West Virginia University

SCHOOL OF PUBLIC HEALTH

**Undergraduate Programs Student Handbook
Academic Year: 2022-2023**

BS in Public Health

and

BS in Health Services Management and Leadership

WVU Health Sciences Center
School of Public Health
P.O. Box 9190
Morgantown, WV 26506-9190

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Welcome

Dear Mountaineer,

Welcome to the West Virginia University School of Public Health! You are about to embark on an exciting journey. We look forward to supporting your academic and professional preparation efforts while at WVU and beyond.

We will work together to address today's most pressing public health issues while preparing you for challenges yet to come. Through research, education, and hands-on learning, you will contribute to healthier people in thriving communities. As the only Council on Education for Public Health- accredited public health school in West Virginia, we offer the best of many unique opportunities for students.

The School of Public Health has more than 40 faculty teaching undergraduate and graduate courses, engaging in service and conducting research. Most of our faculty have open-door policies. So if you are looking for mentoring, research involvement, community service or guidance, you can often find it within the School of Public Health. Our faculty reside in departments representing the core disciplines of public health:

- Biostatistics & Epidemiology
- Health Policy, Management and Leadership
- Occupational and Environmental Sciences
- Social and Behavioral Sciences

The undergraduate program administration and staff endeavor to provide the support you need to have a positive experience with us. We are happy to answer questions; respond to concerns; help align your program to fit your post graduation goals; resolve issues; provide advice about classes, minors and other academic matters; and support your efforts throughout your degree program. Academic advising is a priority for us. We will be meeting with each of you every semester while at WVU. Please feel free to contact us any time via email, phone or in-person (see Program Contact Information on the following pages).

Please take time to review this handbook and become familiar with the contents so that you can access information when needed. Note that there are three additional sources of information that will be helpful in guiding you through your academic journey:
- WVU Undergraduate Catalog (refer to the version for the academic year that is applicable: freshman in fall 2022will refer to the 2022-2023 Academic Catalog)
- School of Public Health's Bachelor of Science in Public Health webpages
- School of Public Health's Bachelor of Science in Health Services, Management and Leadership webpages

Congratulations on choosing such a noble path. On behalf of the administration, faculty, staff, students, and alumni, I welcome you to the School of Public Health. We are so excited to start this journey together.

I look forward to seeing you on campus!

Audra L. Hamrick

Director of Undergraduate Studies

TBD – Senior Academic Advisor
Room 3308 HSC South   Phone: Email:

Your Advisor is the first point of contact for students on most issues. If they do not know the answer, they will find it for you or refer you to the person who does. All students will meet with the advisor at least once each semester. Appointments can be made in person or virtually.

Audra Hamrick, MA, NCC, LPC – Director of Undergraduate Studies
Room: 3306B HSC South   Phone: (304) 293-8043   Email: audra.hamrick@hsc.wvu.edu

Ms. Hamrick has primary oversight for the Bachelor of Science in Public Health program and guides curriculum development and implementation, administers policies and engages in program evaluation. Ms. Hamrick also directs the SPH Capstone experience for all students. She is a licensed counselor and uses that experience to improve student experiences and is available to students and their families.

Scot McIntosh, MS – Assistant Dean for Student Affairs
Room: 3306 HSC South   Phone: (304) 581-1652   Email: scot.mcintosh@hsc.wvu.edu

Mr. McIntosh engages in and serves as a resource for career counseling, student success, and alumni affairs. He serves as the faculty sponsor of the Student Association for Public Health, or SAPH.

Bradlee Hartman and Tessa Congo-Student Affairs Outreach Coordinators
Email: bradlee.hartman@hsc.wvu.edu   Email: tessa.congo@hsc.wvu.edu

Students will be assigned an outreach coordinator who will schedule one-on-one career advising appointments each semester. Each appointment will be thematic and will deal with addressing the professional development needs of each student based on their current classification in the program (i.e. Freshman, Sophomore, Junior, Senior).

Hannah Meeks, Recruitment Specialist and Tutor Connection Sponsor
Email: hannah.meeks@hsc.wvu.edu

In addition to undergraduate recruitment efforts, Ms. Meeks sponsors the SPH Peer Tutor Connection Program. If you would like assistance in any public health course, reach out to Ms. Meeks who can help pair you with a peer who has completed the course and is willing to share their expertise.

Directions to SPH Offices

- Take the elevator in HSC South to the third floor.
- When you exit the elevators, turn so you can see the large, red circuit breaker on the wall by the stairwell.
- Follow the hallway into the School of Public Health.
- As you approach the large double glass doors, turn right.
- Go to the intersection of hallways (you will be in front of the SPH Conference Room, 3301 on your right). The advisor's office is on your left. Ms. Hamrick's and Mr. McIntosh's offices are in the suite straight ahead.

The Bachelor of Science in Public Health program requires the completion of 120 credit hours, usually over four years, and comprising:

<pre>
        Freshman Year Seminar   1 credit hour
        Major Required Courses: 56 credit hours
                Foundation Courses (25 cr hrs)
                Major Courses (15 cr hrs)
                PUBH Electives, (9 cr hrs)
                Field Placement and Capstone Courses (7 cr hrs)
        General Education (GEF):   34 credit hours
        General Electives   29 credit hours (14 with Minor)
</pre>

◊ *See Appendix A for more information.*

For additional information on program requirements, please refer to the [WVU Undergraduate Catalog](#).

Field Placement and Capstone

These three experiences comprise the culminating experience: the field placement preparation seminar prepares students to apply for and initiate field experiences; the field experience comprises 75 hours of applied experience with a local agency; the capstone is a final poster presentation on the field experience, including reflections on student experiences.

Community Service

Undergraduate School of Public Health majors (HSML and PUBH) are required to complete 25 hours of community service by the completion of 89 credit hours. These hours are to be recorded through iServe in the WVU Center for Service and Learning.

◊ *See Appendix C, Part 5 for more information*

BS in Health Services Management and Leadership (HSML) Program Requirements

The Bachelor of Science in Health Services Management and Leadership program requires the completion of 120 credit hours, usually over four years, and comprising:

<pre>
        Freshman Year Seminar   1 credit hour
        Major Required Courses: 64 credit hours
                Foundation Courses (25 cr hrs)
                HSML Major Courses (30) cr hrs)
                Field Placement and Capstone Courses (9 cr hrs)
        General Education (GEF):   31-37 credit hours (plus ≥ 6 with minor)
        General Electives   15 - 27 credit hours
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◊ *See Appendix A part 2 for more information.*

For additional information on program requirements, please refer to the [WVU Undergraduate Catalog](#).

Internship and Capstone

These three experiences comprise the culminating experience: the field placement preparation seminar prepares students to apply for and initiate the health management internship; the internship comprises 125 hours of applied experience with a local agency; the capstone is a final poster presentation on the internship, including reflections on student experiences.

Community Service

Undergraduate School of Public Health majors (HSML and PUBH) are required to complete 25 hours of community service by the completion of 89 credit hours. These hours are to be recorded through iServe in the WVU Center for Service and Learning.

◊ *See Appendix C, Part 5 for more information*

Minor
A minor is an area of study outside of the major that allows a student to broaden their skills, knowledge and perspective. Students may select to substitute a minor (requiring additional credit hours) for GEF Area 8, as long as permissible by financial aid and scholarships.

General Electives
Sometimes called free electives, these are credits or courses that students select from among all courses offered in the SPH or the University for which they meet prerequisites and restrictions.

General Education Foundation Courses
These are preselected courses that provide students with a foundation of skills and knowledge necessary to reason clearly, communicate effectively and contribute to society.

Field Experience/Internship and Capstone
Three courses comprise the culminating experience: the field placement preparation seminar prepares students to apply for and initiate field experiences; the field experience/internship comprises 75 or 125 hours of applied experience with a local agency; the capstone is a final poster presentation on the field experience, including reflections on student experiences.These experiential courses provide students with an opportunity to engage with community or clinical partners, gain experience in the workplace, and demonstrate acquisition of competencies.

Individual Learning Experience Options
Students in good academic standing (cumulative and PUBH GPA of 3.0) and with at least junior standing may opt to take the following independent courses for credits:

PUBH 490   Teaching Practicum
PUBH 491   Additional Optional Professional Field Experience for elective credit
PUBH 495   Independent Study
PUBH 497   Research

Students must identify a faculty member with whom they wish to complete their work, and complete a contract prior to the semester registered.
♢ *Please see Appendix B for the policies and processes for these courses*.

Certified Health Education Specialist
The BS in Public Health program requirements were designed to align with the seven core Areas of Responsibility for CHES®. Certified Health Education Specialist or **CHES**® (pronounced chez) designation signifies that an individual who has met required academic preparation qualifications, has successfully passed a competency-based examination and who satisfies the continuing education requirement to maintain the national credential. Graduates of our program will be eligible for the competency-based examination. To learn more about how national certification can benefit professionals, visit the National Commission for Health Education Credentialing website.

Plan of Study
A plan of study is a semester-by-semester plan detailing the courses needed to meet all program requirements by the student's graduation deadline (ideally within four years). This plan of study will be collaboratively developed by the student and advisor during the first semester in the program and updated every semester. If students follow the plan of study, they will graduate from college on time, as long as they maintain a satisfactory GPA (2.5 or better for PUBH majors, 3.0 or better for HSML majors) and do not drop or withdraw from classes.

DegreeWorks (DW)
Accessed through WVU Portal, DegreeWorks is an online worksheet that details all program requirements and progression toward their completion. (You can think of this as an unofficial transcript.) This is the primary tool used to create plans of study.

