy, veterinary medicine) with additional course work and training in public health. These students apply to the general MPH program.

Finally, as a capstone experience, all students are required to complete a 3 s.h. practicum, in which they perform work in an approved public health setting. The project, which must fall within the student's area of study, consists of the work performed during the Practicum Experience, a formal report, and an oral presentation or poster session detailing the capstone experience as a whole.

## College of Public Health Master of Public Health Degree Program



## Web links for MPH Degree Requirements and Schematics

**Biostatistics:**

<http://www.public-health.uiowa.edu/mph/about/subtracks/bio.html>

**Community and Behavioral Health:**

<http://www.public-health.uiowa.edu/mph/about/subtracks/cbh.html>

**Epidemiology:**

<http://www.public-health.uiowa.edu/mph/about/subtracks/epi.html>

**Ergonomics:**

<http://www.public-health.uiowa.edu/mph/about/subtracks/ergo.html>

**Health Communication**

<http://www.public-health.uiowa.edu/mph/about/subtracks/comm.html>

**Occupational and Environmental Health:**

<http://www.public-health.uiowa.edu/mph/about/subtracks/oeh.html>

**Policy:**

<http://www.public-health.uiowa.edu/mph/about/subtracks/hpa.html>

**General:**

[http://www.public-health.uiowa.edu/mph/about/degree\\_requirements.html](http://www.public-health.uiowa.edu/mph/about/degree_requirements.html)

**Ageing Study:**

[http://www.public-health.uiowa.edu/mph/about/focus\\_areas/aging.html](http://www.public-health.uiowa.edu/mph/about/focus_areas/aging.html)

**Global Health:**

[http://www.public-health.uiowa.edu/mph/about/focus\\_areas/global\\_health.html](http://www.public-health.uiowa.edu/mph/about/focus_areas/global_health.html)

**Maternal, Child, and Family Health:**

[http://www.public-health.uiowa.edu/mph/about/focus\\_areas/maternal.html](http://www.public-health.uiowa.edu/mph/about/focus_areas/maternal.html)

**Nutrition and Exercise:**

[http://www.public-health.uiowa.edu/mph/about/focus\\_areas/nutrition.html](http://www.public-health.uiowa.edu/mph/about/focus_areas/nutrition.html)

**DVM/MPH:**

[http://www.public-health.uiowa.edu/mph/about/combined\\_degrees/dvm\\_mph.html](http://www.public-health.uiowa.edu/mph/about/combined_degrees/dvm_mph.html)

**Distance DVM:**

[http://www.public-health.uiowa.edu/mph/about/professional\\_programs/mph\\_vets.html](http://www.public-health.uiowa.edu/mph/about/professional_programs/mph_vets.html)

**JD/MPH:**

[http://www.public-health.uiowa.edu/mph/about/combined\\_degrees/jd\\_mph.html](http://www.public-health.uiowa.edu/mph/about/combined_degrees/jd_mph.html)

**MD/MPH:**

[http://www.public-health.uiowa.edu/mph/about/combined\\_degrees/md\\_mph.html](http://www.public-health.uiowa.edu/mph/about/combined_degrees/md_mph.html)

**MSN/MPH**

[http://www.public-health.uiowa.edu/mph/about/combined\\_degrees/msn\\_mph.html](http://www.public-health.uiowa.edu/mph/about/combined_degrees/msn_mph.html)

**PharmD/MPH:**

[http://www.public-health.uiowa.edu/mph/about/combined\\_degrees/pharmd\\_mph.html](http://www.public-health.uiowa.edu/mph/about/combined_degrees/pharmd_mph.html)

# MPH Operational Rules and Regulations

## **MPH Student Responsibilities**

Students must:

1. become familiar with and know the pertinent information in the Manual of Rules and Regulations of the Graduate College. Copies are available from the Graduate College. You may view or download this manual from: <http://www.grad.uiowa.edu/graduate-college-manual>
2. visit with the staff at the Student Disabilities Service office (3100 Burge Hall, 335-1462) if you have or suspect you have a disability that could interfere with the successful completion of your educational objectives. You should also visit their web page at <http://www.uiowa.edu/~sds/> for more information. Additionally, contact your academic advisor or the course instructor(s) and practicum mentor(s) to facilitate your learning process.
3. read and use the course description information that is available on the web to guide your course selection and completion of the Plan of Study. Each department and program has a section describing their courses on their home web page. Information about courses is also available on ISIS <http://isis2.uiowa.edu/courses/>.
4. contact and meet with your academic advisor within the first week of beginning the MPH program to be certain that course selection is appropriate. Students must have submitted a Plan of Study within two months of beginning the MPH program to be eligible to enroll during the early registration period for the following semester. Registration clearance for subsequent enrollment periods will not be released until an approved plan of study is on file.
5. attend the MPH Seminar series. Seminars occur during the fall and spring semester, bi-weekly, from noon to one. The schedule will be provided at the beginning of each semester. If you are not able to attend a seminar, contact the MPH Educational Advisor in advance.
6. be very careful to maintain the highest standards of academic integrity. The advent of on-line resources offers a wide range of readily available material for students. Vigilance must be maintained to avoid plagiarism. Please view the Graduate College Policy on Plagiarism at <http://www.grad.uiowa.edu/manual-part-1-section-iv-academic-standing-probation-and-dismissal#1.4.E>.
7. check e-mail and mailboxes daily. These are the primary methods for distributing important information to you. If you are not receiving e-mail from the MPH program, please contact the MPH Educational Advisor.
8. inform your academic program coordinator of changes to your e-mail, address, and telephone information as there are times when it is necessary to contact students. Be sure to update ISIS as well.

## **Tips for Success**

Students should:

1. make an effort to know what is happening in public health practice, the College, and the University that is related to their specific field of interest. This will facilitate the transition to the workplace by increasing understanding of important public health issues and developing a network of professional colleagues.
2. visit departmental websites to explore the activities of faculty members. Visit with secretaries, administrators, and research staff to stay abreast of developments. Attend journal clubs, seminars, and student association meetings. Read bulletin boards and e-mail. Stay involved!
3. keep up to date with the current literature in public health and in your own specialty field of interest.
4. join and participate, as much as possible, in professional organizations such as Iowa Public Health Association (IPHA) and the American Public Health Association (APHA). Activity in the field enhances the overall educational experience and helps students in their continuing professional development.

5. interact formally and informally with other collegiate students and faculty regarding professional and scientific matters. Begin to develop your networking capacity before you leave the program! You will rely on these contacts in the coming years!
6. utilize collegiate and departmental resources to maximize your educational experience.
7. consult with your academic program coordinator regarding your questions or concerns. Staff members will try to assist with any unresolved problems you may have.

