Undergraduate Public Health Majors Student Handbook Academic Years 2018-2019 & 2019-2020

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, and congratulations on being admitted to the Bachelor of Science in Public Health degree program! We look forward to supporting your academic and professional preparation efforts while at WVU.

The School of Public Health is accredited by the Council on Education for Public Health (CEPH) and has more than 40 faculty teaching undergraduate and graduate courses, engaging in service and conducting research, with much of the service and research conducted in West Virginia communities. Most of them 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 five 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 goals; resolve issues; 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).

Even though it may seem like your graduation from college is far in the future, we are keeping our eyes on your target graduation date and encourage you to do the same, while considering your goals for after graduation.

Please note that there are three 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 2019 will refer to the 2019-2020 Academic Catalog)
- School of Public Health's Bachelor of Science in Public Health webpages
- School of Public Health Student Handbook for Undergraduate Public Health Majors

Please take time to review this handbook and become familiar with the contents so that you can access information when needed. Beyond the School of Public Health policies that are included in the handbook, there are many WVU rules, polices and regulations that will apply to your college education, which can all be found in the WVU Catalog and on WVU websites.

I look forward to seeing you on our campus!

Sincerely,

Janet B Hunt, MPH
SPH Assistant Dean of Undergraduate Studies

Scott L. Mahaney, M. Ed. – Academic Advisor
Room 3803 HSC South   Phone: (304) 293-3142   Email: smahaney@hsc.wvu.edu

Mr. Mahaney is the first point of contact for students on most issues. If he doesn't know the answer, he will find it for you or refer you to the person who does. He serves as the academic advisor for all students, and every student will meet with him at least once each semester.

Janet B. Hunt, MPH – Assistant Dean for Undergraduate Studies
Room 38012D HSC South   Phone: (304) 293-1823   Email: jhunt@hsc.wvu.edu

Dean Hunt 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. She has 40-plus years of experience in public health and is available to students and their families.

Audra L. Hamrick, MA, NCC, LPC – Director of Public Health Practice and Service Learning
Room: 3303 HSC South   Phone: (304) 293-8043   Email: ahamric3@hsc.wvu.edu

Ms. Hamrick directs the professional field experience required of all students as part of their capstone experiences. She also coordinates community service opportunities and requirements for students. Ms. Hamrick is a licensed counselor and uses that experience to enhance and improve student experiences.

Scot McIntosh, MS – Director, Career Development and Student Success
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 and preparation, student success and alumni affairs. He serves as the faculty sponsor of Student Association for Public Health, or SAPH.

Directions to SPH Offices

- Take the elevator in HSC South to the third floor.
- When you exit the elevators, turn so you are facing towards the Prevention Research Center (PRC) and turn to your right.
- Follow the hallway into the School of Public Health. Mr. Mahaney's Office is 2nd door on left.
- 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). Ms. Hamrick's office is on your left and Mr. McIntosh's office is in the suite straight ahead.
- Turn left and walk all the way down that hallway (straight…do NOT veer to the right) and through the door (into adjacent hallway) and walk to your left down the rear hallway.
- Walk past the printer on the left-hand side of the hallway. The door to Dean Hunt's office is the second to the last door.

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

Major Required Courses:	38 credit hours
Area of Emphasis:	15 credit hours
Minor:	15-18 credit hours (select any minor)
General Education (GEF):	23-29 credit hours
General Electives	20-29 credit hours

   ◊ See Appendix A for more information on the program requirements and the required coursework.

For additional information on program requirements, please refer to the WVU Undergraduate Catalog.

Areas of Emphasis (AOE)
An Area of Emphasis is a focus area within the degree. Every student must complete at least one Area of Emphasis. The selected Area of Emphasis can help students better prepare for specific professional goals. Each Area of Emphasis comprises 15 credit hours, typically completed during the last two years in the program. There are currently three Areas of Emphasis available in undergraduate Public Health program:

   Public Health Sciences
   Community and population Health
   Patient Navigation
   ◊ See Appendix B for more information on these AOEs and their required coursework.

Minor
A minor is an area of study outside of the major that allows a student to broaden their skills, knowledge and perspective. The Public Health degree requires every student to complete a minor in an area of her or his choice.