Advising Appointments
Every student will meet with their academic advisor every semester to plan for the upcoming semester, including courses, professional plans, and update the plan of study. Emails and text messages will be sent to each student to schedule an advising appointment. Every semester,students will have a term pin (hold) placed on their academic account. Students must meet with their advisor in order to have the pin lifted. Until this is removed, the student cannot register for classes for the following semester. The School of Public Health will NOT lift term pins unless the student has met with their advisor. When necessary, appointments may be conducted online or via phone.

Priority Registration
WVU uses a system for registration that allows students to register for courses in order of their seniority. Every semester, a schedule will be published by the University Office of the Registrar with dates for each student classification. The Registrar will email every student the date and time at which they will be able to register, and this time will be posted on students' Degree Works.

Student Responsibilities
Students are responsible for understanding the program requirements, as well as both WVU and SPH policies. They are responsible for scheduling an appointment when they receive notice to do so and to communicate with the academic advisor about issues, questions and concerns. Students are also responsible for knowing and abiding by the terms of any financial aid/scholarships they are using to pay for school. It is the students' responsibility to understand things like credit minimums and deadlines for financial aid/scholarships.

WVU Family Educational Rights and Privacy Act (FERPA)
Designed to protect the privacy of education records, this act established 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. No one can access a student's records without prior permission from the student – this includes parents, spouses, and other family members.

Parent/Guest Portal
This is the exclusive method by which a university student may grant a third-party access to his or her records. Information that is protected from disclosure pursuant to FERPA, such as grades, financial aid details and student account/billing information, is maintained in a secure online environment. A student may grant permission to a parent or guest to access this information and make payments through this portal. Due to the protection of students' rights under FERPA, a student may restrict the information that a parent or guest is able to access and revoke access at any time.

Undergraduate Policies

SPH GPA Policy

BS in Public Health

The School of Public Health requires that students in the BS in Public Health program maintain a cumulative and major/AOE GPA of 2.5 or higher while in the undergraduate Public Health program and to graduate.

◊ *Please see Appendix C, Part 1 for the BSPH GPA policy*
◊ *Please see Appendix C, Part 3 for the Student Academic Contract.*
◊ *Please see AppendixC, Part 4 for information on how to calculate a GPA.*

BS in Health Services Management and Leadership

The School of Public Health requires that students in the BS in Health Services Management and Leadership program maintain a cumulative and major/AOE GPA of 3.0 or higher while in the undergraduate Public Health program and to graduate.

◊ *Please see Appendix C, Part 2 for the HSML GPA policy*
◊ *Please see Appendix C, Part 3 for the Student Academic Contract.*
◊ *Please see Appendix C, Part 4 for information on how to calculate a GPA.*

SPH Community Service Requirement Policy

Undergraduate School of Public Health majors (HSML and PUBH) are required to complete 25 hours of community service by the completion of 89 credit hours. These hours are to be recorded through the WVU Center for Service and Learning's iServe. These hours are required for all students: full-time, part-time and dual degree.

◊ *Please see Appendix C, Part 5 for this policy.*

Important WVU Policies

All students should become familiar with WVU policies guiding student conduct (in and out of the classroom), academics and other aspects of life as a WVU student. These are all referenced in the WVU Undergraduate Catalog.

Academic Rights, Penalties and Appeal

Academic Common Market (ACM)

Admissions: Freshman, Transfer and International

Advising, Enrollment and Grades (Incomplete Grades, Repeat Policy, Grading System)

Degree Regulations

FERPA (Family Educational Rights and Privacy Act of 197

Financial Aid

Minors

Programs, Courses and Credits

Tuition, Fees and Residency

Course Registration Process
- Students are considered full-time if taking 12 or more credits in fall, spring and summer (and billed as such).
- Taking 15 credits per semester allows most students to graduate within eight semesters.
- Students may elect to take up to 20 credits per semester. There is no extra charge for more than 12 credits.
- Students who wish to take more than 20 credits must complete a Credit Overload Petition.
    - All students should know about and understand the terms of their financial aid and scholarships (GPA, number of credits needed per semester, number of credits successfully completed, percent of credits successfully completed, etc.). The School of Public Health does not have access to your financial records and is not responsible for assuring you meet these additional requirements.

All the sources students need to register for courses can be found in WVU Portal. Here are the steps:

1. Plan of Study and DegreeWorks
    - Make sure to have the most current version of your Plan of Study (sent to you by your advisor) and DegreeWorks to start planning for your semester.
    - Determine your priority date and time. These will be sent to you via email from the Registrar and listed at the top of your DegreeWorks page.

2. Schedule Builder
    - Next, go to Schedule Builder, which is a planning tool that can help you find courses in specific categories (GEF, for example) and subject headings (PUBH for example) to build all iterations of schedules for the courses you enter. You can review these schedules and select that one that best meets your needs. NOTE: Make sure to allow for sufficient time (about 30 minutes) to get between campuses (Downtown [D], Evansdale [E] and Health Sciences [H]). There will be semesters where you cannot schedule all of the courses on your plan of study – please seek recommendations from your advisor about which courses can be substituted or moved to a different semester.

The steps to register through Schedule Builder can be tricky.
A. Start by indicating you are seeking courses on the Morgantown Campus. This is also where you can indicate whether you want to include online courses in your search.

   A WVU course has three identifying numbers:
   1) The course number, for example PUBH 101 or MATH 121.
   2) The section number: This indicates if there are multiple sections (may or may not be taught by different instructors).
       a. If the number starts with a 0, the course is typically taught on campus.
       b. If the number starts with a 7, this typically means it is taught online.
       c. A letter in front of the number indicates the following:
           i. T – course taught at WVU Tech
           ii. P – Course taught by Potomac State
           iii. H – Honors course (only Honors students allowed to register for these)
   3) The CRN (course registration number), which is a unique identifier for every course offered.

B. Once you have a schedule you like, you will hit the "Send to Shopping Cart" button at the top of the schedule. This will send the CRNs of your desired classes to the shopping cart in STAR.
C. Schedule Builder will automatically take you to STAR, where your desired course CRNs will be listed. Hit "register" at the bottom.

D. If a course has "****REGISTERED ON THE WEB****" next to it, that means you have successfully registered for the course and no further action is required. If there was an error with your registration, the courses will be listed below your schedule, with an error message typed in red.
E. If you ever receive an error message, email a screenshot of the error message to your advisor, and include your 800 student ID number. Your advisor will then either place a permit so you can try to register again, or will recommend an alternative course.
F. Once your schedule is finalized, you can view it in STAR under "student services and housing".

D/F Repeating Courses

Students may repeat once with grade forgiveness any course in which they originally earned a grade of D or F. The course can only be repeated in the WVU system. Students have only one opportunity to improve their original grade under the D/F repeat policy. Only the second grade in the repeated course counts toward the student's institutional GPA and credit hours for graduation, even if the repeated course grade is lower than the original. Students may repeat a course anytime during the program, including senior year. Students absolutely cannot register for a course more than three times. **The D/F repeat policy is applied any time an eligible course is repeated and is limited to 18 credit hours.**

Office of the University Registrar

This office is responsible for posting course schedules; maintaining the WVU Catalogs and academic calendars; student graduation degree audits; registration and all the software processes aligned with it; replacement of diplomas; academic record-keeping, including grades, degree records and transcripts; all forms pertaining to credit overloads, student confidentiality (release or prevent disclosure), undergraduate application to enroll in 500 level course, and senior petition for graduate credit.

The Registrar's Office is located in the Mountaineer Hub on Evansdale campus.
Office of the University Registrar (OUR) contact information:
P.O. Box 6878 Morgantown, WV 26505
304-293-5355 (office) | 304-293-8991 (fax) | registrar@mail.wvu.edu

WVU 2022-2023 Academic Calendar

Dropping or Withdrawing a Course

Drop and Add: You can drop and add courses during the first week of classes (deadline is the end of the day on the fifth business day of classes) through STAR. Students should never drop a course until after they have successfully added another one, as that original course may no longer be available once it is dropped. These actions do not appear on transcripts.

Withdrawal from a Course: After drop and add, the only way to drop a course is to withdraw from it. The W assigned for this action remains on your transcript. It is important to talk to your advisor before you drop or withdraw from one or more courses. These actions can impact your current and future financial aid eligibility, scholarships and planned graduation date.

Withdrawal from All Classes for Current Semester

If you are considering an academic withdrawal from the current term, please discuss your situation with your academic advisor to consider all of your options.
When you withdraw from ALL your classes during a term:
- You will not receive a grade or credit for those classes.
- You will receive a "W" for all passing or failing coursework for each withdrawn class on your transcript.
- Your GPA is not affected.

- Your hours attempted will include the classes from which you withdrew after the last day to add or drop without a "W" deadline. Please refer to the add and drop dates for the appropriate part of the term deadline.

Transferring Credit to WVU
Grades and credits are transferable for college-level courses from regionally accredited U.S. institutions. Generally speaking, lab course credit that is earned through self-taught, online or correspondence instruction will not transfer to WVU as laboratory credit. Students can check to determine if an academic institution has an equivalency agreement with WVU. If the academic institution that the student wishes to transfer courses from is not on the list, students may submit a Transfer Equivalency Review Request with the attached syllabus for review and possible approval.

Transient courses
Students who wish to take courses at another academic institution and have them applied to their WVU program requirements must complete a Transient Course Request prior to taking the course. Starting in fall 2019, students will be limited to 18 credits of transient courses that will be accepted to fulfill degree requirements.

Education Abroad
If you are interested in studying abroad for a short period of time or a full semester, WVU Education Abroad can guide your selection and preparation for this experience. Students should work with the Education Abroad office to find the program that's right for them, and then meet with their advisor and the undergraduate studies coordinator to create a plan of study. Students who wish to participate in a Study Abroad program must complete the Study Abroad Form. Students should avoid planning a study abroad trip during their final semester as it takes time to get the transcripts and this will likely delay graduation for a semester.