### **Student Organizations, Committees and Service Opportunities**

#### **Student Organizations**

The Office of Student Life (OSL), located in the Iowa Memorial Union (IMU), provides diverse social, cultural, recreational, and educational programs and activities for The University of Iowa community. The OSL assists students and student organizations in designing, building, and maintaining an educational environment that enhances personal growth and fosters the purpose of their organization. Through its programs and services, the OSL is committed to assisting students in becoming a force for positive change within the university community and in society as a whole.

The **College of Public Health Student Association** exists to promote a greater sense of community throughout the college and to enhance interdisciplinary professional development. Please view <http://www.public-health.uiowa.edu/current-students/cphsa/> for more information.

Officers for 2009-10 are:

#### **President**

Gina Flinn (Epi)

[gina-flinn@uiowa.edu](mailto:gina-flinn@uiowa.edu)

#### **Vice President, Finance**

Blake Hanson (Epi)

[blake-hanson@uiowa.edu](mailto:blake-hanson@uiowa.edu)

#### **Vice President, Communication & External Relations**

Jenny Zhang

[jni-zhang@uiowa.edu](mailto:jni-zhang@uiowa.edu)

#### **Co-Vice President, Community Development**

Laura Vonnahme

[laura-vonnahme@uiowa.edu](mailto:laura-vonnahme@uiowa.edu)

#### **Co-Vice President, Community Development**

Cassie Cunningham

[cassie-cunningham@uiowa.edu](mailto:cassie-cunningham@uiowa.edu)

**Other student associations** exist within the College:

Biostatistics Student Association

Epidemiology Student Association

American College of Public Health Care Executives - student chapter: <http://www.public-health.uiowa.edu/hmp/students/ache.html>.

I<sup>3</sup>HSA Student Association (Iowa/Illinois Industrial Hygiene Student Association student chapter): [http://www.public-health.uiowa.edu/oe/current\\_students/iha.html](http://www.public-health.uiowa.edu/oe/current_students/iha.html).

#### **Committee Service**

Each fall, the Dean invites selected students to participate on standing and special ad hoc committees as full voting members. In addition to serving as important sources of information for the CPH student body, these student representatives serve as guides for the faculty and administration regarding the needs of students. These appointments create a formal channel through which student concerns and opinions can be aired.

## **Student Admission Status**

**Note: Please review your letter of admission to determine your status and whether that affects your individual Plan of Study.**

**Regular Student Status:** Students are admitted without any conditions.

**Conditional Student Status:** Potentially successful students not meeting all entrance criteria may be admitted on a conditional basis. Specific additional conditions (e.g., taking remedial courses or maintaining a grade point average for a prescribed length of time) must be met for students to achieve regular student status. Regular status must be reached within two semesters unless otherwise specified. Failure to achieve this requirement will result in dismissal.

Conditional status may be changed to regular status when the requirements of admission are met (within the specified time constraints).

**Professional Improvement Status:** Students in this classification may enroll in courses, but are not eligible to earn a degree.

## **Advising**

You will be assigned an academic advisor to guide you in selecting courses that will both satisfy the requirements to earn your degree and provide the foundation for your professional interests. The selection of the advisor is made on the basis of shared interests, workload, and knowledge of the academic program in which you are enrolled. You are responsible for contacting the advisor at the beginning of each semester to discuss your course selection and progress.

What your academic advisor can do for you:

- Provide information about various fields of study related to your interests
- Provide information about research and service opportunities
- Help you identify appropriate courses for your Plan of Study
- Provide advice if you have academic difficulty
- Write letters of reference for you, if you have made an effort to develop a relationship with your advisor.

If you wish to change advisors, you must initiate the change by discussing the possibility with the newly selected faculty member. Upon approval by the new faculty member, you must then notify the prior advisor, the academic program coordinator, and the MPH Educational Advisor.

## **MPH Plan of Study**

You are responsible for submitting an electronic Plan of Study to your advisor for approval. An approved MPH Plan of Study must be on file with the MPH Program for every student. The plan is due within the first two months of beginning the MPH program. If a plan has not been submitted and approved, registration for the next semester will be delayed. The plan of study must be developed in consultation with your advisor.

The Plan of Study specifically addresses each course required for degree conferral by:

1. listing the course in the semester in which it is offered
2. providing documentation of equivalency, if transfer hours are requested (i.e., a course syllabus, or a final examination)
3. providing a rationale and the appropriate documentation for all waiver requests

When your academic advisor has approved your completed electronic Plan of Study, it is then submitted to the academic program coordinator and subsequently to the MPH Educational Advisor for approval. If there are any problems with the plan, the student will be notified via e-mail that revisions are necessary.

Access to the on-line MPH Electronic Plan of Study is available at: <http://www.public-health.uiowa.edu/MPHPOS/>. You will need your hawk ID and password to access the database. This page will allow you to maintain your plan of study directly.

### ***Change in Plan of Study***

The successful completion of each course listed on your approved Plan of Study is required to graduate. If you drop or add classes, your Plan must be updated with a “Change My Plan of Study” form. **Please update your Plan of Study using the Change My Plan of Study link within 5 days of the start of the semester in which you revise your plan.** The Request for Change in Plan of Study form is available at: <http://www.public-health.uiowa.edu/MPHPOS/>. You will need your hawk ID and password to access the database. Use the “Change My Plan of Study link to add or delete courses from your plan of study.

### ***Transfer Credits***

Students may request that one or more courses be transferred. Criteria for approval of transfer courses are:

- Content is relevant to the degree program (either “core” or “elective” courses can be transferred)
- Content is comparable in quality to that offered in the College (if the content of the transferred course(s) is not known to Collegiate faculty, the burden of proof of comparability is on the student – i.e., to provide a full course syllabus, a copy of a final exam, or other similar evidence as requested)
- The course was taken when the student held graduate student status
- The student received a grade equivalent to a “C-” or better (Coursework graded “Pass” may be accepted if approved by advisor, the department, and the MPH Program Director).
- Courses may not be more than 10 years old at the time of graduation from the MPH program

Transfer credits from other colleges and universities are also evaluated by the Graduate Admissions office. Students seeking graduate transfer credit hours must furnish official transcripts to the Office of Admissions, 107 Calvin Hall, Iowa City, IA 52242. The College of Public Health reviews and approves transfer credit hours from other institutions after they are certified for eligibility by the Office of Graduate Admissions. The general policy on the minimum number of hours needed to earn the MPH degree is that at least 24 hours of course work must be completed at the University of Iowa in the Graduate College **after** the student has been admitted to the MPH program.