General Electives
These are courses that students can select from among all courses offered 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 Placement and Capstone
These two experiences comprise the culminating experience: the field experience is 75 hours of applied experience with a local agency, and the capstone is a final poster presentation. This provides students with an opportunity to engage with community partners, gain experience in the workplace, and demonstrate acquisition of competencies.

Individual Learning Experience Options
Students in good academic standing and with at least junior standing may opt to take the following independent courses for credits:

   PUBH 490   Teaching Practicum
   PUBH 491   Additional optional field placement 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 C for the policies and processes for these courses.

The School of Public Health sees advising as a core value.

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 (hopefully 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) 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.) It organizes academic coursework into blocks of requirements to help you easily identify courses you have completed and those courses still needed.

Advising Appointments
Every student will meet with his or her academic advisor every semester to plan for courses for the upcoming semester, discuss 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, every student 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 his or her advisor.

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. Each students will receive notification of the date and time at which they will be able to register. While students may register after that date and time, they cannot register any earlier.

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.

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, children 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 the Family Educational Rights and Privacy Act (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.

SPH GPA Policy
The School of Public Health requires that students 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 D.1. part a for the GPA policy and Student Academic Contract.
 ◊ Please see Appendix D.1. part b for information on how to calculate a GPA.

SPH Writing Portfolio Policy
The Writing Portfolio is a collection of written assignments already completed for courses taken and is typically submitted twice during the undergraduate program. Students may wait to submit until their junior year, if desired. By paper, this means the written efforts required by assignment for a class that has been completed individually. This can include papers, presentations, flyers, scripts or any other form of written communication.

Students who are exempt:
1. All students who moved to the AY 2018-19 curriculum (requiring 53 credits in major, including PUBH 205, Writing for Health Professions), which includes the following categories:
   - Patient Navigation Area of Emphasis
   - Addiction Studies minors
   - All new freshmen starting in fall semester 2018 and after
   - All WVU students who transferred into the Public Health major after the end of summer 2018
2. All students who have already submitted one or more version of the Writing Portfolio and achieved a satisfactory score (as noted in DegreeWorks by having the Writing Portfolio requirements completed).
3. Any student not in the above categories who wishes to substitute PUBH 205 (Writing for Public Health Audiences) for the Writing Portfolio requirement may do so and should discuss this with his or her advisor.
4. Students who are freshmen or sophomores.

 ◊ Please see Appendix D.2. for this policy.

SPH Community Service Requirement Policy
Undergraduate Public Health majors are required to complete a minimum of 50 hours of community service (pro-rated per semester for transfer students) from opportunities identified in WVU Center for Service and Learning's iServe as appropriate for Public Health students. These hours are required for all students: full-time, part-time and dual degree.

 ◊ Please see Appendix D.3. for this policy.

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.

Important WVU Policies

Academic Rights, Penalties and Appeal

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 1974)

Financial Aid

Minors

Programs, Courses and Credits

Tuition, Fees and Residency

Courses and Registration

Course Registration Process
- Students are considered full-time if taking 12 or more credits (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.
- Student who wish to take more than 20 credits must complete a Credit Overload Petition.

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 and be 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.

   It is helpful to use WVU's Schedule of Courses (on the WVU Portal) to refer it when using Schedule Builder. This is where you can view all restrictions and pre-requisites for courses.

   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 need to lock the classes you want and then send them to the Shopping Cart.

C. Click "OK" for Schedule Builder to transfer these courses over to STAR (where you then actually register for them).

D. In STAR, students will actually submit classes for registration. You are not registered until you complete this step! This process may identify that you are not eligible to register for some courses due to restrictions or lack of pre-requisites. This is okay! You can simply go back to Schedule Builder and find courses for which you are eligible. Then follow the steps through STAR registration again.

E. Changes are coming for Schedule Builder for spring 2020. This section will be updated once the changes have been implemented.

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. **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, leave of absence, 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 2019-20 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 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.

Academic Leave of Absence
Students who will be away from their academic endeavors at WVU for one or more semesters, but who intend to return to complete the degree, should apply for an [academic leave of absence](#). A leave of absence status must be requested before the beginning of the semester for which the leave is desired. This should be requested for all reasons a leave is needed (noncredit internships or placements, illness, family issues) and is important for maintaining financial aid and scholarships. When a student plans to return to WVU after a leave of absence, he or she must reapply to the University and the Public Health program.