SOLE and eCampus
Students in the Public Health program will have classes that use both of the following online platforms:
eCampus (Blackboard) is the online learning management system used throughout WVU for World Wide Web based educational environments.

SOLE is the online learning management system used on the Health Sciences Campus.

Academics and Student Support

This is your future! Participate and enjoy WVU events, but remember why you are here…to earn a degree and open doors to your future. Find a balance between academics and other pursuits.

Faculty and Instructors
Students should endeavor to introduce themselves to their instructors and other faculty who are working in an area of interest to you. This can open doors to research, service and learning opportunities. This is especially important if you begin to struggle in a course. Discuss with your instructor how you can improve your work and grades in the course. This is the first step toward improvement and no one can take it but you!

Attending Class
It is well documented that students who attend their college classes do better than those who don't. Some classes will not have attendance policies, but students should make all possible attempts to attend all class meetings.

If you miss any course requirement, it is your responsibility to know what you have missed. This might include: classes and their content, assignments, quizzes and tests, and other course requirements. Do NOT depend on the instructor to send you a reminder or approach you. Some may do this, but that is not the instructor's responsibility.

Be on time for classes. We are all unavoidably late at times but make sure this is a rare occurrence.

Reading the Course Materials and Class Participation
It is an important part of the learning process in college to pay attention in class, take notes and participate in class discussion. In order to do this, students must keep up to date on their reading and homework assignments. For every three-credit course you take, plan to spend about 6-9 hours per week reading, studying, doing homework and preparing for class.

WVU Student Success Services
The Office of Student Success is a part of the Center for Learning, Advising, and Student Success. They offer services and programs that provide academic support for students during their journey at WVU. It is their mission to help WVU students succeed in their courses, stay enrolled, and graduate in a timely manner.

Student Success Coaching
A Success Coach will meet with you one-on-one to help develop an effective plan for success in your academic career.

Tutoring
The Academic Resource Centers offer drop-in tutoring and tutoring by appointment. Because our tutors are WVU students who have excelled in the classes you are taking, they can help explain tough material.

Writing Studio
This service offers both in-person and online appointments. They also have regular hours for drop-by advice.

SPH Tutoring
The School of Public Health offers a tutoring connection program for undergraduate courses. If you are interested in tutoring, or need a tutor yourself, please contact your advisor for details.

Summer BOOST
Summer Boost is a program designed to help currently enrolled students at WVU increase their cumulative GPA and earn course credit during the summer term. This program will provide students with resources that will help in academic success. Upon completion of the program, with a C or better in each course, students are eligible for a summer stipend. In-state students can earn up to 30% of university tuition. Out-of-state students can earn up to 40% of university tuition. Students must be enrolled in a regular summer term course (between May 16th, 2022 and August 5th, 2022)

Study Groups
If you find yourself struggling in a course, there are most likely others experiencing the same thing. Consider forming a study group so that you can share your studying with others. Invite your instructor to your study group (probably only once)!

[WVU Libraries](#)
Don't overlook the assistance WVU librarians and the four WVU libraries offer!
>   Downtown Campus Library
>   Evansdale Library
>   Health Sciences Library
>   The Law Library

Services include:
>   Research assistance (borrowing and renewing, interlibrary loan, search assistance, etc.)
>   Research tools (mobile web, databases, etc.)
>   Teaching support (course reserves, term paper clinics, etc.)
>   Facilities and Equipment (multimedia and small group study rooms, computer terminals, printers and copiers, including poster printing, etc.)

[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. To ensure access to University programs, specialists work individually with students to help them achieve academic success. Students can arrange for needed accommodations for academics, housing, and transportation.

[Well WVU](#)
Promotes student wellbeing and delivers comprehensive wellness education to all WVU students.
>   [Carruth Center for Psychological and Psychiatric Services](#) provides a variety of counseling and psychiatry services.
>   [Be Well](#) offers behavioral wellness services to students on the Health Sciences Campus. Those who choose helping professions are at a greater risk of burnout than the rest of the population. Learning to integrate wellness and self-care can act as prevention in your later career.
>   [WVU Student Health Services](#) offers primary care appointments, acute walk-in care with x-rays and lab, and travel counseling for study abroad and vacation.

[WVU CARE Team](#)
The WVU CARE Team's primary goal is to help students, staff, and faculty better assist students who are at-risk. Balancing the need for privacy and autonomy of the individual and the needs of the community safety, the team provides timely assistance and interventions to best serve the students and WVU community.

Computers and Technology

SPH UG Computer Requirements
WVU School of Public Health does not require undergraduate students to purchase a new computer, but does recommend that undergraduate students in SPH programs have a computer (not a tablet) that meets the minimum WVU recommendations. Undergraduate SPH students do NOT need to follow the computer guidelines for HSC clinical programs or Master of Public Health program requirements.

[Download Free and Discounted Software](#)
You can download FREE Microsoft Office on up to five devices and Sophos anti-virus on up to three. Visit the Software Licensing Center before purchasing software from anywhere else. Extra bonus! Students receive unlimited Google Drive cloud storage with their MIX (Gmail) account.

[DUO Two-Factor Authentication](#)
This is a required secondary step for logging into WVU secure sites. Two-factor authentication is a second layer of security besides your password. It requires you to confirm your identity with two things – something you know and something you have.

Options
1) To activate your Smartphone as your second-layer authentication device (recommended): Download the free Duo Mobile app from your app store, then activate your account by visiting WVU Login Self Service, clicking the "My Login" button and following the instructions. See detailed instructions.
2) To purchase and activate the Duo Display Token (Recommended ONLY IF you do not have a Smartphone OR require a second authentication device):
The Duo Display Token will be available for purchase at $20 at the WVU Bookstores.

[Portal](#)
Through the WVU Portal (portal.wvu.edu), you will gain access STAR, DegreeWorks and eCampus, check your MIX emails, pay your academic deposit, tuition and fees, check your grades, track the status of the PRT (Personal Rapid Transit), keep up with University events and news, start the process to transfer courses to WVU, and access the University calendar. You access the WVU portal with your username and password (see Admission Letter for initial information).

[On-Campus Printing](#)
If you bring a personal printer, it must have a wired USB connection, and wireless capabilities must be disabled. **WVU does not allow personal wireless printers to connect to campus Wi-Fi.** Students are encouraged to use a web-based service called MyPrinting, and pay for their prints using Mountie Bounty.

[Student Technology Support](#)

[HSC Information Technology Services](#)

SPH and WVU Opportunities and Activities

[The Student Association of Public Health (SAPH)](#)
This 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.

Research Opportunities and Compliance
The SPH encourages students to seek our research opportunities within the SPH and HSC and throughout the University. The [Office of Undergraduate Research](#) connects undergraduate students who have a strong and committed interest in research and creative endeavors to faculty members, programs, and research-related opportunities that are aligned with their interest.

[WVU Research Compliance and Training](#)
Students interested in engaging in research are required to complete training on Human Subjects and Responsible Code of Conduct and abide by the University's research compliance policies.

[SPH Travel Funding Opportunities](#)
West Virginia University School of Public Health encourages our students to actively engage in research and service activities. We recognize that this vision may require either domestic or international travel for conference attendance or practice and service opportunities. Supplemental funding can be requested from the Office of Academic and Student Affairs within the School of Public Health. A request DOES NOT guarantee that funding will be provided. ***Although the site states Graduate Student Travel Award, undergraduates can still apply and will be considered.***

[Delta Omega](#)
Students are eligible for induction into Delta Omega, the honorary society for public health, after participating in 50 percent of SAPH events and 100 percent 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 percent of their class academically.

[Dean's Ambassador Program](#)
The Dean's Ambassador Program accepts a select group of 10 students (maximum) each year who attend functions and activities representing the Dean and the School of Public Health. This group also participates in special events to promote the School within the state. Students selected are representative of the highest quality and ability of the School of Public Health and are required to meet and maintain high standards of eligibility.

[The Pre-Health Professional Development Office](#)
The Pre-Health Professional Development Office was founded in 2016 with the mission to provide advising and career services for students and alumni interested in pursuing graduate level health professional school (e.g. dental, medical, occupational therapy, pharmacy, physician assistant, physical therapy, podiatry, etc.).

Professional Goals and Professionalism

The start of your undergraduate studies should be the time that you begin to identify what you want to do with your life. After you graduate, do you want to get a job? Go to graduate or professional school? Contribute to the Peace Corps or AmeriCorps? Explore the world? We want to help you develop goals and help guide your undergraduate studies with those goals in mind.

SPH Career Services
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 SPH Career Services Team within the Office of Academic and Student Affairs. These one-on-one appointments can be used to work on resumes, CVs, job offer negotiation techniques, mock interviews and many other topics. The SPH Career Services Team also works on providing professional development programming and events for the entire student body. To schedule an appointment, please email Mr. Scot McIntosh, Ms. Bradlee Hartman, or Ms. Tessa Congo

Additionally,all SPH students will also be required to take PUBH 200 (Introduction to Public Health Careers & Info) and PUBH 400 (Professional Field Experience Prep Seminar) prior to program completion.

The WVU Career Services Center serves all WVU students and alumni and is located in the Mountainlair. The center offers services such as:
    Exploring majors and potential careers
    Career fairs
    Mock interviews
    Workshops (resume writing, job search techniques, etc.)

Professionalism
Since your undergraduate work is the start of your professional career, it is a great time to start building professional skills and demeanor. Consider that, in the future, you may want to ask one or more of your instructors to submit a reference for you. For that reference, the instructor may be asked about your attendance, timeliness, attention to detail, independent work ability, group work characteristics, communication skills, respectfulness and professional appearance. Because of this, it is worth your time and effort to always show your capabilities.

