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MASTER OF PUBLIC HEALTH  
PROGRAM  
STUDENT HANDBOOK  
2017-2018

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WVU Health Sciences Center  
School of Public Health  
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# Purpose

Welcome to the West Virginia University School of Public Health (WVU SPH)! You are beginning a rewarding educational experience that will prepare you for an important role in promoting and protecting the public's health.

This handbook is designed to help make your journey through your preparation an uncomplicated and trouble-free adventure. It will assist you in understanding and applying the policies, procedures, and guidelines specific to your graduate program in the School of Public Health. It supplements and expands the West Virginia University Academic Catalog (<http://catalog.wvu.edu>) policies and procedures, which continue to serve as your official source of reference for all matters pertaining to your matriculation and graduation. Your successful matriculation through this program requires adherence to the policies, procedures, and regulations stipulated by the MPH program and the university. Please note that it is the students' responsibility to be aware of and follow related policies.

*This handbook is reviewed and revised periodically. All approved revisions or updates made during an academic year will be posted to the School's website as soon as possible.*

## About the WVU School of Public Health

The **mission** of the West Virginia University School of Public Health is to improve the health of West Virginians through innovation and leadership in education, research, and service. We achieve this by:

- Implementing educational programs that produce highly qualified practitioners, educators, and researchers
- Promoting interdisciplinary research to understand and solve complex health problems with local impact and global significance
- Engaging communities, businesses and government partners in accomplishing our shared mission

The **vision** of the School of Public Health is to be internationally recognized for demonstrating how academic public health can transform lives.

The School of Public Health is guided by the following **values**:

- **Community Engagement:** we are proud of the communities we serve and recognize the importance of bidirectional participatory activities.
- **Collaboration:** we collaborate with partners who join us in improving the public's health.
- **Equity:** we promote equity and social justice in defining health and eliminating health disparities.
- **Integrity:** we adhere to the highest ethical standards of honesty and fairness and we recognize that integrity and ethical behavior are essential elements of our professions.
- **Respect:** we respect diverse points of view and the cultural heritage and traditions of all people.
- **Accountability:** we hold ourselves accountable to one another and to the many stakeholders who support the School of Public Health.

If you are interested in learning more about the School, as well as our accreditation, please see <http://publichealth.hsc.wvu.edu/About/>.

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# Section 1: Curriculum Overview

## Master in Public Health (MPH) Program Overview

MPH Students from throughout the world who choose West Virginia University begin making a difference even before graduation. We truly believe in learning by doing. The MPH curriculum is organized around the five core disciplines of public health: Biostatistics (BIOS), Epidemiology (EPID), Health Policy, Management and Leadership (HPML), Occupational and Environmental Health Sciences (OEHS), and Social and Behavioral Sciences (SBHS). MPH Core courses provide students with a basic understanding of the breadth of public health, departmental courses in a student's major allow students to apply various principles of public health to specific public health disciplines. All MPH students have a practice-based experience and either a capstone or thesis (SBHS only) for their culminating experience.

## MPH Core Courses—All Disciplines

COURSE #	TITLE	CREDITS	SEMESTER OFFERED
BIOS 601/ 602	Applied Biostatistics I & Applied Biostatistics Lab	3/1 (4)	Fall
EPID 601 EPID 611	Public Health Epidemiology --OR-- Concepts and Methods of Epidemiology (EPID majors only)	3	Fall
PUBH 696	Public Health Graduate Seminar	1	Fall
HPML 601	Foundations of Health and Policy	3	Spring
OEHS 601	Environmental Health	3	Spring
SBHS 601	Social and Behavioral Theory	3	Spring
PUBH 622	Practice Based Experience	3-6	All
<b>Total School required Course credit hours</b>		20-23	

## Department Major Competencies

All degree programs in the School of Public Health are based on competencies, which outline what students should know and be able to do when they graduate. The competencies guide the curriculum, course content, and learning objectives. At the end of MPH Core and discipline specific core courses, the faculty assess each student on the stated competencies. Course syllabi will contain competencies and how your instructor plans to assess these during each semester. A new SPH Competency Handbook is being developed.

## Practice-based Experience

All MPH students complete a minimum of 180 contact hours in a practice-based experience with a public-health related agency or organization, supervised by an approved preceptor. The practice-based experience is an opportunity for students to explore public health careers, clarify their professional goals, and develop contacts for employment (networking). It allows them to apply their academic knowledge to situations, projects or tasks in the "real world" and make meaningful contributions to the agency or organization. The preceptor provides a professional role model; their practice experience and mentoring is vitally important to a successful student field rotation. The practice-based experience is a required course for all MPH students. For more information, please see <http://publichealth.hsc.wvu.edu/ophpwd/practice-based-experience/>.

## Electives

Students consult with the program advisor to select electives appropriate for their professional goals. Students may choose pre-approved electives for their major, those offered in other SPH department or those offered in other programs and schools. They may also elect to complete an independent study with a faculty member of their choice for a maximum of three credit hours. (See policy on independent studies).

# MPH Department Majors w/Required Courses and Suggested Plans of Study

## *MPH in Biostatistics*

The MPH degree in Biostatistics is meant for students with moderate to strong quantitative backgrounds and provides additional training in statistical data analysis and study design.