### ***Waiver of Course***

Students may request that a required course be waived. A waiver means that the student is not required to enroll in the course, but neither does the student receive hours counted towards graduation for the course. Examples of when a waiver would be used are if the course was taken more than 10 years prior to the anticipated MPH graduation or if the course was taken as an undergraduate student making the hours ineligible to count toward the MPH. No course hours graded below “C-” can be waived. The form to request a course waiver is located at [http://www.public-health.uiowa.edu/mph/student\\_resources/forms.html](http://www.public-health.uiowa.edu/mph/student_resources/forms.html). This form is not available for on-line submission; it must be submitted on paper to the MPH Educational advisor.

### **Academic Standing**

Students must earn  $\geq$  B- (2.67) on each of the six MPH core courses and must earn  $\geq$  3.0 cumulative grade-point-average (GPA) on the six MPH core courses. When necessary, a student may repeat a course.

While pursuing a degree, collegiate students are expected to maintain a 3.00 or better GPA. A student shall be placed on probation if, after 8 semester hours of graduate work, the student's cumulative GPA on graduate work done at The University of Iowa falls below 3.0. If, after completing at least 8 additional semester hours of graduate credit, the student's GPA remains below 3.0, the student shall be denied permission to re-register.

If, after completing the additional 8 hours of course work, the GPA is at least 3.0, the student is returned to good standing. **A cumulative GPA of 3.00 or above is required to graduate.**

## **Policy on Student Academic Conduct Standards and Procedures**

### ***Standards of Academic Conduct***

The faculty members of the College of Public Health expect the conduct of students registered or taking courses in the college to be consistent with that of a working professional. Courtesy, honesty, and respect should be shown by students toward faculty, guest lecturers, administrative support staff, and fellow students. Similarly, students should expect faculty to treat them fairly, showing respect for their ideas and opinions and striving to help them to maximize their experience in the program.

Student academic misconduct includes behavior involving plagiarism, cheating, fabrication, falsification of records or official documents, intentional misuse of equipment or materials, and aiding and abetting the perpetration of such acts. The preparation of reports, papers, and examinations, assigned on an individual basis, must represent each student's own effort. Reference sources and citations should be indicated clearly and adequate attribution given. The use of assistance from other students or aids of any kind during a written examination, except when the use of books or notes has been approved by an instructor, is a violation of the standard of academic conduct. The program position supports the Graduate College policy, which can be found at <http://www.grad.uiowa.edu/manual-part-1-section-iv-academic-standing-probation-and-dismissal>

Useful discussions on plagiarism and how to avoid it can be found at the following websites:

<http://www.northwestern.edu/uacc/plagiar.html>

<http://ldss.georgetown.edu/acad-plagiarism.cfm>

### ***Procedure for Handling Alleged Violations of Standards of Academic Conduct***

Questions of academic dishonesty arising within the College are treated on an individual basis. In the Graduate College, the questions are handled at the departmental level. If the departmental decision is appealed, the Associate Dean for Education and Student Affairs may appoint an appeals committee of faculty and students from a slate of nominees prepared by the Graduate Council and the Graduate Student Senate to recommend an appropriate course of action. Students in professional graduate colleges should inquire at the office of their respective dean for further information. If the student disagrees with the decision made by the dean, the student may request a review by the provost.

## **Changing Degree, Major, Subtrack, or Status**

Students already accepted to the MPH program must request a status change and undergo review by the appropriate department and/or admissions committee when they wish to change:

1. degree *objective/major* (e.g., *MPH to M.S.*), **or**
2. program of study within the MPH degree (e.g., *CBH subtrack to Aging Studies focus area*)

The review follows the same procedures and processes as the initial application. A new Statement of Purpose is required. Students requesting a change in degree objective must also initiate a Request for Change of Graduate College Status (please see your academic program coordinator for a form.).

## **Registration**

### ***Eligibility***

To be eligible to register you must:

- Be admitted to the University of Iowa
- Have no current "Not Permits" associated with your record. "Not Permits" may exist because of failure to meet academic, admission, student health, or student services requirements. Graduate students will be allowed to register early (except those with a "Not Permit" from Student Services, Student Health, Registrar, Admissions, English as a Second Language, and Office of International

Students and Scholars), but the registration may be voided if the deficiency has not been cleared by the first day of classes in the semester to which it applies.

- Have a valid record of immunization
- Be free of all debt to the University of Iowa

### ***Maximum Course Load***

UI Master's students are limited to enrolling for a maximum of 15 semester hours of course work each fall and spring session and up to 8 hours in the summer session. However, with special permission, MPH students may register for no more than 18 graduate hours per semester in the fall and spring semesters, or 9 hours during the standard 8-week summer session, 6 hours during the standard 6-week summer session, or 3 hours during the standard 3-week summer session. MPH students enrolled during the off-cycle Summer Institute may register for a maximum of 9 credit hours. Contact the MPH Educational Advisor for special permission if you wish to enroll in overload registration.

A student may register at any time during the semester or the 8-week session for not more than 1 semester hour of credit for each of the remaining weeks of classes (not including the examination week) in the term. Total registration may not exceed the limits described above. This registration is intended only for individually arranged courses such as independent study, special topics, or research. It does not include the practicum.

### ***Full-time/Half-time Enrollment***

Nine semester hours (9 s.h.) is considered full-time enrollment during the fall and spring semesters; five semester hours (5 s.h.) is considered half-time enrollment. During the summer session, five semester hours (5 s.h.) is considered full-time enrollment; three semester hours (3 s.h.) is considered half-time enrollment.

### ***Auditing Courses***

Upon the recommendation of the instructor and the advisor, the Dean of the Graduate College may grant a student permission to audit courses for zero credit.

### ***Registration Procedure***

To register for classes, you will need to obtain your registration number from your academic advisor (this four-digit number changes each semester) and to know your Hawk ID and password. You can register at or after the time assigned to you. On-line computer registration information is provided on ISIS at <http://isis.uiowa.edu>.

### ***Special Permission Required***

Some courses have a special permission requirement. If you register for a course marked "**SPECIAL PERMISSION REQUIRED**," you must obtain special permission from the instructor (or designated individual) in the department who is offering the course. The methods of granting special permission may vary from department to department.

### ***Changing Your Registration***

Students must initiate changes in registration. It is the student's responsibility to see that they are properly registered. Changes to a student's registration may be initiated by individual departments and the office of the dean for justifiable reasons. A change in your registration becomes effective on the date information is entered into the registration system, either at the Registration Center or ITCs. For important dates related to registration, see "Significant Deadline Dates" in the Schedule of Courses.