Communicating with Faculty and Instructors
Address professors and instructors by their titles or as "Professor." Do NOT greet them with their first names unless they have indicated that is acceptable. Address the Deans (any level) as "Dean."

Always include your full name, and it is often helpful to include your student ID number. Be clear with the wording of your message; do not use abbreviations, slang or emojis. Do use proper punctuation and grammar. Be sure to spell check and review your message prior to sending it. Allow 24-48 hours for reply.

Email Addresses
Faculty at the HSC (in School of Public Health) all have emails that end with hsc.wvu.edu.
All other faculty have addresses that end with mail.wvu.edu.

Respectful Behavior with Electronic Devices
Some instructors will forbid you to use your phones/computers during class. Some may allow them to be used during class. Please be considerate of the rules.

WVU Mountaineer Card and Student Identification Number
The WVU Mountaineer card is more than your student ID: it is your key to the campus! It will provide access to WVU services, buildings and events. It also works as a debit card, so guard it as you would any bank-issued ATM card. You can also view your student ID number on your Degree Works page.

The WVU Hub
The WVU Hub is your connection to Student Accounts, Financial Aid, Scholarships, Academic Information and Student Employment.

The WVU Hub is located on the 2nd floor of Evansdale Crossing (62 Morrill Way Suite 200), adjacent to the Student Recreation Center on the Evansdale Camp (on the Evansdale Campus). Online assistance requests for Financial Aid, Scholarships, Student Employment, Student Accounts and the Office of the University Registrar are also available.

Regular Business Hours:
Monday – Friday   8:15am- 4:45pm
Phone   304-293-1988 (1WVU)   (Monday – Friday, 8:15 am - 4:45 pm)
Fax   (304) 293-4890
Mail   Mountaineer Hub
                                  PO Box 6004
                                  Morgantown, WV 26506

WVU International Students and Scholars Information
Information about international student policies and procedures.

Financial Aid
All students should know about and understand the terms of their financial aid and scholarships (GPA, CPoS, Degree Pursuant Courses, number of credits successfully completed, percent of credits successfully completed, etc.). The School of Public Health does not have access to your financial records and is not responsible for assuring you meet these additional requirements.

Financial Aid Main Office (Evansdale Crossing [The WVU Hub])
            Phone: (304) 293-1WVU (1988)
            Email: hscfinaid@mail.wvu.edu   same email for both locations

    HSC Office
            HSC Financial Aid (first floor; limited hours)
            Phone: (304) 293-3706

    Information on WVU scholarships.

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

WVU Bookstores
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 main branch of the bookstore is located on the downtown campus next to the Mountainlair. There is a small bookstore on the ground floor of the HSC North. SPH apparel is available at this location.

WVU Parking and Transportation

Students who desire to drive to the HSC for classes and appointments will park at the Mountaineer Station Parking Garage, located 1112 Van Voorhis Drive, down the hill from the medical center PRT station. Please note that this garage often is filled to capacity, and it is recommended that students use the PRT or public transportation to get to the HSC. You may apply for a parking permit or pay tickets at the Mountaineer Station Office or call 304-293-5502.

> Short-term parking in the garage is $1.50 per hour. There are pay stations inside the lobby and on the 7th floor (credit or debit cards). There is also an ATM located on the first floor of the Mountaineer Station. Students are NOT permitted to park in the parking lots up near the HSC. Those lots are reserved for patients.

Personal Rapid Transit (PRT)
Students may use this transportation system (electric powered, computer-driven) at no cost. The PRT runs from downtown to the HSC campus, with three stations in between. Students may check the status of the PRT in WVU Portal, or follow the PRT on Twitter @WVUPRTstatus. The PRT is closed for Thanksgiving, Winter and Spring breaks, and does not run in the summer. It does run on weekends during the fall and spring semesters.

Buses
Students have free access to both WVU and Morgantown buses. There are campus shuttles, apartment shuttles and the Mountain Line at students' disposal. Out of state travel through partnerships with outside entities is also available via Mountaineer Station.

Maps
The Health Sciences Campus can be a troublesome place to navigate. To help you find your way, we have also included walking directions to all classrooms for PUBH courses in the appendices. Campus maps can also help you get around and find buildings.

WVU Alert
Students should sign up for the WVU Alert system, which will send urgent news to cell phones or email (weather, crime, and emergency).

Appendices

Appendix A, Part 1: BS in Public Health Academic Requirements

WVU General Education Curriculum (GEF) Requirements: credit hours = 34	
PUBH 191 First year Seminar for Public Health Students	1 cr

Public Health Foundation Courses (credit hours = 25)

		Credit Hours
☐PUBH 101	Introduction to Public and Community Health	3
☐PUBH 200	Introduction to Public Health Careers and Information	1
☐PUBH 201	Global Perspectives in Public Health	3
☐PUBH 202	Social Determinants of Health	3
☐PUBH 205	Writing for Public Health Audiences (PR: PUBH 101 and 202)	3
☐PUBH 233	US Healthcare System: Structures and Incentives	3
☐PUBH 211	Biostatistics for Population Health (PR: MATH 121+ and PUBH 101)	3
☐PUBH 222	Epidemiology for Population Health (prerequisite: PUBH 211)	3
☐PUBH 241	Biological Basis of Public Health (PR: BIOL 101/103+ and PUBH 101)	3

Public Health Major: 31 credit hours (Requirements, Electives, Field Experience, Capstone)

Public Health Major Requirements (15 credits)

	☐PUBH 243	Issues in Environmental Health	3
	☐PUBH 331	Introduction to Health Policy	3
	☐PUBH 352	Introduction to Social and Behavioral Sciences and Practice	3
	☐PUBH 353	Mastering Health and Wellness	3

Select one of the following Research-based Courses:

	☐PUBH 311	Health Research Data Management & Reporting	3
	☐PUBH 423	IIntroduction to Modern Epidemiological Research for	3
	☐PUBH 454	Introduction to Public Health Research Methods	3

Public Health Electives: Must select a minimum of 3 out of the listed courses (9credits)*:

	☐PUBH 230	Introduction to Health Administration	3
	☐PUBH 258	Terminology and Communication for Health Professionals	3
	☐PUBH 260	Principles of Patient Navigation	3
	☐PUBH 325	Introduction to Injury Prevention	3
	☐PUBH 334	Emergency Preparedness	3
	☐PUBH 337	Climate Change and Public Health	3
	☐PUBH 338	Introduction to Project Management	3
	☐PUBH 360	Health Navigation: Prevention & Community Health	3
	☐PUBH 427	Introduction to Outbreak Investigation	3
	☐PUBH 442	Public Health in the Workplace	3
	☐PUBH 451	Program Evaluation in Public Health	3
	☐PUBH 454	Introduction to Public Health Research Methods	3
	☐PUBH 458	Public Mental Health	3
	☐PUBH 464	Ethical, Legal, and Financial Issues in Healthcare	3
	☐PUBH 465	Patient Navigation Strategies: Case Planning	3
	☐PUBH 490	Teaching Practicum	1-3
	☐PUBH 491	Professional Field Experience (Optional in addition to 481)**	1-6
	☐PUBH 497	Research**	1-6

*Students can take an additional course from the Research-based Course list to count as elective

**A maximum 3-credits of PUBH 491 and PUBH 497 can be used to fulfill this requirement

Required Public Health Field Experience and Capstone Courses   (credit hours = 7)

☐PUBH 400	Field Placement Preparation Seminar	1
☐PUBH 481	Public Health Field Experience	4
☐PUBH 489	SPH School of Public Health Undergraduate Capstone	2

Public Health Major Requirements:
GEF=34
Major=57 (includes 191)
Open/Free/General Electives= 29 (14 with Minor)   (Can use to achieve pre-reqs for clinical or professional programs)
Community Service Hours = 25 hours completed before senior year.

Total Credit Hours	**120**

Appendix A, Part 2: BS in Health Services Management and Leadership Academic Requirements

WVU General Education Curriculum (GEF) Requirements: credit hours = 31 to 37 (43 with minor)					
	Credits	Semester		Credits	Semester
□GEF 1 Composition & Rhetoric ENGL 101 & 102 or 103	3 - 6		□GEF 5 Human Inquiry & the Past	3	
			□GEF 6 Arts & Creativity	3	
□GEF 2A/B Science & Technology *Recommend science course with a lab*	4 - 6	CSI 101	□GEF 7 Global Studies & Diversity	3	
□GEF 3 Math & Quantitative Skills (MATH 121 or ↑)	3 - 4		□GEF 8 Focus (9 cr) OR Minor (12 cr)	9 - 12	
□GEF 4 Society and Connections	3				

□PUBH 191	First year Seminar for Public Health Students	1

Public Health Foundation Courses for SPH Majors (PUBH and HSML): 25 credit hours		Credit Hours
□PUBH 101	Introduction to Public and Community Health	3
□PUBH 200	Introduction to Public Health Careers and Information	1
□PUBH 201	Global Perspectives in Public Health	3
□PUBH 202	Social Determinants of Health	3
□PUBH 205	Writing for Public Health Audiences (PR: PUBH 101 and 202)	3
□PUBH 233	US Healthcare System: Structures and Incentives	3
□PUBH 211	Biostatistics for Population Health (PR: MATH 121+ and PUBH 101)	3
□PUBH 222	Epidemiology for Population Health (PR: PUBH 211)	3
□PUBH 241	Biological Basis of Public Health (PR: BIOL 101/103+ and PUBH 101)	3