### MAJOR REQUIREMENTS

#### MPH Core Courses

BIOS 601	Applied Biostatistics 1	3
BIOS 602	Applied Biostatistics Lab	1
EPID 601	Public Health Epidemiology	3
HPML 601	Foundations of Health Policy	3
SBHS 601	Social and Behavioral Theory	3
OEHS 601	Environmental Health	3
PUBH 696	Graduate Seminar	1

#### Required Major Courses

BIOS 603	Applied Biostatistics 2	3
BIOS 604	Applied Biostatistics 3	3
BIOS 611	Data Management and Reporting	3
BIOS 623	Biostatistical Consulting	1
BIOS 663	Introduction to Meta-Analysis	3

#### Practice based/Culminating Experiences

PUBH 622	MPH Practice-Based Experience	3
BIOS 629	Application of Biostatistics to Public Health Data	3

#### Electives \*

BIOS 662	Statistics in Clinical Trials	3
HPML 622	Analytic Methods for Health Policy, Management and Leadership	3

or other approved courses

Total Hours 42

### SUGGESTED PLAN OF STUDY

#### First Year

Fall	Hours	Spring	Hours
BIOS 601	3	OEHS 601	3
BIOS 602	1	SBHS 601	3
BIOS 611	3	HPML 601	3
EPID 601	3	BIOS 603	3
PUBH 696	1		
	11		12

#### Second Year

Fall	Hours	Spring	Hours
BIOS 604	3	BIOS 629	3
BIOS 623	1	BIOS 663	3
BIOS 662	3	HPML 622	3
PUBH 622	3		
	10		9

Total credit hours: 42

## MPH in Epidemiology

The MPH degree in Epidemiology is designed for students who wish to develop basic research skills for the study of correlates and determinants of injury, disease and other health conditions.

### MAJOR REQUIREMENTS

#### MPH Core Curriculum:

BIOS 601	Applied Biostatistics 1	3
BIOS 602	Applied Biostatistics Lab	1
EPID 611	Concepts and Methods of Epidemiology	3
HPML 601	Foundations of Health Policy	3
OEHS 601	Environmental Health	3
PUBH 696	Graduate Seminar	1
SBHS 601	Social and Behavioral Theory	3

#### MPH Concentration Curriculum:

BIOS 603	Applied Biostatistics 2	3
BIOS 611	Data Management and Reporting	3
EPID 612	Applied Epidemiology for Public Health	3
EPID 696	Graduate Seminar	1

#### Practice based/Culminating Experiences:

PUBH 622	MPH Practice-Based Experience	3
EPID 629	Epidemiology Capstone	3

**Electives:** 9

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**Total Hours** 42

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### SUGGESTED PLAN OF STUDY

#### First Year

Fall	Hours	Spring	Hours
BIOS 601	3	OEHS 601	3
BIOS 602	1	SBHS 601	3
BIOS 611	3	HPML 601	3
EPID 611	3	EPID 612	3
PUBH 696	1		
	<b>11</b>		<b>12</b>

#### Second Year

Fall	Hours	Spring	Hours
EPID 696	1	EPID 629	3
Elective	3	BIOS 603	3
Elective	3	PUBH 622 (or Elective)	3
PUBH 622 (or Elective)	3		
	<b>10</b>		<b>9</b>

**Total credit hours: 42**

## *MPH in Health Policy, Management and Leadership*

The MPH degree in Health Policy, Management and Leadership is designed for students interested in population-based policy and management issues at multiple levels such as those in local, state and national governments and in both for-profit and not-for-profit agencies.

### MAJOR REQUIREMENTS

#### MPH Core Courses:

BIOS 601	Applied Biostatistics 1	3
BIOS 602	Applied Biostatistics Lab	1
EPID 601	Public Health Epidemiology	3
HPML 602	Principles of Health Policy	3
OEHS 601	Environmental Health	3
PUBH 696	Graduate Seminar	1
SBHS 601	Social and Behavioral Theory	3

#### Concentration Curriculum:

HPML 610	Health Economics for Population Health	3
HPML 620	Public Health Leadership and Management 1	3
HPML 622	Analytic Methods for Health Policy, Management and Leadership	3
HPML 624	Policy Tools for Population Health	3
HPML 696	Graduate Seminar	1

#### Practice-based/Culminating Experiences:

PUBH 622	MPH Practice-Based Experience	3
HPML 629	Capstone	3

#### Electives:

Approved Elective Courses	9
Total Hours	45

### SUGGESTED PLAN OF STUDY

#### First Year

Fall	Hours	Spring	Hours
BIOS 601	3	OEHS 601	3
BIOS 602	1	SBHS 601	3
EPID 601	3	HPML 601	3
PUBH 696	1	HPML 622	3
HPML 620	3	HPML 696	1
	<b>11</b>		<b>13</b>

#### Second Year

Fall	Hours	Spring	Hours
HPML 610	3	HPML 629	3
HPML 624	3	Elective	3
PUBH 622	3	Elective	3
Elective	3		
	<b>12</b>		<b>9</b>

Total credit hours: 45



## MPH in Occupational and Environmental Health Sciences

The MPH degree in Occupational and Environmental Health Sciences provides students with the practical skills needed to understand occupational and environmental processes, assess their health consequences and develop ways to address and resolve them.