Note that any deviation from an approved plan of study requires permission from your advisor, department, and the MPH program. To gain approval, you must submit your changes for approval at <http://www.public-health.uiowa.edu/MPHPOS/>. Choose the "Change my plan of study" link.

### ***Dropping/Adding Classes***

Students may change their registration electronically until the semester begins. After the semester starts, changes in registration must be made manually with a drop/add form (The form may be downloaded from

<http://www.registrar.uiowa.edu/forms/dropadd.pdf>). The student is responsible for completing the form, obtaining the appropriate signatures, and submitting the form to the Registrar's office. Generally, courses cannot be added after a course has been in session for 3 weeks. To gain approval, you must submit your changes for review at <http://www.public-health.uiowa.edu/MPHPOS/>. Choose the "Change my plan of study" link.

### ***Withdrawal of Total Registration***

The Registrar's web page (<http://www.registrar.uiowa.edu/>) lists the final date at which registration may be dropped. Students withdrawing their entire registration are required to write a letter documenting their decision and to submit it to the MPH Program Director and the Assistant Dean. Students who have not been registered for more than one year are required to complete a Residency Review for Returning Student form [www.uiowa.edu/admissions/graduate/returning/index.html](http://www.uiowa.edu/admissions/graduate/returning/index.html) prior to being able to register. MPH students should notify the MPH Program Director of their withdrawal and plans to continue the degree.

### **Tuition Assessment**

Information on the regulations governing the classification of residents and nonresidents for admissions and fee purposes and copies of the administrative guidelines established to aid in the determination of resident classifications is available at the Registrar's Office at 1 Jessup Hall, or on-line at <http://www.registrar.uiowa.edu/tuition/>.

Enrolled graduate students who hold a research assistantship appointment of one quarter-time or above are assessed as residents for fee purposes for the terms during which they hold the appointment and for any adjacent summer session during which they are registered. Spouses of persons holding a graduate research or teaching assistant position also qualify for resident tuition. Information on the University's residency evaluation is available at <http://www.registrar.uiowa.edu/residency/>.

Tuition for distance education classes (e.g. web-based or ICN classes) through the Center for Credit Programs Courses is not billed with on-campus courses. Consequently, the standard operating rule that tuition for course work in excess of 9 s.h. is free does not apply when students have mixed modes of course work in a semester. There are also different fees associated with distance courses that could result in variable tuition assessments.

### **Financial Aid**

Support specifically for MPH students is limited to modest tuition awards that are allocated after the start of the fall semester. To be eligible, students must be nominated by the department in which they are a student. Students seeking employment should talk with departmental Academic Program Coordinators and/or explore the following options:

The UI Office of Student Financial Aid arranges Pell grants and loans to qualified students. For student work study positions, please see <http://www.uiowa.edu/financial-aid/employment/>

Staff positions are advertised on the web at <http://jobs.uiowa.edu/>

Graduate student financial support - <http://www.grad.uiowa.edu/financing-your-education>

Student positions within the College are available electronically to all enrolled students through the CPH News Digest or are posted on the bulletin boards near the Student Commons.

Mass mailing of CVs to all faculty members is discouraged.

## Grading System

A+	4.33	H	Honors
A (Superior)	4.00	I	Incomplete
A-	3.67	N	Non-pass
B+	3.33	O	No report (no grade submitted)
B (Above Average)	3.00	P	Passing
B-	2.67	R	Registered (Audit, no credit)
C+	2.33	S	Satisfactory
C (Average)	2.00	U	Unsatisfactory
C-	1.67	W	Withdrawn (Audit)
D+	1.33		
D (Below Average)	1.00		
D-	0.67		
F (Failing)	0.00		
		The grade point average displayed at the bottom of the grade report form will be truncated so as not to exceed 4.00.	

### *Traditional Letter Grades (A-F)*

It is not the policy of either the Graduate College or the College of Public Health to abandon the use of traditional letter grades. In certain exceptional instances, however, departments having several areas of concentration involving widely differing types of effort may request the permission of the Graduate Council to allow students majoring in one area to register for courses in another area within the same department or program on an S/U basis.

**Plus/Minus grading** is an option in the College, although some instructors may choose to use only A, B, C, or D grades. Students should check with each course instructor at the beginning of each semester to determine if the option will be used. The university marking system is listed.

### *S/U Grades*

In registering for Special Topics courses, the MPH Practicum, or Independent Study, the S/U grade may be applied. Neither the S nor the U is used in computing G.P.A. Grades of S and U may be used for courses taken by a student outside the major department or interdepartmental degree program, if the instructor of the course and the student's departmental advisor approve the registration. Arrangements for S/U grading in these courses are accomplished by filing a form with appropriate signatures in the Registrar's Office at the time of registration, or no later than the last day of the third week of a semester or the third day of the second week of a summer session. No changes from letter grades to S/U grades (or vice versa) will be allowed after these dates. Students can pick up the appropriate form at the dean's office.

### *Audit*

Students who audit a course will receive either an "R" for registered (no credit), meaning you have met the expectations of the course instructor, or "W" for withdrawn, meaning the expectations of the course instructor have not been met. Students who audit courses pay for a minimum of two semester hours (2 s.h.) of tuition. If a course is offered for a set number of hours (for example, 3 s.h. with no options), tuition is assessed at the rate of the number of semester hours for which the course is offered. For example, if a course is listed for three semester hours (3 s.h.) and you register for zero semester hours (0 s.h.), assessment will be for 3 fee hours. A minimum of two semester hours (2 s.h.) will be charged for any audited course.

### *Incomplete (I)*

The grade of Incomplete ("I") is to be used only when a student's work during a session cannot be completed because of illness, accident, or other circumstances beyond the student's control. Removal of an incomplete grade is accomplished only through the completion of the specific work for which the mark is given and submission of a replacement grade by the course instructor. Students who receive the mark of "I" must

remove that mark within the first session of registration after the closing date of the session for which it is given; failure to do so results in a grade of “F.” Specific deadlines for submission of student work to the faculty and for the faculty’s report on the “I” grades to the Registrar’s Office will be set by the Graduate College Dean for each session and printed in the academic calendar.

### **MPH Practicum**

All MPH students are required to complete a 200-hour minimum practice course (170:299) that includes a paper and an oral or poster presentation. Specific information about the Practicum, including a syllabus, videotapes, and the necessary forms is available at [http://www.public-health.uiowa.edu/cphp/practice\\_experience.html](http://www.public-health.uiowa.edu/cphp/practice_experience.html). Students must complete at least 5 of the 6 core courses prior to registering for the Practicum (the 6<sup>th</sup> core course must be taken simultaneously).