[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 start planning these experiences early (at least one full semester of not more). Students who wish to participate in a Study Aboard program must complete the [Study Abroad Form](#).

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.

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, student 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

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.

Seminars
Students On the Road To Success (SORTS) seminars focus on topics such as time management, test preparation, and many more. These interactive 30 minute presentations are designed for group settings and are offered on a regular schedule or by request for a group.

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.
> [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.

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 students have a computer (not a tablet) that meets the minimum WVU recommendations. Public Health students do NOT need to follow the computer guidelines for HSC clinical programs or Master of Public Health program requirements.

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 WVU portal with your user name and password (see Admission Letter for initial information).

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 Undergraduate Research Interest Group and its faculty mentor can help identify opportunities and connect students with faculty mentors.

> 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

These are soon to be developed…please stay tuned.

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.

West Virginia Public Health Association: Student Affiliate

The West Virginia Public Health Association: Student Affiliate is a state-wide organization working to promote a better understanding of the concepts of community health. Membership includes students from WV universities and from different disciplines but with a uniting interest in engaging in the practice of public health or the advancement of public health.

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).

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 Director of Career Development. These one-on-one appointments can be used to work on resumes, CVs, job offer negotiation techniques, mock interviews and many other topics. The Director of Career Development will also work on providing professional development programming and events for the entire student body. To schedule an appointment, please email Mr. Scot McIntosh at scot.mcintosh@hsc.wvu.edu.

WVU Career Services
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.)
Other programs and events

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 what you are capable of.

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 spellcheck and review your message prior to sending it.

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 mix.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, and always silence your phones during classes and other academic activities. Remember, if you are paying attention to your phone or surfing the web, you are missing vital course content!

WVU Campus Resources

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.

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

The Mountaineer 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   9:00 am - 4:00 pm
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, number of credits successfully completed, percent of credits successfully completed, etc.).

Financial Aid Main Office (Evansdale Crossing [The 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 Mountainliar. 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.

Buses
Students have free access to both WVU and Morgantown buses. 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 a 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: BS in Public Health Academic Requirements

WVU General Education Curriculum (GEF) Requirements (22 - 28 credit hours)					
	Credits	Semester		Credits	Semester
☐GEF 1 Composition & Rhetoric			☐GEF 5 Human Inquiry & the Past	3	
ENGL 101 & 102 or 103	3 - 6		☐GEF 6 The Arts & Creativity	3	
☐GEF 2A/B Science & Technology (BIOL 101 & 103 or ↑)	4 - 6		☐GEF 7 Global Studies & Diversity	3	
☐GEF 3 Math & Quantitative Reasoning (MATH 121 or ↑)	3 - 4		☐GEF 8 Focus	Minor fulfills this requirement	
☐GEF 4 Society and Connections	3				

☐PUBH 191   First year Seminar for Public Health Students   1

Major Courses: Credit Hours = 38

Required Major Courses: Core Foundational Courses (credit hours: 17)   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   3
☐PUBH 241   Biological Basis of Public Health (pre-requisite: BIOL 101 & 103)   3
Required Major Courses: Discipline Specific Public Health Courses (credit hours: 15)
☐PUBH 211   Biostatistics for Population Health (pre-requisite: MATH 121 or higher)   3
☐PUBH 222   Epidemiology for Population Health (pre-requisite: PUBH 211)   3
☐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
Required Major Courses: Field Experience and Capstone Courses (credit hours: 7)
☐PUBH 400   Field Placement and Capstone Preparation Seminar   1
☐Field Placement and Capstone (completed one)
          Option 1: PUBH 481   Public Health Field Experience and Capstone   6
          Option 2: PUBH 486   Patient Navigator Experiential Agency Rotations and Capstone (PN AOE only)   6

Areas of Emphasis (AoE): Credit Hours = 15 (students must select one)