Health Service Management and Leadership Major Courses: 39 credit hours		
□PUBH 230	Introduction to Health Administration	3
□PUBH 258	Terminology and Communication for Health Professionals	3
□PUBH 311	Health Research Data Management and Reporting	3
□PUBH 331	Introduction to Health Policy	3
□PUBH 338	Introduction to Project Management	3
□PUBH 440	Health Systems Leadership	3
□PUBH 438	Managing Quality Improvement in Healthcare	3
□PUBH 464	Issues in Healthcare: Legal, Ethical, and Financial	3
□PUBH 429	Financial Tools for Health Administrators	3
□PUBH Selective (choose one)		3
	□PUBH 260	Introduction to Patient Navigation
	□PUBH 325	Introduction to Injury Prevention
	□PUBH 427	Introduction to Outbreak Investigation
	□PUBH 334	Emergency Preparedness
	□PUBH 337	Climate Change and Public Health
	□PUBH 458	Public Mental Health

Required Health Services Management and Leadership Field Experience and Capstone Courses (credit hours: 9)

□PUBH 400	Field Placement Preparation Seminar	1
□PUBH 482	Health Services Internship (125 hours)	6
□PUBH 489	Public Health Capstone	2

93 to 105 credit hours, dependent upon GEF 9 Focus Area or Minor Selected
Open/Free/General Electives= 15 to 21 credits
Required Community Service Hours = 25 hours completed prior to senior year
Total Credit Hours **120**

Appendix B: SPH Individual Learning Options

1) PUBH 490: Teaching Practicum

STUDENT & COURSE REGISTRATION INFORMATION:

Student Name: ID #:

Program: _____Public Health   _____Health Services Management and Leadership
CRN Number: Semester/Year:

Fulfilling Honor's Requirements?   _____
Yes   _____
No

Supervising Instructor:

Undergraduate Teaching Practicum Description
- The purpose of an Undergraduate Teaching Practicum is to provide faculty with supplemental instructional support and allow the student to gain introductory insight into and experience with preparing class content for a college level course.

Requirements and Specifications
A. Students will enroll in and earn 3 credits for successfully completing a teaching practicum for a 3 credit hour course. The student is expected to spend a similar amount of time in the teaching practicum, as if he or she were taking the course (minimum of 90 hours over a semester). Therefore, it is expected that the student will be in the classroom for the majority of class meetings, unless otherwise arranged in advance.
B. The teaching Practicum is considered a course and is therefore subject to the Undergraduate Add/Drop/Withdraw policy.
C. Instructors must submit a final grade by the due date published in the Academic Calendar.
D. Students must have Junior or Senior class standing and a minimum of a 3.0 GPA to be eligible to register for this course.
E. Previous completion of course as a student with course grade of A Is preferred (but may be waived).
F. Students may count up to two (total 6 credits) teaching practicums toward their program requirements as general electives.

Student Learning Outcomes: (*Instructor should select all that apply*):

By the conclusion of the course, the student enrolled in the Teaching Practicum will strengthen their:

_____ Understanding of the structure and staging of a course through their work with the faculty member.

_____ Ability to explain concepts, skills, or techniques to others:

_____ On a one-to-one basis   _____ With small groups   _____ Via presentations to large group

_____ Ability to facilitate classroom discussion.

_____ Ability to create and deliver a course assignment(s) that contributes to the course learning outcomes, in consultation with the faculty member.

_____ Ability to deliver technical/skill support for students enrolled in the course:

_____On a one-to-one basis   _____Via demonstrations

_____ Research abilities

_____ Ability to deliver critical responses to work in a supportive manner.

_____ Understanding of the assessment of student work.

_____Other (specify):

Student Learning Objectives: (*Instructor should select all that apply):*
The student enrolled in the Undergraduate Teaching Practicum will:
- Develop a project(s) for students to complete in conjunction with their faculty member.
- Actively prepare for and participate in classroom discussions.
- Facilitate at least one group class critique, including one for any project that they develop.
- Facilitate small group critiques and discussions.
- Meet with students one-on-one to discuss and forward their work.
- Maintain and facilitate an online discussion with students on topics developed in concert with the instructor.
- Present a lecture(s) on a topic(s) determined jointly with the instructor.
- Present a demonstration(s) on a topic determined jointly with the instructor.
- Hold consultations for____hours per week for students enrolled in the course [location and times to be specified].
- Research and present materials supportive of the course curriculum.
- Develop a rubric to provide assessment of an assignment.
- Use assessment methods to provide student feedback on work.
- Provide administrative and classroom support that informs their knowledge of the teaching profession.
   (may be asked to set up equipment, classroom furniture, make copies, post student papers/grades.)
- Document and archive work samples created for the class.
- Document classroom discussions and critiques.
- Other (specify)

Assessment Measures: (*Instructor should select all that apply):*
The student enrolled in the Teaching Practicum will be assessed via:
- A rubric that defines Learning Outcomes and measures of success.
- A narrative summary that provides details on successes and challenges faced during the semester. This will include providing suggestions for further development.
- Weekly or regularly scheduled meetings with the instructor to provide feedback.
- End of semester meeting to review assessment and grade.
- Attendance at class or required out-of-class meetings.
- Other (specify):

Required Signatures (S*ignatures indicate understanding and approval of this contract.)*

_____

Student   Date

_____

Supervising Instructor   Date

_____

Director of Undergraduate Studies   Date

Appendix B: SPH Individual Learning Options

2) PUBH 491: Optional Undergraduate Professional Field Experience/Internship as Elective Policy and Contract

STUDENT & COURSE REGISTRATION INFORMATION:

Student Name: ID #:

Program: _____Public Health   _____Health Services Management and Leadership

CRN Number: Semester/Year:

Number of Credit Hours:

Fulfilling Honor's Requirements?   _____ Yes   _____ No

Supervising Faculty:

Field Experience/Internship Agency Name:

Agency Address:

Agency Phone Number:

Preceptor Name:

Preceptor Title:

Preceptor Phone Number:

Preceptor email:

Start date:

End Date:

Proposed number of hours/schedule per week:

Undergraduate Field Placement/Internship as an Elective Description

·The purpose of Undergraduate Field Placement/Internship as an elective is to provide students with opportunities to gain experience in a professional public or community health, or healthcare setting.

Requirements and Specifications

A.   This is a variable credit course for 1 -6 credits. Students should register for 1 credit hour for every 30 hours of field placement that will be completed.

B.   This course can be repeated for up to 6 credits that count toward degree requirements (PUBH or general electives) during the undergraduate program.

C.   Outputs from the field placement as an elective cannot be applied to other program requirements.

D.   These credits are considered a course and are therefore subject to the Undergraduate Add/Drop/Withdraw policy.

E. The instructor of note must submit a final grade by the due date published in the Academic Calendar.

F. Students must have Junior or Senior class standing and a minimum of a 3.0 GPA to be eligible to register for this course.

G. This course may NOT replace the Professional Field Placement completed at the end of the program (PUBH 481, 486 or 491) and affiliated with the Capstone.

H. Students enrolled in these credits must maintain a log of their hours and complete a final reflection at the end of the semester. These will be assessed for completeness, insight, and thoughtfulness (as well as grammar and language) for final grade.

Project/Department student will primarily be placed with:
Proposed Student Outcomes:
Proposed Student Outputs/Products (where appropriate):

Required Signatures (S*ignatures indicate understanding and approval of this contract.)*

_____

Student   *Date*

_____

Preceptor   *Date*

_____

Supervising Instructor   *Date*

_____

Director of Undergraduate Studies   *Date*

Appendix B: SPH Individual Learning Options

3) PUBH 495: Independent Study Policy and Contract

STUDENT & COURSE REGISTRATION INFORMATION:

Student Name: _____   ID #: _____

CRN Number: _____   Semester/Year: _____

Program: _____Public Health   _____Health Services Management and Leadership

Number of Credit Hours: _____

Fulfilling Honor's Requirements?   _____ Yes   _____ No

Supervising Faculty: _____

Undergraduate Independent Study Description
- An area of study necessitating a high level of self-directed learning, which may be experiential, directed reading, or applied research supervised by a faculty member. This course will allow the student to pursue more intensive study of special topics, to explore new areas of thought, or to develop new skills. It may NOT focus on content which is currently covered in an existing course (unless there are extenuating circumstances, determined by the program director).

Requirements and Specifications
- G. This is a variable credit course for 1 -6 credits. Students should register for 1 credit hour for every 30 hours of independent study that will be completed.
- H. This course can be repeated for up to 6 credits that count toward degree requirements (PUBH or general electives) during the undergraduate program.
- I. The independent study outputs cannot be applied to other program requirements.
- J. These credits are considered a course and are therefore subject to the Undergraduate Add/Drop/Withdraw policy.
- K. Instructors/mentors must submit a final grade by the due date published in the Academic Calendar.
- L. Students must have Junior or Senior class standing and a minimum of a 3.0 GPA to be eligible to register for this course.

Focus of Independent Study (title):
Student Learning Outcomes:
Proposed Methods:

Assessment Measures: (*Instructor should select all that apply):*

The student enrolled in the Teaching Practicum will be assessed via:

- A rubric that defines how the learning outcomes and outputs/products will be measured for a grade.
- A narrative summary that provides details on successes and challenges faced during the semester. This

will include providing suggestions for further development.

- Weekly or regularly scheduled meetings with the instructor to provide feedback.
- End of semester meeting to review work and output/product for assessment and grade.
- Other (specify):

Required Signatures (S*ignatures indicate understanding and approval of this contract.)*

_____

Student   Date

_____

Supervising Instructor   Date

_____

Director of Undergraduate Studies   Date

Appendix B: SPH Individual Learning Options

4) PUBH 497: Research Policy and Contract

STUDENT & COURSE REGISTRATION INFORMATION:

Student Name: ID #:

Course Number: Semester/Year:

Program: _____Public Health   ____Health Services Management and Leadership

Number of Credit Hours:

Fulfilling Honor's Requirements?   _____ Yes   _____ No

Supervising Faculty:

Undergraduate Research Description
- Under the mentoring of a faculty, students will develop a research question and conduct the research needed to develop a response in the form of a formal paper.