### **Criminal Background Check**

Beginning in summer 2004, students who plan a “clinical experience” at the UIHC are subject to a criminal background check. A “clinical experience” is defined as a clinical practicum, clerkship, clinical rotation, or other educational experience in which the student provides direct patient care that is supervised but not always directly observed by a faculty member or staff member. Screening consists of self-disclosure and a formal background check at the start of the clinical experience.

### **Graduation**

Students should become familiar with the requirements for graduation established by the Graduate College and the Registrar. Although assistance will be provided by academic program coordinators, you must inform your coordinator of your intent to graduate early in the semester. Failure to complete required forms or to observe deadlines will result in failure to graduate in the desired semester.

#### ***Application for Degree***

Within the first month of the semester in which you plan to graduate, you must submit a form called “Application for Degree” that can be downloaded at: <http://www.registrar.uiowa.edu/graduation/graddegree.aspx>. You will need to complete the form (your major is Public Health) and take it to your academic advisor for signature. **The form must then be delivered to the Registrar Service Center, room 17 Calvin Hall, by the designated due date to avoid late fees. If you do not file this form, you cannot graduate.** A degree application must be filed for the session during which you intend to graduate regardless of whether an application was filed for graduation in a previous semester. Specific deadline dates are set by the Office of the Registrar each semester and may be viewed at <http://www.registrar.uiowa.edu/graduation/degreeapp.aspx>.

#### ***Registration in Final Semester***

The Graduate College requires you to be enrolled during the session in which your degree is to be conferred. To meet this requirement, Master's candidates who have completed all their course work may register for master's final registration (000:001:000 for 0 hours), or for any course of interest regardless of its relationship to public health.

#### ***Graduate College Plan of Study***

A written plan of study (approved by the advisor and MPH Director) must be filed with the Graduate College within the session in which the degree is to be granted and by the date established by the Graduate College Dean. See <http://www.registrar.uiowa.edu/commencement/dates.aspx> for dates. Your academic program coordinator will complete the form based on your MPH Plan of Study. All deviations from your approved MPH Plan of Study must be approved before the Graduate College Plan of Study is filed.

### ***Commencement Ceremony***

Information on the Graduate College ceremony is available at <http://www.registrar.uiowa.edu/commencement/graduate.aspx>.

Finally, please remember to **inform your Academic Program Coordinator of your post-graduation plans**. The MPH program is required to keep this data for our collegiate accreditation, so your information is greatly appreciated. Keeping track of our graduates is also an important measure of the continuing growth of the College of Public Health.

### **MPH Program Forms:**

MPH Plan of Study form: <http://www.public-health.uiowa.edu/MPHPOS/>

Change in MPH Plan of Study form: <http://www.public-health.uiowa.edu/MPHPOS/>

Drop/Add slips: <http://www.registrar.uiowa.edu/forms/dropadd.pdf>

Waiver of Required Course form: [http://www.public-health.uiowa.edu/mph/student\\_resources/forms.html](http://www.public-health.uiowa.edu/mph/student_resources/forms.html)

Request for transfer credit form: [http://www.public-health.uiowa.edu/mph/student\\_resources/forms.html](http://www.public-health.uiowa.edu/mph/student_resources/forms.html)

Request for Financial Support to attend professional meetings: [http://www.public-health.uiowa.edu/mph/student\\_resources/documents/prof-development-request.pdf](http://www.public-health.uiowa.edu/mph/student_resources/documents/prof-development-request.pdf)

Request for Funds for Public Health Practicum: [http://www.public-health.uiowa.edu/mph/student\\_resources/forms.html](http://www.public-health.uiowa.edu/mph/student_resources/forms.html)

Forms and Information for graduation: <http://www.registrar.uiowa.edu/graduation/degreeapp.aspx>

### **Nice-to-Know: Getting Acclimated**

**Mailboxes:** You will receive mail relating to your student experience. Most student mailboxes are located in E177 GH (Student Commons). However, there are exceptions: OEH/Ergonomics students' mailboxes are located in Corridor 1, IREH. MD/MPH students' mail will be sent to their MD mailbox. JD/MPH students' mail will be sent to their JD mailbox.

Student mailboxes are assigned in random order. Please refer to the chart posted in the student commons to find your mailbox number. Contact your academic program coordinator if you cannot locate your mailbox. It is important that mail be picked up frequently, as it will contain notices from your advisor, the MPH program director, and the College.

**U.S. Mailboxes:** Located near the Information Desk main lobby in GH (pick-up 9:30 am and 4:00 pm M-F & Sat. 12:15 pm), Boyd Tower in GH (pick-up 9:30 am & 4:00 pm M-F), and 121 IREH.

**Campus Mail:** A delivery system for mail sent to and from UI buildings. No postage is required. Use inter-campus envelopes. Addresses are available from a bound phone book ("herd book") or the on-line University of Iowa directory. (See the University of Iowa main web pages.) Pick-up from the Mailroom E108 GH at 2:30 pm daily; delivered mail is sorted and placed in mailboxes in E177 GH, the Student Commons Room.

**Telephone equipment and calls:** To call within the university, use only the last five digit of the phone number.

**Cambus:** A free campus transportation system. For information on routes, pick-up locations, and schedules, call 5-8633.

**Food Service:** Nearby UI cafeterias are located in General Hospital, EMRB, and Oakdale Hall. Some allow charges on staff and student ID cards.

**Vending:** EMRB, GH (staff cafeteria, Compass Café, Atrium), and Corridor 1 at IREH contain vending areas with an assortment of refreshments.

**Lunch and Break Rooms:** E177 GH and 213 IREH are available for student use. Break room 119 IREH is also accessible.

**Free Parking:** Oakdale (all day). After 3:30 p.m., lot 13.

**Access to Computer Rooms and Student Commons:** Obtain the access form from the receptionist in E108 GH. Student ID cards will be activated upon completion of the form and confirmed enrollment. The location of computer rooms is specified in the Computer section of this document.

**Lockers:** The College has a limited number of lockers available for students. The lockers are located in the Student Commons. Check with the CPH receptionist in E107 GH, if you are interested.

**Study Areas:** Student Commons, 209 IREH Libraries, EMRB Atrium, and Hardin Health Sciences Library (ask for a carrel early, though!)