Public Health Science Area of Emphasis (PHS AoE)
          ☐PUBH 311   Data Management for Health Research   3
          ☐PUBH 494/393   Introduction to: Outbreak Investigation or Injury Prevention)   3
          ☐PUBH 423   Introduction to Epidemiological Research   3
          ☐PUBH 442   Health in the Workplace   3
          ☐PUBH   Public Health Elective (must be a PUBH course)   3

Community & Population Health Area of Emphasis (CHP AoE)
          ☐PUBH 353   Mastering Health and Wellness (previously CHPR 305)   3
          ☐PUBH 338   Introduction to Project Management   3
          ☐PUBH 454   Introduction to Public Health Research Methods   3
          ☐PUBH 460   US Healthcare System: Structures and Incentives   3
          ☐PUBH   Public Health Elective (must be a PUBH or CHPR course)   3

Proposed: Patient Navigator Area of Emphasis (PN AoE)
          ☐PUBH 260   Intro to Patient Navigation   3
          ☐PUBH 360   Health Navigation: Prevention & Community Health   3
          ☐PUBH 361   Health Insurance for Patient Navigators   3
          ☐PUBH 460   US Healthcare System: Structures and Incentives   3
          ☐PUBH 461   Legal & Ethical Issues for Patent Navigators   3

Minor: Credit Hours = 15 – 18 (students may select any minor)
Required Community Service Hours = 50 hours (pro-rated to 6.5 per semester in program)
Open Electives Credit Hours: 20 to 29 (dependent on GEF and minor selected)
Total Credit Hours   120

Appendix B: Areas of Emphasis (AoE)

Graduates of the public health program are prepared for entry-level public health positions in a wide array of agencies involved in public and private health, including local, regional and state health departments, consulting and advocacy organizations, healthcare organizations, and government agencies, as well as entry into select graduate and professional programs. An Area of Emphasis is a focus area within the degree. Every student must complete at least one Area of Emphasis. The selected Area of Emphasis can help students better prepare for specific professional goals.

Each Area of Emphasis comprises 15 credit hours, typically completed during the last two years in the program.

The **Public Health Sciences Area of Emphasis** prepares students for entry level positions dealing with occupational and environmental health, as well as entry into graduate programs in public health sciences or clinical professional degree programs.

Public Health Sciences Area of Emphasis (PHS AoE)	15
PUBH 311 Data Management for Health Research	3
PUBH 423 Introduction to Epidemiological Research	3
PUBH 442 Health in the Workplace	3
PUBH 393 Intro to Injury Prevention **OR** PUBH 493 Intro to Outbreak Investigation	3
PUBH Elective	3

The **Community and Population Health Area of Emphasis** prepares students for entry level positions in program management and community health education, as well as entry into graduate programs in the social sciences, policy and administration, and public health graduate programs.

Community and Population Health Area of Emphasis (CPH AoE)	15
PUBH 353 Mastering Health and Wellness	3
PUBH 338 Public Health Project Management	3
PUBH 454 Intro to Public Health Research Methods	3
PUBH 460 US Healthcare System: Structures and Incentives	3
PUBH Elective	3

The **Patient Navigator Area of Emphasis** prepares students to become members of health care teams that help individuals overcome barriers to quality care, including access, literacy, transportation and more. Patient Navigators (PNs) assist individuals in reducing and eliminating barriers to health care access and in negotiating complex health delivery systems. Typically, PNs are employed by health delivery systems, including primary care, specialty care and managed care.

> **Students in this AoE must complete PUBH 486, Patient Navigator Experiential Agency Rotations for their experiential capstone activity.**

Patient Navigator Area of Emphasis (PN AoE)	15
PUBH 260 Introduction to Patient Navigation	3
PUBH 360 Health Navigation: Prevention & Community Health	3
PUBH 361 US Healthcare System: Structures and Incentives	3
PUBH 460 Health Insurance for Patient Navigators	3
PUBH 461 Legal and Ethical Issues for Patient Navigators	3

Appendix C: SPH Individual Learning Options

      1) PUBH 490: Teaching Practicum

STUDENT & COURSE REGISTRATION INFORMATION:

Student Name: ID #:

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 be awarded 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.