### MAJOR REQUIREMENTS

#### MPH Core Curriculum:

BIOS 601	Applied Biostatistics 1	3
BIOS 602	Applied Biostatistics Lab	1
EPID 601	Public Health Epidemiology	3
HPML 601	Foundations of Health Policy	3
OEHS 601	Environmental Health	3
SBHS 601	Social and Behavioral Theory	3
PUBH 696	Graduate Seminar	1

#### Concentration Curriculum:

OEHS 610	Environmental Practice	3
OEHS 620	Occupational and Environmental Hazard Assessment	4
OEHS 622	Public Health Toxicology	3
OEHS 623	Occupational Injury Prevention	3
OEHS 696	Graduate Seminar	1
PUBH 622	MPH Practice-Based Experience	6
OEHS 629	Capstone	1

**Electives** 5

OEHS 630	Public Health Biology
OEHS 665	Worksite Evaluation
OEHS 691	Advanced Topics

**Total Hours** 43

### SUGGESTED PLAN OF STUDY

#### First Year

Fall	Hours	Spring	Hours
BIOS 601	3	HPML 601	3
BIOS 602	1	SBHS 601	3
EPID 601	3	OEHS 610	3
OEHS 601	3	OEHS 622	3
PUBH 696	1	OEHS 696	1
	<b>11</b>		<b>13</b>

#### Second Year

Fall	Hours	Spring	Hours
OEHS 620	4	OEHS 629	1
OEHS 623	3	PUBH 622	6
OEHS 630 (or Elective)	3	Elective	2
	<b>10</b>		<b>9</b>

**Total credit hours: 43**

## MPH in Social and Behavioral Sciences

The MPH degree in Social and Behavioral Sciences provides students with the ability to address behavioral, social and environmental factors related to individual and population health and health disparities over the life span. This degree is offered both on-campus and on-line.

### Major Requirements

#### MPH Core Curriculum:

BIOS 601	Applied Biostatistics 1	3
BIOS 602	Applied Biostatistics Lab	1
EPID 601	Public Health Epidemiology	3
HPML 601	Foundations of Health Policy	3
OEHS 601	Environmental Health	3
SBHS 601	Social and Behavioral Theory	3
PUBH 696	Graduate Seminar	1

#### Concentration Curriculum:

SBHS 610	Public Health Research Methods	3
SBHS 611	Community Assessment	3
or SBHS 660	Survey Research Methods	
SBHS 614	Community-Based Participatory Research	3
or SBHS 615	Intervention Design	
SBHS 613	Public Health Program Evaluation	3
SBHS 696	Graduate Seminar	1

#### Practice-based/Culminating Experiences & Electives (14 credits\*):

PUBH 622	MPH Practice-Based Experience (3 hours)	*
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Choose One Option:

#### Non-Thesis Option

SBHS 629	Capstone Course (2hours)	
Nine Hours of Approved Electives		*

#### Thesis Option\*

SBHS 697	Research (1 hour)	*
SBHS 698	Thesis or Dissertation (4 hours)	*
Six Hours of Approved Electives		*

Total Hours		44
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### SUGGESTED PLAN OF STUDY

#### First Year

Fall	Hours	Spring	Hours
BIOS 601	3	OEHS 601	3
BIOS 602	1	HPML 601	3
EPID 601	3	SBHS 611 or 660	3
SBHS 601	3	SBHS 696	1
PUBH 696	1		
	11		10

#### Second Year

Fall	Hours	Spring	Hours
SBHS 614 or 615	3	Select one of the following:	2
SBHS 610	3	SBHS 629	
PUBH 622	3	SBHS 697 & SBHS 698	
Elective	3	SBHS 613	3
		Elective	3
		Elective	3
	12		11

Total credit hours: 44

### *Social and Behavioral Sciences Culminating Experience Options*

The SBHS offers two options for the culminating experience, dependent on the student and available opportunities. These include either a Capstone Course or Thesis (as described below) that focuses on SBHS. The student will be expected to engage in meaningful synthesis and integration of the core and SBHS departmental competencies (Capstone Course) or behavioral sciences research project (Thesis).

#### Option 1:

Capstone Course (two credit hours):

The SBHS capstone is the culminating experience for social and behavioral sciences majors in the MPH program and requires students to demonstrate their capacity to synthesize and integrate the core and SBHS departmental competencies via a paper and poster presentation.

#### Option 2:

Thesis (five credit hours):

The thesis requirement is designed to provide the student with an opportunity to integrate and synthesize the major components of the MPH/SBHS learning experience and to apply the principles of public health by engaging in an applied research project of a specific topic area. The student is expected to demonstrate verbal and technical proficiency in expository writing. The topic must be one of public health significance. Students are required to make an oral proposal and defense, and produce a manuscript of publishable quality that can be submitted to an appropriate peer-reviewed journal mutually agreed upon between the committee Chair(s) and the student.

Thesis Entry Requirements:

Student acceptance into the thesis option depends on the student being able to acquire a committee chair from the SBHS Graduate Faculty and a full committee. Individual thesis committee chairs/members may use a variety of methods for evaluating potential thesis candidates that include, but are not limited to, past academic performance, current academic performance, writing samples, and match between student-faculty research interests.

## **Other Degrees in the SPH**

### *Master (MS) Degree in School Health Education*

The mission of the MS in School Health program focuses on preparing school health and public health professionals to provide student health leadership on school campuses in their roles as teachers, guidance counselors, school nurses, administrators, and public health practitioners. Our program emphasizes the importance of creating an environment in which students are most likely to choose healthy behaviors that support academic success and positive life outcomes. This includes providing excellent health education services, developing a safe and supportive school culture characterized by positive relationships with concerned adults and peers, advocating for school policies that support student wellbeing, and working collaboratively with parents, other caregivers, and the community-at-large to support student health and academic success. For more information, see <http://publichealth.wvu.edu/sbhs/academic-programs/ms-in-school-health-education/>.