## Collegiate Resources

### Computers

#### *Policy on Computer Lab Usage: Guidelines for All Students and Staff*

(Also available at [http://www.public-health.uiowa.edu/IT/facilities/lab\\_policies.html](http://www.public-health.uiowa.edu/IT/facilities/lab_policies.html))

- All users of the College of Public Health computers labs agree to abide by the [University of Iowa Acceptable Use Policy](#).
- Under this agreement the lab facilities shall only be used for school-related activities.
- All materials viewed on these machines must be inoffensive to all people in the lab. Absolutely no viewing of pornographic materials is allowed at any time.
- Watching DVDs and other non-class related material is prohibited in any of the computer labs.
- Absolutely no food or drink is allowed in any of the labs. Any person caught violating this policy will be asked to leave the lab immediately. Repeated violations may result in all lab privileges being revoked regardless of class involvement.
- In addition to guidelines on computers, there are also [guidelines for printing](#) which prohibit the use of the printer for anything other than school work. Any materials found printed that are not school related will be charged to your student account.
- The installation of software on the lab machines is prohibited. If you need an application installed on a lab machine, please contact the IT Office at 384-9898 or by e-mail at [support@mail.public-health.uiowa.edu](mailto:support@mail.public-health.uiowa.edu). Only software for academic use will be installed.
- Everyone at the College wants to make your educational experience a success, which is why we strive to offer the best in technology for our students and staff. Help keep the labs in working order by adhering to the policies outlined above.

Everyone at the College wants to make your experience an educational one, which is why we strive to offer the best in technology for our students and staff. Please help to keep the equipment in good shape by using the equipment properly and not damaging it in any way.

### ***Access for Computer Use***

**Health Sciences Computer Lab (E178 GH):** This lab hosts 33 desktop PCs, a color scanner, and a laser printer. This room also hosts classes, so please check the schedule on the door for availability.

**College of Public Health Lab (E176 GH):** The "small lab" is conveniently located next to the CPH Student Commons and houses 10 PC workstations and a laser printer. This lab is open to students 24/7.

**OEH Lab (209 IREH):** At the Oakdale Campus, the department of Occupational and Environmental Health provides a computing facility for its students containing 14 desktop PCs.

### **Limited Use Computer Labs by Department:**

#### **Health Management and Policy**

The Department of Health Management and Policy offers a computer work area for graduate and doctoral students. All graduate students have access to a facility in E218 GH that has 15 desktop PCs, while the doctoral students have a facility with 14 desktop PCs and 3 laser jet printers in 5231 WL.

#### **Epidemiology and Biostatistics**

The Departments of Epidemiology and Biostatistics also have their own work areas. The graduate students in these departments have an office area containing 18 desktop PCs for their use in 1220 WL.

#### **Biostatistics Linux Lab**

Located next to the Epidemiology and Biostatistics graduate student work area is the Biostatistics Computing Facility. This facility hosts 10 Linux based workstations running RedHat Linux. These workstations are centrally attached to the College of Public Health servers in addition to a dedicated Linux server and are made available for the Biostatistics faculty and student enrolled in Biostatistics courses.

#### **Occupational and Environmental Health**

At the Oakdale campus, in addition to the general use lab in 209 IREH, the department provides a graduate research computer facility in 164 IREH.

To apply for a College of Public Health computer and/or e-mail account, please contact the Director of Information Technology, Tim Shie, located at E174 GH.

### ***Laptop Checkout Policy***

The College has made a number of laptops available for students to checkout to pursue academic and scholarly activities. Wireless-equipped laptops can be checked out for 48 hours and are available at the IT Offices in General Hospital (E174 GH) and Oakdale Offices (135 IREH) between 8am and noon and 1pm to 5pm Monday-Friday on a first come, first served basis. Sorry, we CANNOT take reservations. Laptops are not available for travel outside of the Iowa City area.

## **Student Commons**

1. The Commons is open 24 hours each day, seven days each week to students who have activated their student ID card for use as a key.
2. Please pick up after yourself: this is a shared facility so you need to be considerate of your colleagues. The custodial staff members clean only once each day. Leaving food or food wrappers on the table or floor creates an unpleasant environment.
3. Please wipe up spills in the microwave and refrigerator. The custodians do not clean these appliances; it is up to you who use it to keep it clean. If it is not cleaned, it will be removed.
4. Remember to remove food from the refrigerator by 2 p.m. on the first Friday of each month. All items left in the refrigerator will be discarded. This includes Rubbermaid, Tupperware, glass bowls, unopened items, and large multi-use containers.
5. Please use the recycling containers! The tub designated for paper recycling is in the hallway.
6. If you want to reserve the room for a student event, contact Katie Yamake, E173 GH at least one day in advance so notices can be posted. You can call her at 384-5469 or e-mail her at [katie-yamake@uiowa.edu](mailto:katie-yamake@uiowa.edu).
7. Do not remove items intended for everyone (e.g., stapler) from the room, please.
8. If you post notices on the bulletin board, please remember to remove your notice in a timely manner.
9. Socialize between classes; get to know your peers!
10. Use the bulletin board to your advantage! Find a ride, sell your books, locate a roommate, etc.
11. Study between classes.
12. Check your mail... good news might be awaiting you!

## ***Introduction to the College of Public Health***

The College of Public Health at the University of Iowa was established in 1999, although evidence of public health practice exists as early as 1917. Since those first decades, Iowa alumni and faculty have been intellectual pioneers, creating a legacy of innovation and service that continues to this day.

The College of Public Health is a partner with the other health science colleges in striving to improve the health and well being of all people. Consistent with the interdisciplinary traditions of public health, the College also relates closely with University researchers in non-health science areas (such as social work, law, and engineering), other Regents institutions, state and local agencies, and the private sector.

The emphasis on a *population-based* approach to health is a distinguishing feature of public health and of the College. For public health practitioners – a wide range of professionals including physicians, nurses, dentists, pharmacists, social workers, nutritionists, environmental scientists, health educators, and health service administrators – the primary focus is on the health of entire communities rather than individual patients. Analytical methods to identify and describe health problems, education and prevention programs, and the formulation of sound public policies are some of the tools commonly used by public health professionals to improve and enhance quality of life.

The public health approach has led to many important health improvements over the past 100 years. Vaccination campaigns, improved sanitation, fluoridation of drinking water, and efforts to reduce tobacco use are among the most recognized public health initiatives. Public health programs have also led to safer workplaces, reduced the number of deaths from coronary heart disease and stroke, improved motor vehicle safety, and created effective health systems to provide care to those who need it. In the future, public health professionals will play an important role as the state, the nation, and the world seek better approaches to complex issues such as quality of life for the elderly, drug and alcohol abuse, teen pregnancy, new and emerging infectious diseases, bioterrorism, food safety, and nutrition.