Student Learning Objectives (continued)
☐ 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 discus 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 defined 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

_____

Assistant Dean for Undergraduate Studies   Date

Appendix C: SPH Individual Learning Options

2) PUBH 491: Optional Field Placement as Elective Policy and Contract

STUDENT & COURSE REGISTRATION INFORMATION:

Student Name: ID #:

CRN Number: Semester/Year:

Number of Credit Hours:

Fulfilling Honor's Requirements?   _____ Yes   _____ No

Supervising Faculty:

Field Experience 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 as an Elective 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

G. 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.

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 filed placement as an elective 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. 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.

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

N. 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

Assistant Dean for Undergraduate Studies   Date

Appendix C: SPH Individual Learning Options

3) PUBH 495: Independent Study Policy and Contract

STUDENT & COURSE REGISTRATION INFORMATION:

Student Name: ID #:

CRN Number: Semester/Year:

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 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
O. 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.
P. This course can be repeated for up to 6 credits that count toward degree requirements (PUBH or general electives) during the undergraduate program.
Q. The independent study outputs cannot be applied to other program requirements.
R. These credits are considered a course and are therefore subject to the Undergraduate Add/Drop/Withdraw policy.
S. Instructors/mentors must submit a final grade by the due date published in the Academic Calendar.
T. 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 (*Signatures indicate understanding and approval of this contract.)*

Student	Date

Supervising Instructor	Date

Assistant Dean for Undergraduate Studies	Date

Appendix C: SPH Individual Learning Options

4) PUBH 497: Research Policy and Contract

STUDENT & COURSE REGISTRATION INFORMATION:

Student Name: ID #:

Course Number: Semester/Year:

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
U. 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.
V. 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.
W. The research conducted and the subsequent paper cannot be applied to other program requirements.
X. These research credits are considered a course and are therefore subject to the Undergraduate Add/Drop/Withdraw policy.
Y. Instructors must submit a final grade by the due date published in the Academic Calendar.
Z. 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

_____

Assistant Dean for Undergraduate Studies   Date

Appendix D.1.: SPH GPA Policy

The SPH undergraduate "Student Cumulative and Major GPA" Policy comprises two 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) Process: 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 e-mail.

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 the 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.
   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 resume Program Probationary status upon readmission.

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

● A student is at risk of Program Dismissal if he/she does not meet the conditions for removing Program Probation defined in the academic contract and is unable to improve their cumulative or program GPA to 2.5.

Reinstatement to the Major

A student is ineligible for reinstatement to the major for two consecutive semesters following Program Dismissal. To apply for reinstatement, the student must complete a WVU Academic Status Update Form 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 Assistant Dean for Undergraduate Studies.

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, at: https://undergraduate.wvu.edu/strategies/probation-and-suspension

Appendix D.1., part a: Student Academic Contract

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	Credits	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 Program Coordinator or 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, 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 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 D.1., Part b: 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: The 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: The 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 .
    o   The original grade is not deleted from the student's permanent record, but is no longer included in calculations of the GPA.
    o   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.
    o   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.
    o   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

Course	Credits	Grade	Equation (credits times grade value)	Points
MATH 126	3	C	3 cr X 2 pts	6
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 D.2.: SPH Writing Portfolio Policy

1) **Program Writing requirements**

All students are required to submit Writing Portfolios with writing samples from course assignments, preferably from public health courses. While papers from other courses are acceptable when there are insufficient assignments from public health courses to submit, this should be a last resort. Papers that are highly clinical in nature are discouraged, as they often do not represent public health values.

    A. The Writing Portfolio is a collection of written assignments already completed for courses you have taken and is typically submitted twice during the undergraduate program. Students may wait to submit until their junior year, if desired. By paper, we mean the written efforts required by assignment for a class that has been completed individually. This can include papers, presentations, flyers, scripts or any other form of written communication.

        a. Students are encouraged to include a variety of assignments in their portfolios (both formal and popular media for various targeted audiences), however please note the following requirements:

        b. One selection must include a reference list and integration of citations.

        c. You (a single student) must have developed the assignment independently (no assignments resulting from group work).

Students who are EXEMPT

1) All students who completed the old (AY 2015-16 or earlier) General Education Requirements (GECs) versus the General Education Foundations (GEFs that have been required since AY 2016-17).