### *Master Degree Biostatistics*

The MS degree program in Biostatistics at WVU provides more mathematically-oriented students a strong background in biostatistical theory and computational skills as well as extensive practical experience. Graduates of this academic degree will be well-positioned for careers in the pharmaceutical industry, government, and other research institutions or they will be able to pursue doctoral education in biostatistics or other related

fields. For more information, please see <http://publichealth.wvu.edu/biostatistics/academics-programs/ms-in-biostatistics/>.

### *Doctoral Degrees*

The Doctor of Philosophy (PhD) in Public Health Sciences trains students in a research intensive curriculum that emphasizes both evidence-based primary prevention of disease and injury, and health promotion research and practice.

The program offers three majors in distinct areas of public health:

- PhD in Epidemiology
- PhD in Occupational and Environmental Health Sciences
- PhD in Social and Behavioral Sciences

For general information on the PhD program see <http://publichealth.wvu.edu/students/doctor-of-philosophy-phd/>.

## Section 2: Academic Policies and Resources

### WVU School of Public Health: Key Academic Policies

#### *Plan of Study*

Each discipline has a Suggested Plan of Study (PoS) in this document and the WVU Graduate Catalog 2017-18. If you follow the suggested PoS, you can complete your degree in two years. The amount of time for individual students varies depending on a variety of factors related to course credit that may be transferred in to other time demands and overall career goals. Regardless of your discipline, all degrees must be completed within eight calendar years as specified by WVU Policy

[http://catalog.wvu.edu/graduate/advisingcoursesdegrees/degree\\_regulations/#timelimitstext](http://catalog.wvu.edu/graduate/advisingcoursesdegrees/degree_regulations/#timelimitstext). All students must complete an individual plan of study with the help of the MPH program advisor that is approved by the MPH Program Director no later than their first semester of study.

#### *Grade and Grade Point Average (GPA)*

All SPH candidates must maintain a minimum 3.0 GPA each semester to be in good academic standing. Students whose cumulative GPA fall below 3.0 may be subject to probation, academic suspension, and/or expulsion. MPH Core and department major courses for which a student receives a D or F must be retaken (the original grade remains on the student's record and is used to calculate the student's overall GPA). No program requirements can be fulfilled by a course for which the student receives an F. A grade of D in an elective will count toward degree requirements. ALL courses taken while a graduate student (including both undergraduate and graduate level courses) are calculated toward your graduate GPA, regardless of whether they are applied to your plan of study. For more information, please see <http://publichealth.wvu.edu/student-services/student-policies/graduate-gpa-policy-for-active-students/>.

#### *Dropping or Withdrawing from a Course*

Each semester you may drop a course with no consequences before the published drop date on the academic calendar, usually during the first week of fall and spring semesters or the first days of summer semesters. You may also withdraw from a course before the published withdraw date on the academic calendar, usually about 2/3 through the semester, however, you will receive a "W" on your transcript. This "W" will not affect your grade-point average, but does remain on your transcripts. For more information about dropping or withdrawing from courses, please see <http://registrar.wvu.edu/registration/withdrawal-policies>. For WVU's full academic calendar with exact drop and withdraw dates, please see <http://catalog.wvu.edu/graduate/westvirginiauniversitycalendar/>).

#### *Leave of Absence*

The academic **leave of absence** is designed for the student who must be away from his or her academic endeavors at WVU for one or more semesters, but intends to return to complete the degree. Leave of absence status must be requested before the beginning of the semester for which the leave is desired. For more information, please see

[http://catalog.wvu.edu/graduate/advisingcoursesdegrees/advising\\_and\\_evaluation/#enrollmenttext](http://catalog.wvu.edu/graduate/advisingcoursesdegrees/advising_and_evaluation/#enrollmenttext).

#### *Course Grade of Incomplete*

The grade of I (Incomplete) is to be given only when the instructor believes that the course work is unavoidably incomplete. Student must discuss this with their professors and develop a written plan for completing all outstanding work within one semester. For more information, please see

<http://publichealth.wvu.edu/student-services/student-policies/graduate-incomplete-grading-policy/>.

## *Appealing a Grade*

Students have the right to appeal final course grades that they believe reflect a capricious, arbitrary, or prejudiced academic evaluation, or reflect discrimination based on race, sex, age, handicap, veteran status, religion or creed, sexual orientation, color, or national origin.

For more information, please see the Health Science Center catalog on

<http://catalog.wvu.edu/graduate/enrollmentandregistration/#academicrightspenaltiesappealtext>.

## *Course Transfer*

The School of Public Health has specific criteria for approving courses that students wish to transfer (from other WVU graduate programs, another graduate school or those taken as a non-degree student) toward MPH requirements. Requests for course transfer credits must be made during the first semester of the student's program. For more information, please see <http://publichealth.wvu.edu/student-services/student-policies/graduate-course-transfer-policy/>.

## *SPH Independent Study Process and Policy*

No more than three credit hours of independent study will count toward MPH degree requirements. The student and School of Public Health faculty member who directs the Independent Study must complete the Independent Study form prior to registering for it. For more information, please see

<http://publichealth.wvu.edu/student-services/student-policies/graduate-independent-study-policy/>.

## *Changing Your Department Major*

Students wishing to change from one program to another, within the School of Public Health, must complete the graduate change of program form, <http://publichealth.wvu.edu/student-services/graduate-download-forms/>, and submit it to Leah Adkins, MPH Program Advisor. Student must meet all entry guidelines for the new major and the transfer must be approved by the chair of the department the student wishes to transfer into. Students should seek advising assistance while making this decision as soon as possible as changing majors may delay graduation.