Requirements and Specifications
- M. This is a variable credit course for 1 -6 credits. Students should register for 1 credit hour for every 30 hours of independent research that will be completed.
- N. This course can be repeated for up to 6 credits that count toward degree requirements (PUBH or general electives or Thesis [prior approval required]) during the undergraduate program.
- O. The research conducted and the subsequent paper cannot be applied to other program requirements.
- P. These research credits are considered a course and are therefore subject to the Undergraduate Add/Drop/Withdraw policy.
- Q. Instructors must submit a final grade by the due date published in the Academic Calendar.
- R. Students must have Junior or senior class standing and a minimum of a 3.0 GPA to be eligible to register for this course.

Research Question:
Proposed Methods:
Student Learning Outcomes

Assessment Measures: (*Instructor should select all that apply):*

The student enrolled in the Teaching Practicum will be assessed via:

- A rubric that defines how the learning outcomes and outputs/products will be measured for a grade.
- A narrative summary that provides details on successes and challenges faced during the semester. This will include providing suggestions for further development.
- Weekly or regularly scheduled meetings with the instructor to provide feedback.

- End of semester meeting to review work and output/product for assessment and grade.
- Other (specify):

Required Signatures (*Signatures indicate understanding and approval of this contract.)*

_____

Student   Date

_____

Supervising Instructor   Date

_____

Director of Undergraduate Studies   Date

Appendix C, Part 1: SPH GPA Policy for BS in Public Health Program

The SPH undergraduate "Student Cumulative and Major GPA" Policy comprises three conditions:
1) Students are required to maintain a cumulative 2.5 or higher GPA (in all courses, regardless of subject) while in the undergraduate public health program, and in order to graduate with a BS in Public Health.
2) Students are required to maintain a 2.5 GPA or higher in all public health major courses (all courses taken to satisfy major core and AOE requirements [all PUBH courses]) while in the undergraduate public health program, and in order to graduate with a BS in Public Health.
3) Students are required to attain a minimum grade of C- in both the field placement/agency rotations and capstone courses in order to be eligible to graduate.

Process:

A) An academic review of all public health majors will be conducted at the end of each semester. All students will be notified of Program Actions and conditions associated with the Action via official University email.

B) Students who fail to receive a C- or higher in the Public Health Field Placement (PUBH 481), PN Agency Rotation (PUBH 486), or SPH Capstone (PUBH 489) will not be able to graduate in their planned semester (since these courses are taken in the last semester) and will have to remediate (plan developed by the Program Director and the Director of Public Health Practice) or repeat these courses in a future semester. This will be determined by the Program Director. (Note: These courses are offered only in the fall and spring. While students may be able to remediate in the summer, they will not be able to repeat these courses in the summer.

The School of Public Health undergraduate program has three levels of Program Action:
      1) Program Warning   2) Program Probation   3) Program Dismissal

SPH UG Program Warnings (not indicated on the permanent student record)

● A student with a cumulative and/or major GPA of less than 2.5 (2.499 or lower) will be placed on Program Warning.
    ► The student is required to meet with the Assistant Dean for Undergraduate Studies before the start of the following semester in which WVU courses are taken to: a) discuss plans for improvement, b) consider options for support at WVU, c) review courses for the following semester, and d) to sign the completed academic contract.

    Remedy: The student must improve his/her cumulative and/or major GPA to a 2.5 or higher the following semester of enrollment.

    Action if satisfied: The student will retain normal student status.

    Action if not remedied: If either the cumulative or major GPA is not improved, the student will be placed on Program Probation for the following semester of enrollment.

SPH UG Program Probation (not indicated on the permanent student record)

1) A student with a cumulative and/or major GPA below 2.5 for more than one consecutive semester of enrollment will be placed on Program Probation.
    ► The student is required to meet with the Assistant Dean for Undergraduate Studies before the start of the following semester in which WVU courses are taken to: a) discuss plans for improvement, b) consider options for support at WVU, c) review courses for the following semester, and d) to sign the completed academic contract. Students may be directed to take or drop specific courses.

    Remedy: The student will be responsible for completing all tasks and abiding by all conditions defined in the academic contract in order to be reinstated to normal student standing. This will require improving the cumulative and/or major GPA to a 2.5 within a specific period of time (from one semester to one calendar year [12 months]).

Action if satisfied: The student will retain normal student status.

Action if not remedied:
a)   The student's probation **may** be extended if all conditions and actions have been met and it is clear the student's GPA is improving, to be decided by the Program Director.
b)   The student will be dismissed from the program if there is evidence that an effort has not been made to meet the conditions and actions of the academic contract and/or the student's GPA has not improved or has declined in the specified period of time.

►Probationary status shall continue until either the requirements for removing probation have been achieved, or the student has been dismissed from the program. Students on probation making good academic progress may be allowed to remain on probation for a longer duration of time.

►A student who voluntarily leaves the School of Public Health while on Program Probation and who subsequently wishes to rejoin the program, will be assigned normal student status. However, if the student fails to meet the GPA requirements once back in the program, the warning phase will be skipped and the student will be placed on Program Probation.

PH UG Program Dismissal (indicated on the permanent student record)

Students are at risk of Program Dismissal if they do not meet the conditions for removing Program Probation defined in the academic contract and are unable to improve their cumulative or program GPA to 2.5.

Reinstatement to the Major

Students are ineligible for reinstatement to the major for two consecutive semesters following Program Dismissal. To apply for reinstatement, students must contact the program advisor about transferring back to the program and provide a reason, in writing, for how they are now better prepared to be successful in the public health major. The readmission decision will be made by the Program Director.

WVU Policy Related to GPAs
(**http://catalog.wvu.edu/undergraduate/coursecreditstermsclassification/#probationsuspensiontext**)

Students should note that WVU has its own policy pertaining to minimum GPAs and academic probation and suspension from the University. Individual schools, colleges, and programs may place students on probation or dismiss them from their programs as well, using criteria that are the same as or different from those below. Students who are dismissed from a program may transfer to another program if they meet the program's admission requirements or they may be advised in the University College until they are able to be accepted into a program.

Any student with an overall grade point average (GPA) below 2.0 is considered to be on University probation and may be eligible for suspension. The standards that are used to determine a student's eligibility for suspension are based on overall GPA in relation to credit hours attempted. Credit hours attempted include all credits included on the student's WVU transcript (regardless of where or how completed and including credits with grades of F). Please refer to WVU Academic Probation and Suspension Policy and WVU Probation and Suspension Process.

Appendix C, Part 2: SPH GPA Policy for BS in Health Services Mgmt and Leadership Program

The SPH undergraduate "Student Cumulative and Major GPA" Policy comprises three conditions:

4) Students are required to maintain a cumulative 3.0 or higher GPA (in all courses, regardless of subject) while in the undergraduate Health Services Management and Leadership program, and in order to graduate with a BS in Health Services Management and Leadership.

5) Students are required to maintain a 3.0 GPA or higher in all Health Services Management and Leadership major courses (all courses taken to satisfy core foundational and major requirements [all PUBH courses]) while in the undergraduate Health Services Management and Leadership program, and in order to graduate with a BS in Health Services Management and Leadership.

6) Students are required to attain a minimum grade of C- in both the internship and capstone courses in order to be eligible to graduate.

Process:

A) An academic review of all Health Services Management and Leadership majors will be conducted at the end of each semester. All students will be notified of Program Actions and conditions associated with the Action via official University email.

B) Students who fail to receive a C- or higher in the Health Management Internship course (PUBH 482), or the SPH Capstone Course (PUBH 489) will not be able to graduate in their planned semester (since these courses are taken in the last semester) and will have to remediate (plan developed by the Program Director and the Director of Public Health Practice) or repeat these courses in a future semester. This will be determined by the Program Director. (Note: These courses are offered only in the fall and spring. While students may be able to remediate in the summer, they will not be able to repeat these courses in the summer. "

The School of Public Health undergraduate program has three levels of Program Action:

    1) Program Warning   2) Program Probation   3) Program Dismissal

SPH UG Program Warnings (not indicated on the permanent student record)

● A student with a cumulative and/or major GPA of less than 3.0 (2.99 or lower) will be placed on Program Warning.

► The student is required to meet with the Assistant Dean for Undergraduate Studies before the start of the following semester in which WVU courses are taken to: a) discuss plans for improvement, b) consider options for support at WVU, c) review courses for the following semester, and d) to sign the completed academic contract.

Remedy: The student must improve his/her cumulative and/or major GPA to a 3.0 or higher the following semester of enrollment.

Action if satisfied: The student will retain normal student status.

Action if not remedied: If either the cumulative or major GPA is not improved, the student will be placed on Program Probation for the following semester of enrollment.

SPH UG Program Probation (not indicated on the permanent student record)

● A student with a cumulative and/or major GPA below 3.0 for more than one consecutive semester of enrollment will be placed on Program Probation.

► The student is required to meet with the Assistant Dean for Undergraduate Studies before the start of the following semester in which WVU courses are taken to: a) discuss plans for improvement, b) consider options for support at WVU, c) review courses for the following semester, and d) to sign the completed academic contract. Students may be directed to take or drop specific courses.

Remedy: The student will be responsible for completing all tasks and abiding by all conditions defined in the academic contract in order to be reinstated to normal student standing. This will

require improving the cumulative and/or major GPA to a 3.0 within a specific period of time (from one semester to one calendar year [12 months]).

Action if satisfied: The student will retain normal student status.

Action if not remedied:
        c)   The student's probation **may** be extended if all conditions and actions have been met and it is clear the student's GPA is improving, to be decided by the Program Director.
        d)   The student will be dismissed from the program if there is evidence that an effort has not been made to meet the conditions and actions of the academic contract and/or the student's GPA has not improved or has declined in the specified period of time.