### **Mission and Vision of the College of Public Health**

#### ***Mission Statement:***

To promote health and prevent injury and illness through commitment to education and training, excellence in research, innovation in policy development and devotion to public health practices.

#### ***Vision Statement:***

To serve Iowa and the Midwest as one of the nation's premier state-assisted schools of public health and to lead the global community in rural public health education and training, research, and practice.

### **Core Values**

The College of Public Health embraces the five *core values* identified by The University of Iowa: *Learning, Community, Responsibility, Integrity, and Quality*. Consistent with its mission to serve as a public health resource for the state of Iowa, the College of Public Health seeks to implement these values in ways that enhance the health and well being of all Iowans, especially the most vulnerable segments of Iowa's population. The College also adheres to a sixth core value, a guiding principle of public health: *Social Justice*. All activities within the College of Public Health are motivated by a commitment to social equity and fairness, a spirit of compassion for all persons, and a desire to apply the tools of scientific knowledge to address pressing societal health concerns. Fostering a sense of interdependence, the College strives to improve the conditions in which everyone lives and thereby to contribute to the formation of a just society.

### **Accreditation**

The College is fully accredited by the Council on Education for Public Health (CEPH). In addition, two of our other professional programs are accredited. The MHA program is accredited by the Accreditation Commission on Education for Health Services Administration (ACEHSA), and the Industrial Hygiene

program is accredited by the Accreditation Board for Engineering and Technology (ABET) and the American Board of Industrial Hygiene (ABIH).

### **History**

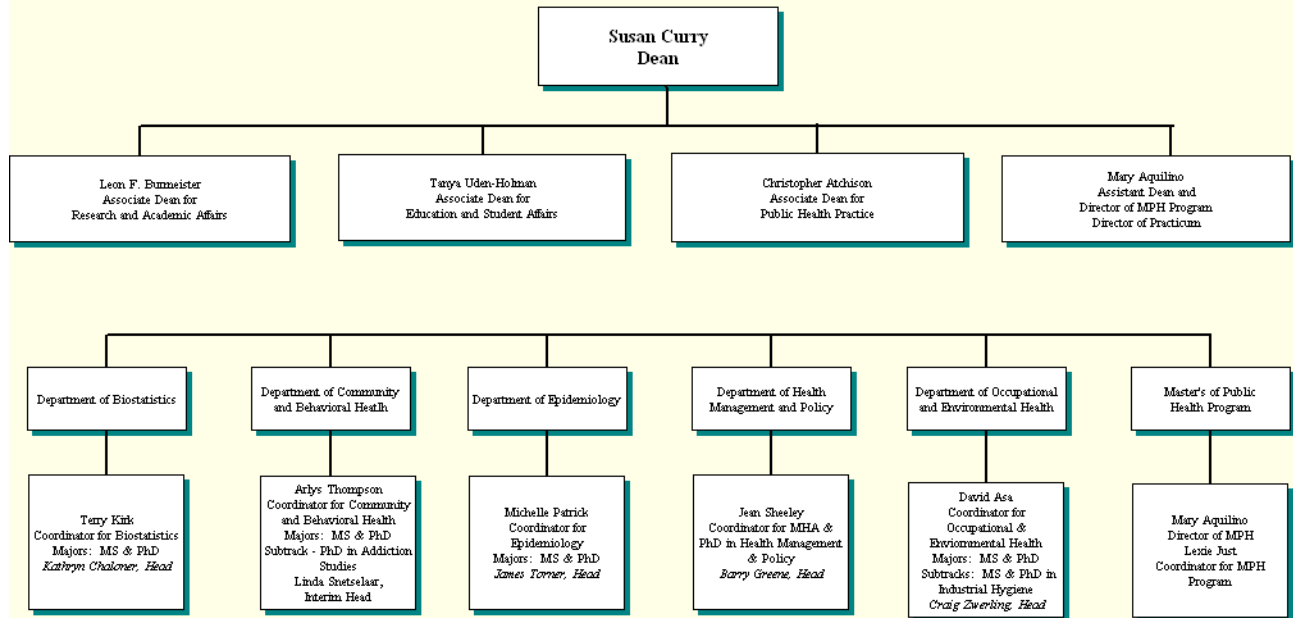
The College of Public Health was founded in July 1999 as the first new college established at The University of Iowa in 50 years. Comprised of the former Department of Preventive Medicine and Environmental Health and the Graduate Program in Hospital and Health Administration, the new College builds on a distinguished tradition of public health research, education, and service to the state of Iowa. We are one of eleven colleges at the UI; with the Colleges of Dentistry, Medicine, Nursing, and Pharmacy, the College of Public Health assumes its place as part of the health science campus.

### **Collegiate Degrees and Majors Offered**

The MPH Program extends across all departments. Seven subtract options allow MPH students to select specific training in the core areas of public health. These subtracts are Biostatistics, Community and Behavioral Health, Epidemiology, Ergonomics, Health Communication, Policy and Administration, and Occupational and Environmental Health. The four focus areas of Aging Studies, Global Health, Maternal, Child & Family Health, and Nutrition & Exercise allow for further specialization in other important areas of public health service. The College of Public Health also offers five combined degrees, the DVM/MPH, JD/MPH, MD/MPH, PharmD/MPH, and the MSN/MPH, as well as one professional degree, the MPH for Practicing Veterinarians.