## *Student Code of Academic and Professional Integrity*

This code applies to students enrolled in the degree programs at the West Virginia University School of Public Health. It was approved by the Academic Standards Committee on May 3, 2012, and approved on May 9, 2012, by the School of Public Health faculty.

This Student Code of Academic and Professional Integrity for the WVU School of Public Health governs student behavior in lectures, examinations, laboratories, and other academic spaces and settings within the School of Public Health and the University, and all other settings which reflect upon the integrity and suitability of the student to train in public health-related disciplines and to become practitioners, educators, or researchers in public health. Successful progression through the curriculum and graduation are contingent upon the student's compliance with this code. This code follows the procedures established in the Policy on Academic Standards Governing Graduate Degree Programs at the West Virginia University School of Public Health.

Public health disciplines are based on reverence for life, compassion and respect for persons and for healthy living, professional and cultural competence, and integrity. At the core of the student's repertoire are skills leading to assessment, intervention, and measurements of effectiveness of contributions to improved health among populations. Hence, the School of Public Health expects its students to exhibit compassion, empathy, and concern for suffering where it exists; to be considerate and respectful toward individuals, communities, populations, instructors, staff, and each other; to grow in knowledge and skills; and to act professionally at all times.

The complete policy and list of specific expectations are found at <http://publichealth.wvu.edu/student-services/student-policies/student-code-of-conduct-policy/>.

### *Additional and Updated WVU School of Public Health Academic Policies*

The WVU School of Public Health is continually working to improve its policy and practice. As such, all policies and updated routinely. Please consult the WVU School of Public Health website for a list of the most current academic and student policies. Additionally, this handbook includes the most commonly helpful school, Health Sciences Center, and university policies. Please know there may be additional policies pertinent to any given individual situation.

## **West Virginia University: Key Academic Policies and Resources**

### *Family Educational Right and Privacy Act (FERPA)*

This act was designed to protect the privacy of education records, to establish the right of students to inspect and review their education records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. For more information on WVU's FERPA policy, please see, <http://ferpa.wvu.edu/>.

### *WVU Office of Accessibility Services*

This office is dedicated to enhancing the educational opportunities for students with temporary or permanent disabilities at West Virginia University and all of its campuses. To ensure access to University programs, specialists work individually with students to help them achieve academic success. For more information, visit the OAS website at [accessibilityservices.wvu.edu](http://accessibilityservices.wvu.edu).

### *Non-Discrimination Policy*

West Virginia University is committed to maintaining a diverse and equitable community, free from discrimination. To accomplish this goal, the University draws on a number of acts, laws, and policies that shape its core values. For more information, please see <http://diversity.wvu.edu/equity-assurance/policies>.

### *Sexual Harassment*

WVU Board of Governor's Policy 44 provides details regarding our commitment to preventing and responding to discrimination, harassment, sexual harassment, sexual and domestic misconduct, as well as stalking and retaliation. For more information, please see <http://diversity.wvu.edu/equity-assurance/policies>.

### *Information and Assistance for International Students*

International Students & Scholars Services (ISSS) is committed to service for all members of the international community who participate or will participate in international experiences at WVU. We strive to strengthen, enrich and advocate for international education and cultural exchange by anticipating and responding to specific needs and concerns of this international community.

WVU's International Students and Scholars Services, located in Purinton House on the downtown campus, is within the Office of Global Affairs and is a link to students and research scholars from over 100 countries around the world. With the diversity in these students' and scholars' cultural backgrounds and values, they have one thing in common: the challenge and adventure of living in a new culture. Leaving family and lifetime friends, as well as coping with a new language, social and physical environment, and daily customs, can add to the pressure of study or work. International students' adjustment to life in the US can be greatly eased by meeting

people who would like to share friendships and exchange ideas and information about the world. For More information about international student policies and procedures, please see <http://oiss.wvu.edu/>.

### *Research Compliance and Training*

If you are assisting a professor with research, please review the information on the WVU Research Integrity and Compliance website. <http://oric.research.wvu.edu/>

## **Other Helpful Electronic Academic Resources**

### *DegreeWorks*

DegreeWorks is an online resource that provides a check sheet for students and advisors to review and monitor progress toward degree completion. It organizes academic coursework into blocks of requirements to help you easily identify courses you have completed and what courses you still need in order to complete your degree. You access DegreeWorks through your MIX account, under STAR. For more information and a student guide, please see <http://registrar.wvu.edu/academic-records/degreeworks>.

### *SOLE*

SOLE (Study Observe Learn Engage) is the WVU Health Sciences Center's portal for online education and information. It is a web-based tool for students to access courses and for instructors to build and maintain those courses. To access SOLE use the following URL <https://sole.hsc.wvu.edu/>.

### *Academic Calendar*

The academic calendar provides dates for all important deadlines, including drop dates, dates to withdraw from the university, fall and spring breaks, holidays, midterm and finals, etc.). Graduate Student should access the calendar through <http://catalog.wvu.edu/graduate/westvirginiauniversitycalendar/>.

### *MIX and STAR*

The Registrar's Office maintains the STAR Information System, where students can register for classes, pay tuition, check final grades, review financial aid information, request transcripts and verify enrollment. **Visit the STAR system at** <https://star.wvu.edu>. You will need your WVU ID and personal identification number (PIN) to access STAR. Your STAR login information is the same as it is for MIX. For more information on the Registrar's Office, please see <http://registrar.wvu.edu/>. The Registrar also has a satellite office on the first floor of Health Sciences Center, North near the elevators: Room 1168E.