►Probationary status shall continue until either the requirements for removing probation have been achieved, or the student has been dismissed from the program. Students on probation making good academic progress may be allowed to remain on probation for a longer duration of time.

►A student who voluntarily leaves the School of Health Services Management and Leadership while on Program Probation and who subsequently wishes to rejoin the program, will be assigned normal student status. However, if the student fails to meet the GPA requirements once back in the program, the warning phase will be skipped and the student will be placed on Program Probation.

PH UG Program Dismissal (indicated on the permanent student record)

● Students are at risk of Program Dismissal if they do not meet the conditions for removing Program Probation defined in the academic contract and are unable to improve their cumulative or program GPA to 3.0.

Reinstatement to the Major

Students are ineligible for reinstatement to the major for two consecutive semesters following Program Dismissal. To apply for reinstatement, students must contact the program advisor about transferring back to the program and provide a reason, in writing, for how they are now better prepared to be successful in the Health Services Management and Leadership major. The readmission decision will be made by the Program Director.

WVU Policy Related to GPAs
(**http://catalog.wvu.edu/undergraduate/coursecreditstermsclassification/#probationsuspensiontext**)

Students should note that WVU has its own policy pertaining to minimum GPAs and academic probation and suspension from the University. Individual schools, colleges, and programs may place students on probation or dismiss them from their programs as well, using criteria that are the same as or different from those below. Students who are dismissed from a program may transfer to another program if they meet the program's admission requirements or they may be advised in the University College until they are able to be accepted into a program.

Any student with an overall grade point average (GPA) below 2.0 is considered to be on University probation and may be eligible for suspension. The standards that are used to determine a student's eligibility for suspension are based on overall GPA in relation to credit hours attempted. Credit hours attempted include all credits included on the student's WVU transcript (regardless of where or how completed and including credits with grades of F). Please refer to WVU Academic Probation and Suspension Policy and WVU Probation and Suspension Process.

Appendix C, Part 3: Student Academic Contract

Major: _____Public Health   _____Health Services Management and Leadership

Student Name		Semester (of Academic Action)	___ Fall ___Spring ___Summer
Student ID		Year (of Academic Action)	
Cumulative GPA		Probation Semester (indicate multiple semester/yrs if applicable)	___ Fall ___Spring ___Summer
Major GPA		Probation Year	
Attempted Hours		AOE	___CPH ___PHS ___PN
Earned Hours		Minor	
Completion Rate		Grades of D or F	
email date		Incompletes	

Academic Schedule for Probation Semester					
Course Number	Course Title	Cre dits	Type (Gen Ed, major, AOE, Minor, elective)	Repeat (D/F, Prog Req, prereq, pre-prof req)	Notes

Conditions:
1. Review and update the Plan of Study with the Program Director before the first day of classes for the probation semester, which outlines a reasonable path to graduation and takes into consideration previous experiences with specific courses and career plans.

2. Register for all classes on the schedule referenced above. Do NOT register for additional classes or drop classes unless approved by the Program Coordinator or Director.

3. Earn a semester GPA of 2.5 or above (PUBH) or 3.0 (HSML), unless you have a financial aid appeal specifying a higher GPA. If this is the case, the semester GPAs listed on your Academic Success Plan are the ones for which you will be held accountable.

4. Academic Meetings with Program Coordinator or Director
   a.   Review and approval of all courses to be taken in the semester immediately following that which created the need for this action, before the first day of classes.
   b.   Review of academic progress at mid-term.
   c.   Review of planned class registration for the following semester.
   d.   If there is an active financial aid appeal: review of Academic Success Plan.

5. Other:

By signing this Academic Contract, I, the student, agree to comply with the actions and conditions specified above in efforts toward being reinstated to normal student status. If I, the student, fail to comply with the actions and conditions noted above, I may be expelled from the Public Health major.

_____   _____
Student's Signature   Date   Program Director's Signature   Date

Appendix C, Part 4: Calculating GPAs

GPAs: What are they and how are they calculated?

A Grade Point Average (GPA) is the numerical average of the grade point values for the credit hours completed. To arrive at the GPA value, you divide the total point value by the number of credit hours completed.

Types of GPAs
> **Semester Grade Point Average:** The average of the grade point values that you have earned for all courses you have completed in a semester.
>
> **Subject Grade Point Average:** The average of the grade point values you have earned for all the courses completed in a specific subject (easily denoted by a subject heading such as ENGL, MATH, CHEM, etc.).
>
> **Major Grade Point Average: T**he average of the grade point values you have earned for all the courses completed in your major: for public health, this includes all PUBH courses.
>
> **Cumulative Grade Point Average: T**he average of the grade point values for all of the courses you have completed.

What grades don't count toward a GPA?
> W   Withdrawal
>
> I   Incomplete
>> - Incompletes should only be assigned when the work is unavoidably incomplete and even then, this is up to the instructor. Do not assume an instructor will give you an incomplete just because you ask.
>>
>> - Incomplete grades remaining on transcripts for more than one semester become IFs, and count as Fs in the GPA.
>>
>> - Incompletes can be revised to a grade or a permanent incomplete, per the instructor's discussion.
>
> P   Pass (Any course for which a P is received will NOT satisfy University, college, school, or departmental requirements [for undergraduates].)
>
> NR   Not Reported (means the instructor did not [usually accidentally] submit a grade.

D/F Repeats
- At WVU, you may D/F repeat a course; meaning you may take a course again in which you received a D or an F to try for an improved grade. D/F repeating courses and earning higher grades on the second attempt raises your overall GPA much faster than completing new courses with higher grades. Many students return to good academic standing in as little as one semester when they take advantage of the D/F Repeat policy. For more information on the D/F Repeat policy, please refer to:
  http://registrar.wvu.edu/academic-records/df-repeat-process .
  - The original grade is not deleted from the student's permanent record, but is no longer included in calculations of the GPA.
  - The second grade is entered on the student's transcript and marked as included (I) in the semester that the course was repeated, even if the grade is lower than the first grade.
  - Grades of Unforgivable F (UF) are not eligible for D/F repeat. Such a failure is indicated on the student's permanent record by an UF and is calculated in the GPA.

- This applies to courses taken up to and during the semester in which you complete 60 credit hours.
  - All credit hours transferred to WVU are included in this total.
  - This only applies to the first bachelor's degree you receive.

Calculating your GPA

Grade point values range from 0.0 (F grade) to 4.0 (A grade). Each letter grade has a corresponding value. The value is then multiplied by the number of credits for a course. For instance, you will receive a total of 16 points for a four-credit course in which you receive an A, 12 points for a B, 8 points for a C, 4 points for a D and 0 points for an F.

Grade	Grade Point Value per Credit	Description
A	4	excellent
B	3	Good
C	2	Fair
D	1	Poor but passing
F	0	Failure
P	0	Grade Neutral
W	0	(credits aren't added to the total)

Pluses and Minuses:

Instructors may use pluses and minuses in their grading. WVU does not award differing values for pluses and minuses toward GPAs. So an A+, A and A- all count for 4 points per credit.

In order to calculate your GPA, you take the total amount of the grade point value you have been assigned for your grades and divide that by the number of credits. Examples follow:

Examples of GPA Calculations

You are registered for 16 hours and receive the following grades in these courses with the resultant GPAs.

Example 1

Course	Credits	Grade	Equation (credits times grade value)	Points
ENGL 101	3	B	3 cr X 3 pts	9
MATH 126	3	A	3 cr X 4 pts	12
GEOL 101	3	C	3 cr X 2 pts	6
SPAN 101	3	D	3 cr X 1 pts	3
BIOL 101	3	F	3 cr X 0 pts	0
BIOL 103	1	C	1 cr X 2 pts	2
Totals	16			32
32 points/16 = 2.0 Final Semester GPA				

Example 2

Course	Credits	Grade	Equation (credits times grade value)	Points
ENGL 101	3	A	3 cr X 4 pts	12
MATH 126	3	A	3 cr X 4 pts	12
GEOL 101	3	A	3 cr X 4 pts	12
SPAN 101	3	B	3 cr X 3 pts	9
BIOL 101	3	C	3 cr X 2 pts	6
BIOL 103	1	B	1 cr X 3 pts	3
Totals	16			57
57 points/16 = 3.5 Final Semester GPA				

Example 3

Course	Credits	Grade	Equation (credits times grade value)	Points
ENGL 101	3	B	3 cr X 3 pts	9
MATH 126	3	C	3 cr X 2 pts	6

Course	Credits	Grade	Equation (credits times grade value)	Points
GEOL 101	3	C	3 cr X 2 pts	6
SPAN 101	3	D	3 cr X 1 pts	3
BIOL 101	3	B	3 cr X 3 pts	9
BIOL 103	1	D	1 cr X 1 pts	1
Totals	16			34
34 points/16 = 2.125 Final Semester GPA				

Example 4

Course	Credits	Grade	Equation (credits times grade value)	Points
ENGL 101	3	B	3 cr X 3 pts	9
MATH 126	3	B	3 cr X 3 pts	9
GEOL 101	3	C	3 cr X 2 pts	6
SPAN 101	3	D	3 cr X 1 pts	3
BIOL 101	3	F	3 cr X 0 pts	0
BIOL 103	1	F	1 cr X 0 pts	0
Totals	16			27
27 points/16 = 1.6875 Final Semester GPA				

Example 5

Course	Credits	Grade	Equation (credits times grade value)	Points
ENGL 101	3	B	3 cr X 3 pts	9
MATH 126	3	B	3 cr X 3 pts	9
GEOL 101	3	C	3 cr X 2 pts	6
SPAN 101	3	C	3 cr X 2 pts	6
BIOL 101	~~3~~	I*	3 cr X 0 pts	0*
BIOL 103	~~1~~	W	1 cr X 0 pts	0
Totals	12			30
30 points/12 = 2.5 Final Semester GPA				

* This will be changed to either a grade when course requirements are completed, or an IF, which will count as an F. If it counts as an F, the number of points would remain the same (30), but the 3 credits for this course would be added to the credit total. So it would be 30/15, for a GPA of 2.0.