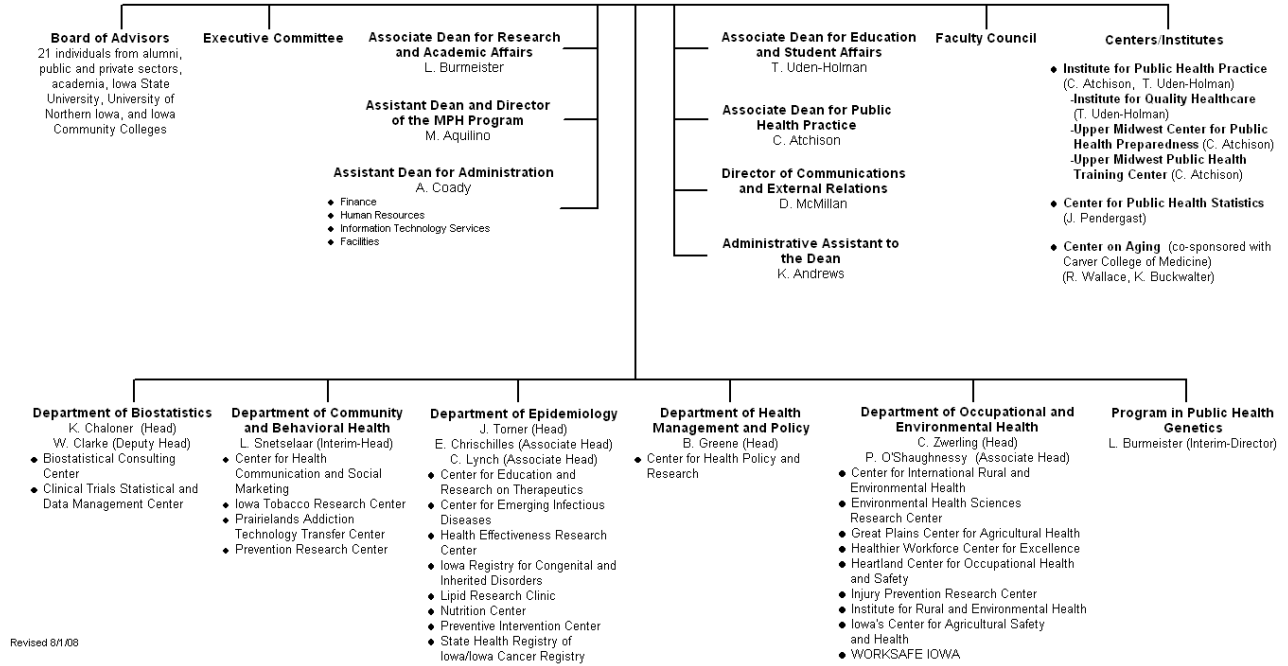
The Department of Biostatistics and the Department of Epidemiology each offer MS and PhD degree programs. The Department of Community & Behavioral Health offers both MS and PhD degrees, as well as a sub-track (doctoral level only) in Addiction Studies. The Department of Health Management and Policy offers both MHA and PhD degrees. JD/MHA, MBA/MHA, and MA (Urban & Regional Planning) are also offered. The MS and PhD degree is offered by the Department of Occupational and Environmental Health. In addition, the Department of Occupational and Environmental Health offers a sub-track MS and a PhD sub-program in Industrial Hygiene.

## Academic Program Staff Flow Chart



The University of Iowa  
College of Public Health  
08/01/08

Dean  
S. Curry



Revised 8/1/08

## ***Introduction to the University of Iowa***

*Founded in 1874, The University of Iowa (UI) was Iowa's first public institution of higher learning and was America's first public university to admit women and men on an equal basis. It is one of three public universities governed by the Board of Regents, State of Iowa. The UI is accredited by the North Central Association of Colleges and Schools and is a member of the Association of American Universities. The UI has an heritage of being a leader in social justice and equality as is demonstrated by the following list of Iowa "firsts."*

Alexander Griffin Clark, Jr., was the first African American in the U.S. to obtain a law degree (1879).

Mary Hickey Wilkinson is possibly the first woman in the U.S. to receive a law degree (1873).

The University of Iowa was the first institution in the U.S. to confer the Master of Fine Arts degree (1940) and one of the three students to receive the M.F.A. that year was African American sculptor Elizabeth Catlett Mora. Sixteen years earlier, following the UI's pioneering decision to accept creative work in lieu of academic theses from graduate students in the arts, Eve Drewelowe earned Iowa's first M.A. degree in painting.

Lulu Merle Johnson was the first African American in the U.S. to receive a Ph.D. in the field of history (1941).

Lilia A. Abron was the first African American woman in the U.S. (and the third woman at the UI) to receive a Ph.D. in chemical engineering (1971).

Richard Culberson was the first African American to play basketball in the Big Ten (1944-46).

C. Vivian Stringer was the first African American to coach a Big Ten women's basketball team (1983).

Philip G. Hubbard was the first African American to be named a vice president at a Big Ten university (1971, V.P. for Student Services).

Juanita Kidd Stout, who received a B.A. in music in 1939, was the first African American woman to be elected a judge (1959) and later the first to serve on a state supreme court (1988, both in Pennsylvania).

Iowa's first master's thesis was written by a woman (Mary Linder, 1886).

Ozzie Simmons, who played halfback for the Hawkeye's in 1934-36, and Frederick "Duke" Slater, tackle from 1919-21, were among the first black All-American college football players.

Mildred Wirt Benson was the first woman to receive the M.A. in journalism (1927). (She later created the Nancy Drew series and wrote 23 of its titles.)

Gay Liberation Front was the first gay-lesbian student organization in the U.S. to receive official university recognition (1970). Iowa was the first Big Ten University to offer domestic-partner benefits to its employees (1992).

## University's Policies, Rules, and Regulations Affecting Students

**Student Bill of Rights:**

<http://student-services.uiowa.edu/students/policies/1a.php>

**Policies Related to Student Rights and Responsibilities:**

<http://student-services.uiowa.edu/students/policies/1b.php>

**Student Records Policy:**

<http://student-services.uiowa.edu/students/policies/1c.php>

**Policy on Student Complaints Concerning Faculty Actions:**

<http://student-services.uiowa.edu/students/policies/1d.php>

**Policy on Student Complaints Concerning Teaching Assistants:**

<http://student-services.uiowa.edu/students/policies/1e.php>

**Policy on Human Rights:**

<http://student-services.uiowa.edu/students/policies/1f.php>

**Policy on Sexual Harassment:**

<http://student-services.uiowa.edu/students/policies/1h.php>

**University Policy on Consensual Relationships Concerning Students:**

<http://student-services.uiowa.edu/students/policies/1i.php>

**Complaints of Discrimination:**

<http://student-services.uiowa.edu/students/policies/1l.php>

**Disability Protection Policy:**

<http://student-services.uiowa.edu/students/policies/1m.php>

**Anti-retaliation Policy:**

<http://student-services.uiowa.edu/students/policies/1n.php>

**Statement on Diversity and the University Calendar:**

<http://student-services.uiowa.edu/students/policies/1o.php>

**Policy on a Drug Free Environment:**

<http://student-services.uiowa.edu/students/policies/2d.php>

**Office of the University Ombudsperson:**

<http://student-services.uiowa.edu/students/policies/1g.php>

**Student Employee Grievance Procedure:**

<http://student-services.uiowa.edu/students/policies/1k.php>

## University Structure

The UI Organizational chart can be viewed at:

<http://student-services.uiowa.edu/orgchart.php>

The Organizational Chart of the Office of the Provost may be viewed at:

<http://www.uiowa.edu/~our/opmanual/app/a02prov.pdf>