### *Web Registration Instructions*

For complete, step-by-step instructions to register for courses, please see <http://registrar.wvu.edu/registration>.



## Section 3: Student Advising & Program Progression

### Student Advising Guidelines

#### *MPH Program Advisor*

All students in the MPH program share the same advisor, Leah Adkins ([leadkins@hsc.wvu.edu](mailto:leadkins@hsc.wvu.edu); 304-293-1097). Ms. Adkins will provide support, knowledge, and guidance throughout your academic program. She will help you develop an individualized plan of study, address problems or concerns related to your plan of study, and answer questions about courses and electives, including your practice-based experience.

You will be required to meet with the MPH Program Advisor to develop an individualized plan of study that is completed and approved during your first semester in the program. Additionally, you are required to meet with MPH Program Advisor each semester to review your progress prior to signing up for the next semester's courses. Additionally, the MPH Program Advisor will guide you through the process of applying for graduation and confirm your eligibility for your MPH degree.

#### *Adequate Student Progress and Key Milestones*

Graduate study requires students to be self-directed and independent learners. Using the suggested Plan of Study in the Graduate Catalog, the following guidance outlines key milestones to help students successfully navigate their journeys to graduation. Please note that each program is different and that this is intended as general guidance to be clarified with your advisor.

##### First Semester:

- *Orientation:* All students attend SPH Orientation and receive student handbooks, program competencies, and general information. You will meet with your Academic Department at Orientation or at a specified date to meet your faculty and learn more about your department.
- *Advising:* Meet with the MPH Program Advisor and review the suggested Plan of Study for your degree program.
- *Practice-Based Experience and Career Services Initial Meeting:* Schedule and attend an initial introductory meeting with both the Practice-Based Experience Director and Director of Career Services and Student Success.
- *Plan of Study:* Work with your advisor to individualize/finalize your Plan of Study in DegreeWorks. Familiarize yourself with the Academic Calendar.
- *Transfer Credits:* If you are transferring any credits from previous academic courses, this must be approved by the end of your first semester. Work with the MPH Program Advisor to begin this process as early in the semester as possible.
- *Prepare for next semester:* Schedule appointments with your advisor for advisement for the Spring Semester. Start thinking about your Practice-based Experience.

##### Semesters between the First and Last:

- *Returning MPH Student Meetings:* At the beginning of each semester, a meeting is held to assist returning students. It is usually held within three days prior to the start of the semester, but no later than the first week of classes. Please plan to attend these all MPH student meetings.
- *Advising:* Check your DegreeWorks record and make sure all information is listed correctly. Meet with your advisor each semester prior to registration.
- *Plan your Practice-based Experience:* Your practice-based experience is completed at or towards the end of your program and requires you to work with a preceptor in an approved

site to apply your academic training on a practice-based project. You'll need to follow the practice-based experience guidelines and have all paperwork completed and approved before you start your practice-based experience.

#### Last Semester:

- *Advising:* Check your DegreeWorks record and make sure all information is listed correctly. Meet with your advisor with any questions.
- *Complete your Practice-based Experience, if you haven't already done so.*
- *Complete your Capstone coursework and Portfolio requirements.*
- *Graduate:* Stay on top of all graduation deadlines: registration, purchasing gown and cap, attending functions, including Graduation!

## *Graduation*

When the time comes for students to graduate from the MPH program, they will complete the application to graduate. An email reminder will go out at the appropriate time, but all graduation application deadlines can be found on the WVU Academic Calendar. Additional information about commencement in the School of Public Health can be found on our website, <http://publichealth.wvu.edu/student-services/commencement/>.

## *Student Questions, Concerns, and Assistance*

Despite our team's best effort and your hard work, you may still sometimes feel like you need help or someone to talk to about concerns related to any aspect of the program. According to your comfort level, always try to problem solve proactively. For example, if you have issues with an instructor, try to share your concerns with the instructor directly.

In cases where your concerns aren't resolved satisfactorily or in cases where you don't feel comfortable approaching the situation directly, please bring the issue to the attention of the MPH Program Director, Dr. Michael Mann ([mjmann@hsc.wvu.edu](mailto:mjmann@hsc.wvu.edu); 304-293-3560). In most cases, the MPH Director will be able to help you. However, if for some reason the MPH Director isn't able to help you find a reasonable resolution to your concerns, then please feel free to contact the Associate Dean for Academic Affairs, Dr. Linda Alexander ([linda.alexander@hsc.wvu.edu](mailto:linda.alexander@hsc.wvu.edu); 304-293-8616).

In the case of any actions you believe are discriminatory, harassing, associated with sexual or domestic misconduct including assault, stalking, or retaliation, please know you can reach out to any faculty member, staff member, advisor, or director. Additionally, our Associate Dean for Operations has special responsibilities related to ensuring a safe environment and welcomes hearing any concerns. Additionally, concerns can be shared directly with the WVU Title IX Office (<https://titleix.wvu.edu>).

## *The MPH Director*

Our MPH program has a school-wide MPH Director. The MPH Director helps ensure the quality of each department's MPH program, the MPH Core classes, MPH advising, and all aspects of the MPH program at the WVU School of Public Health as well as the success of all students, faculty, and staff associated with the MPH program. Please don't hesitate to contact the MPH Director with any questions, concerns, or suggestions about our MPH program at any time. Know that we truly want to help resolve any concern or problem and that your feedback regarding the program is valuable to us. Our current MPH Director is Dr. Michael Mann and he can be reached at [mjmann@hsc.wvu.edu](mailto:mjmann@hsc.wvu.edu) or 304-293-3560. You can also drop by the director's office anytime (HSC 3027) or make an appointment to meet whenever it is helpful to you.