Appendix C, Part 5: SPH Community Service Policy (Effective Spring 2020 and beyond)

Definition of Community Service

> The practice of volunteering one's time and talents to promote the common good and personal growth, while meeting actual community needs. Community service activity helps foster civic engagement and can assist students in developing post-graduation goals and gain experience.

Learning Outcomes for Community Service:
- Students will examine how societal, cultural or environmental issues impact community challenges or societal problems through collaboration with the community towards shared goals.
- Gain an appreciation for how social processes and structures influence health status and prevention efforts.
- Demonstrate critical thinking through reflection of service, including the identification, framing, resolving, and readdressing of social issues or problems.
- Explore and cement individual values and beliefs
- Connect with professionals and community members

School of Public Health Undergraduate Community Service Requirements

SPH Policy

Undergraduate School of Public Health majors (HSML and PUBH) are required to complete 25 hours of community service by the completion of 89 credit hours. These hours are to be recorded through iServe in the WVU Center for Service and Learning.

- These hours are required for all students: full-time, part-time, and dual degree.
  - Dual degree students completing community service hours for their second degree may use these hours to count for the SPH hours, from our perspective.

- These service hours may be connected with a course, with the exception of PUBH 400 and 481. All hours completed for a course must be recorded in iServe.

- It is recommended that public health students select service opportunities that are public or community health focused. However, we will accept any and all service hours documented in iServe (including those completed in a previous major).

  Needs listed in iServe that are relevant to Public Health may include:
  - Children & Youth
  - Community Development & Governance
  - Crime & Safety
  - Crisis & Disaster Response
  - Disability Support
  - Education
  - Environment & Sustainability
  - Equality & Activism
  - Food Security
  - House & Human Need
  - Medical & Healthcare
  - Recreation & Wellbeing

Process

Students must establish an account and track all hours in iServe: https://iserve.wvu.edu/user/login/ .

Deadlines for volunteer resume uploads to SOLE will be announced each semester in the SOLE webpage. Students are encouraged to upload their volunteer resumes once they've completed the 25 hours, regardless of their class standing. Volunteer resumes are due by the time the student earns 89 course credits (or end of junior year).

For Internal and External Transfer Students

Transfer students may manually enter hours accrued in other programs or while attending other schools/universities (examples: global organizations, other HSC schools) into the iServe database.

Instructions on how to access Volunteer Resume

- Log in to your account on iServe,

- Select from the drop down at the top right to View Profile.

- Under your name you will see a blue icon stating Volunteer Resume.

- Change the Start date to when you first began volunteering. Then select GO.

- A PDF report will be generated. Please submit this PDF to the designated assignment in SOLE.

Instructions on how to submit your Volunteer Resume in SOLE

- Go to the SPH Undergraduate Community-Service site in your SOLE account
- Click on **Communication**, then *Forms*
- Enter your Student ID (800 number)
- Click on *Choose File* and Upload your Volunteer Resume
- Click *Submit*

Please contact Audra Hamrick, SPH Director of Undergraduate Programs, with questions. (audra.hamrick@hsc.wvu.edu)

Note: The **Student Association of Public Health (SAPH)** meets every month and organizes social events, community health outreach and education, community service & 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 relation between faculty and students

Appendix D: Walking Directions to Commonly used Classrooms in the Health Sciences Center

Classrooms in the Health Science Center North:

To access these classrooms, follow the covered sidewalk from the PRT.

HSN-H 1107
- Enter the doors and continue into the lobby passing the pylons
- Continue all the way through the main lobby past Cavanaugh's coffee and turn left
- Take first right past the elevators down the hallway with yellow lockers.
- Classroom is the last room on the left.

HSN-H 1175, also known as Okey Patteson Auditorium
- Enter the doors and continue into the lobby passing the pylons
- After the pylons turn right and go through glass doors (on right).
- This is the only classroom there, there is a sign noting Okey Patteson Auditorium.

HSN-H 2094
- Enter the doors and continue into the lobby passing the pylons
- Continue all the way through the main lobby past Cavanaugh's coffee and turn left
- Walk until you see the elevator on your right
- Take the elevator to the 2nd floor
- Come off the elevator and turn right.
- Turn right into the hallway on your right.
- Walk to the next main hallway intersection and turn right.
- Room 2094 A and B will be on your right.

HSN-H 2116
- Enter the doors and continue into the lobby passing the pylons
- Continue all the way through the main lobby past Cavanaugh's coffee and turn left
- Walk until you see the elevator on your right
- Take the elevator to the 2nd floor
- Come off the elevator and turn right.
- Turn right into the hallway on your right.
- Walk to the next main hallway intersection and turn right.
- Follow that hallway down to room 2116 which will be on your right.

HSN – H 2940 B
- Enter the doors and continue into the lobby passing the pylons
- Veer left and go up the blue carpeted stairs to the top of the mezzanine
- Continue forward through the double doors (should be open)
- Turn left and walk straight, past the elevator on right and hallway opening on left
- The doors are on your left (make sure to enter through the correct door as these rooms are separated into 2 classrooms most of the time).

HSN-H 3022
- Enter the doors and continue into the lobby passing the pylons
- Continue all the way through the main lobby past Cavanaugh's coffee and turn left
- Walk until you see the elevator on your right
- Take elevator to the 3rd floor and turn right upon exit then follow the hallway

- Take the immediate left hallway. 3022 is about ½ way down the hall on your right. Classroom number above door.

HSN – H 3067
- Enter the doors and continue into the lobby passing the pylons
- Continue all the way through the main lobby past Cavanaugh's coffee and turn left
- Walk until you see the elevator on your right
- Take elevator to the 3rd floor and turn right upon exit
- Go down the hallway until you reach a large hallway on your right (there is an exit sign above)
- Go down the hallway and 3067 is on your right

HSN – H 3084
- Enter the doors and continue into the lobby passing the pylons
- Continue all the way through the main lobby past Cavanaugh's coffee and turn left
- Walk until you see the elevator on your right
- Take elevator to the 3rd floor and turn right upon exit
- Go down the hallway until you reach a large hallway on your right (there is an exit sign above)
- Go down the hallway and 3084 is on your right

HSN-H – 3129
- Enter the doors and continue into the lobby passing the pylons
- Continue all the way through the main lobby past Cavanaugh's coffee and turn left
- Walk until you see the elevator on your right
- Take elevator to the 3rd floor and turn left upon exit
- Go all the way down the hallway and 3129 is on your left

HSN-H 4007
- Enter the doors and continue into the lobby passing the pylons
- Continue all the way through the main lobby past Cavanaugh's coffee and turn left
- Walk until you see the elevator on your right
- Take elevators to the 4th floor.
- Exit elevator, make left, and head down first hallway on left
- Classroom is at the end of the hallway on the right. Signs indicating classroom.

HSN – H 81901, also known as Fukushima Auditorium
- Enter the doors and turn right once in the building (before entering pylons lobby)
- Take to the end of corridor, but don't go back outside
- Turn to the right….room 1901 (Fukushima Auditorium) is on your right.

HSN-H G 14
- Follow the covered walkway through the main doors and continue into the lobby passing the pylons
- Continue all the way through the main lobby past Cavanaugh's coffee and turn left
- Walk until you see the elevator on your right
- Take the elevator to the Ground Floor.
- Exit the elevator and turn right.
- Go past the Bookstore and lunch/study area.
- Turn right and walk down the hallway.
- Go through double doors and walk PAST Hostler Auditorium

- G14 is the next room.

HSN-H G 119A & B
- Enter the doors and continue into the lobby passing the pylons
- Continue all the way through the main lobby past Cavanaugh's coffee and turn left
- Walk until you see the elevator on your right
- Take the elevator or stairs to the Ground Floor.
- Exit the elevator and turn right.
- Go past the Bookstore and lunch/study area.
- Before the hallway on your right, you will see these conference rooms straight ahead of you to your left.

Classrooms in the Health Science Center South:
To access these classrooms, use the main doors at the Betty Puskar Breast Care Center.

HSS-H G 252F
- Enter the doors and turn right and follow the hallway to the elevators
- Take elevators or the stairs (just past the elevators) down to the ground floor
- Once you exit the elevator, face the way you would need to go to the food court. Turn right and walk down the hallway that has yellow lockers in it. Pass the hallway entrance on the right and stay with the hallway that has the yellow lockers and G252F should be the first door on your right.

HSS 1394
- Enter the doors and turn right and follow the hallway to the elevators
- Walk past the elevators on the left and the VP office on the right
- Take the first left hallway
- Half way down the hallway (on the left) will be the classroom.

HSS – H 7608
- Enter the doors and turn right and follow the hallway to the elevators
- Take elevators to the 7th floor
- Step off the elevator and turn towards the Department of Surgery.
- Go diagonally to the right down the hallway, the women's restroom is on the right hand side.
- Make an immediate right and follow the hallway down through the door into the carpeted area.
- The room will be on third door down on your right

HSS – H 8602, 8606, 8608
- Enter the doors and turn right and follow the hallway to the elevators
- Take elevators to the 8th floor
- Once you exit the elevator veer towards the right or straight (depends on which elevator you exit). There are signs near the elevator that will direct you to the hallway with classrooms
- Once you are walking down the hallway 8602 is the first classroom on the left and the others are further down the hallway.