## Section 4: Additional Student Resources

### SPH Student Organizations

#### *SAPH*

The Student Association of Public Health (SAPH) is a group of students, faculty, and staff members in the WVU School of Public Health who are dedicated to promoting public health issues throughout WVU and the community. SAPH meets regularly and organizes social events, community health outreach and education, community service and civic engagement opportunities, professional development, and advocates for social justice. SAPH also offers an opportunity for students to discuss all aspects of student life and serves as a liaison between faculty, staff, and students. For more information, please see <http://publichealth.wvu.edu/saph/>.

#### *Delta Omega Honorary Society in Public Health - Gamma Mu*

Students are eligible for induction into the honorary society after participating in 50% of SAPH events and 100% in Gamma Mu chapter events. Induction occurs at a ceremony prior to graduation and a student can only be inducted upon being approved to graduate. Membership in Delta Omega reflects the dedication of an individual to increase the quality of the field of public health to all people. Inductees must be in the top 25% of their class academically. For more information, please see national website at <http://www.deltaomega.org/index.cfm>.

#### *West Virginia Public Health Association: Student Affiliate*

The West Virginia Public Health Association: Student Affiliate is a state-wide organization that works to promote a better understanding of the concepts of community health. Our membership includes students from other universities and from different disciplines but with a unifying interest in engaging in the practice of public health or the advancement of public health. For more information, contact the Students Affiliate's faculty advisor, Bobbi Sykes ([rsykes@hsc.wvu.edu](mailto:rsykes@hsc.wvu.edu)), or one of our co-chairs, Zachary Ramsey ([zramsey@mix.wvu.edu](mailto:zramsey@mix.wvu.edu)) or Mackenzie Hilliard ([mjhilliard@mix.wvu.edu](mailto:mjhilliard@mix.wvu.edu)).

#### *Dean's Ambassador Program*

The Dean's Ambassador Program accepts a select group of 10 students (maximum), each year who will attend functions and activities representing the Dean and the School of Public Health. This group will also participate in special events with the Dean, at his request, to help promote the School within the state and in other communities beyond the campus of the Health Sciences Center and the University. Members of the Program must be representative of the highest quality and ability of the School of Public Health and are required to meet and maintain high standards of eligibility. Please see <http://publichealth.wvu.edu/student-services/deans-ambassador-program/> for eligibility requirements.

### WVU Financial Resources

#### *Financial Aid*

For your convenience, there is a satellite office for financial aid located at the Health Sciences Center.

[View Health Sciences Center Campus on Map](#)

1 Medical Center Drive; Robert C. Byrd Health Sciences Center North, Suite 1170

PO Box 9810; Morgantown, WV 26506-9810

Phone: (304) 293-3706

Fax: (304) 293-6861

Email: [hscfinaid@mail.wvu.edu](mailto:hscfinaid@mail.wvu.edu)

To be eligible for financial aid students **must**:

- A) Maintain a 2.75 GPA at the conclusion of each term and
- B) Successfully complete 80% of all attempted credit hours

The satisfactory progress toward your degree can affect your financial aid eligibility. For more information, please see <http://financialaid.wvu.edu/home/maintain>.

For information on SPH tuition and fees, please see <http://tuition.wvu.edu/>.

### *Tuition Waivers and Graduate Assistantships*

Although the SPH observes the policies set forth by West Virginia University Board of Governors and the Office of Graduate Education and Life, the SPH has its own process for approving graduate assistantships. **Currently, the SPH offers or recognizes few – and sometimes no - graduate assistantships within and/or outside of the SPH (GA, GTAs and GRAs).** If you are interested in a graduate assistantship of any kind, please seek and receive approval from the MPH Program Director before applying. Since we recognize so few graduate assistantships, this step may prevent you from engaging in a lengthy application process that can't be recognized.

## **Professional Development Opportunities for Students**

### *Graduate Education and Life*

Graduate Education and Life offers a variety of development classes (career and professional) to help enhance a student's potential while in graduate school. The programs help graduate and professional students complete their degrees, teach and research effectively, and plan for their careers. For more information, please see <http://graduate.wvu.edu/>.

### *Career Services: SPH*

A successful job search should begin long before graduation! In today's competitive job market, students should begin working on a career/professional development plan the moment they begin their studies. In addition to the University Career Center on the Downtown Campus, WVU SPH students can now schedule one-on-one appointments with the school's new Director of Career Development. These one-on-one appointments can be used to work on resumes, CVs, job offer negotiation techniques, mock interviews, and many other topics. The Director of Career Development will also work on providing professional development programming and events for the entire student body. To schedule an appointment, please e-mail Mr. Scot McIntosh at [scot.mcintosh@hsc.wvu.edu](mailto:scot.mcintosh@hsc.wvu.edu).

### *Career Services: WVU*

The WVU Career Services Center is a University-wide student resource serving undergraduate and graduate students as well as alumni. The center offers services such as:

- Career counseling and career development
- Career fairs
- Mock interviews
- Workshops (i.e. resume writing, job search techniques)
- Other programs and events

For more information, please see <http://careerservices.wvu.edu/students>.

## **Additional Student Resources**

### *WVU Graduate Resources*

Please see <http://welcomegrad.wvu.edu/> for a compilation of resources for new and current graduate students.

### *Student ID/ Mountaineer Card*

The Mountaineer Card is the official photo identification card for students. It provides access to WVU services, buildings, events, and more. Please read the following website for detailed information on the many uses of the Mountaineer Card. <http://wvucard.wvu.edu/>.

### *Bookstore and Books*

Barnes and Noble is the official campus bookstore to buy new and used books, rent and return textbooks, purchase eBooks, and get cash back from old textbooks. The bookstore is located on the downtown campus next to the Mountainlair. There is a small bookstore on the ground floor of the HSC. For more information, please see <http://wvu-hsc.bncollege.com/webapp/wcs/stores/servlet/BNCBHomePage?storeId=15071&catalogId=10001&langId=-1>.

### *Student Technology Resources*

Information Technology Services is here to help you succeed at WVU! They provide and support a wide array of technology from the wireless networks to eCampus and STAR. Got a question? Contact them at (304) 293-4444 or visit [it.wvu.edu/students](http://it.wvu.edu/students).

### *Parking Permits*

To apply for a parking permit, go to the Mountaineer Station in the HSC parking garage, first floor, 304-293-5502. For more information, please go to: <http://transportation.wvu.edu/>.

### *Personal Rapid Transit (PRT)*

It is an easy-to-use transportation solution for WVU students, faculty, staff, and the Morgantown community. There are five stations at which an electric powered, computer-driven car arrives to gather passengers. For more information please see <http://transportation.wvu.edu/>.

### *WVU Libraries*

WVU has four libraries that are open to students: Downtown Campus Library, Evansdale Library, Health Sciences Library, and the Law Library. Their services include:

- Research assistance (i.e. borrowing and renewing, interlibrary loan)
- Research tools (i.e. mobile web, databases)
- Teaching support (i.e. course reserves, term paper clinics)
- Facilities and Equipment (i.e. multimedia and small group study rooms)

For more information please see <https://lib.wvu.edu/>.

### *General Student Health and Well WVU*

There are several services offered for students through Well WVU:

- Medical

- Mental Health
- Health Promotion

For more information and directions please see <http://well.wvu.edu/>.

### ***Student Healthcare Services***

We know your health is important during the semester, and you want a doctor's office that you can trust with your healthcare needs. You'll be glad to know that WVU Medicine is the provider of medical health services for WVU students. Walk-ins are welcome, but appointments are requested for some services. For more information, visit <http://bit.ly/2f95Kc5>.

### ***WELLWVU Carruth Center for Psychological & Psychiatric Services***

Whether you are an undergraduate, graduate, or professional student, full-time or part-time, this office wants to help you complete your education. Your time at WVU may be filled with transitions, self-exploration, and change. The Carruth Center offers services and programs that are designated to support you through these experiences, help you succeed in college, and guide you toward a more fulfilling life. They strive to provide these services in an atmosphere that is welcoming, comfortable, and multiculturally sensitive for all students, faculty, and staff. For more information about services provided by the Carruth Center and to see their hours of operation, be sure to visit [carruth.wvu.edu/services](http://carruth.wvu.edu/services).

### ***Student Recreation Center***

The Student Recreation Center is located on the Evansdale campus. For more information please see <http://studentreccenter.wvu.edu/>.

### ***WVU Alert***

Students are able to sign up for the WVU Alert system, which will send urgent news to their cell phone (i.e. weather alert, crime alert, and emergency alert). Students will also receive alerts via the official WVU email address. For more information, please see <http://emergency.wvu.edu/alert>.

### ***Biostatistics Consulting Group***

The Biostatistics consulting group offers instruction and mentoring in research design, epidemiology, and biostatistics to students and faculty on statistical methods and analyses. As a student, you have the opportunity to receive 10 hours of assistance, at no cost. We recommend that you use this assistance in completing your culminating experience. In order to take advantage of this service, you must become a WVU CTSI member. To do so, go to <http://www.wvctsi.org/membership/>, read the information and go to Associate/Trainee member to complete the form.

## Section 5: Key Contacts

### Key MPH Contacts

*Leah Adkins, MPH Program Advisor*

[leadkins@hsc.wvu](mailto:leadkins@hsc.wvu), 304-293-1097, HSC 3801

*Dr. Michael Mann, MPH Director*

[mjmann@hsc.wvu](mailto:mjmann@hsc.wvu), 304-293-3560, HSC 3027

*Scot McIntosh, Director of Career Services and Student Success*

[scot.mcintosh@hsc.wvu.edu](mailto:scot.mcintosh@hsc.wvu.edu), 304-293-2502, HSC 3825

*Bobbi Sykes, Director of Practice-Based Experience*

[rsykes@hsc.wvu.edu](mailto:rsykes@hsc.wvu.edu), 304-293-8043, HSC 3315

### Key SPH Contacts

*Dr. Linda Alexander, Associate Dean for Academic Affairs*

[linda.alexander@hsc.wvu.edu](mailto:linda.alexander@hsc.wvu.edu), 304-293-8616, HSC 3306

*Dr. Jeff Coben, Dean of the School of Public Health*

[jacoben@hsc.wvu.edu](mailto:jcoben@hsc.wvu.edu), 304-293-2362, HSC 3306

*Dr. Bob Duval, Associate Dean of Operations including Title IX Concerns*

[robert.duval@hsc.wvu.edu](mailto:robert.duval@hsc.wvu.edu), 304-581-1826, HSC 3306