2) All students who moved to the AY 2018-19 curriculum (requiring 53 credits in major, including PUBH 205, Writing for Health Professions), which includes the following categories:

    a) Patient Navigation Area of Emphasis

    b) Addiction Studies minors

    c) all new freshmen starting in Fall semester 2018

    d) all WVU students who transferred into the public health major after the end of summer, 2018.

3) All students who have already submitted one or more version of the Writing Portfolio and achieved a satisfactory score (as noted in DegreeWorks by having the Writing Portfolio requirements completed).

4) Any student not in the above categories, who wishes to substitute PUBH 205 (Writing for Public Health Audiences) for the Writing Portfolio requirement may do so and should discuss this with his or her advisor.

5) Students who are freshman or sophomores.

The Writing Portfolios will be submitted to the Undergraduate Program Director for evaluation using the SPH Undergraduate Written Communication Value Rubric).

Rubric or Scoring Alignment with Rating and Subsequent Submission or Requirements

Students must attain a score or 70 or better on a version of the Writing Portfolio to complete this requirement.

Range of Scores High	Range of Scores Low	Rating	Version of Writing Portfolio	Follow-up Action
100	95	Exceeds Expectations	First	No further submission are required (no need to submit 2nd portfolio).
94.9	90	Strong	First	No further submission are required (no need to submit 2nd portfolio).
89.9	80	Effective	First	Submit a 2nd portfolio OR 1 revised written assignments, or select 1 that were not submitted that address the deficits noted
			Second	Score maintained or improved requires no further submissions or actions.
79.9	70	Developing	First	Submit a 2nd portfolio OR 2 revised written assignments, or select 2 that were not submitted that address the deficits noted
			Second	
69.9	60	Emerging	First	Submit a 2nd portfolio and recommendation to take a writing intensive course.
			Second	Required to complete at 70 or above or required to satisfactorily complete a writing intensive course.
59.9	below	Needs More Work	First	Submit a 2nd portfolio and requirement to satisfactorily complete a writing intensive course.
			Second	Satisfactory completion of writing course required instead of second version of portfolio.

If the 1st or 2nd version of the portfolio does NOT include a sample that incorporates a reference list and citations, you are required to submit a paper addressing these before your Writing Portfolio is considered to be complete.

SPH Undergraduate Written Communication Evaluation Rubric for Coursework

Written communication includes developing and expressing ideas in writing, via numerous genres and styles. These assignments may include a variety of applications and may include text, data, and/or images (examples: blogs, posters, formal papers, PowerPoint presentations and press releases). (Adapted from AAC&U's definition of written communication.)

Instructors: Complete this rubric by placing an X in one cell for each criterion, based on your evaluation of the student's written assignment (graded or otherwise) and provide the student with the completed rubric to include in his or her writing portfolio.

Criteria	Exceeds Expectations	Strong (90) (many strengths)	Effective (80) (strengths outweigh weaknesses)	Developing (70) (serious editing needed)	Emerging (60) (heavy revisions and editing needed)	Needs More Work (50)
Ideas	-content/topic engaging and fully developed - valid and consistent evidence	-content/topic accurate and well-supported with valid information -focus is clear -shows depth of understanding of topic	-content and information sufficient -approach too broad or narrow -ideas not always relevant to the main topic	-content fairly simplistic; points not well supported -insufficient, non-specific and/or irrelevant support	- content is confusing or inaccurate -poor, inaccurate or inappropriate support	- content/topic not defined -information limited or inappropriate - no clear central theme or focus -little to no supporting information
Target Audience	-understanding of target audience obvious	-appropriate for targeted audience	-some aspects inappropriate for target audience	-poor understanding of characteristics of target audience	-lacks awareness of target audience -tone or point of view lacking	-not appropriate for target audience
Organiza-tion	-sequence is logical and effective -paragraphs well developed and transitions smooth	-competent organization -competent paragraph structure -transitions good	-sequencing only somewhat logical -paragraphs don't come together as a whole -weak transitions	-poorly organized -paragraphs often disconnected -transitions missing	-lack of organization creates confusion -weak paragraph structure -transitions missing	-no apparent organization -little paragraph structure -no transitions
Word Choice	-exceptional vocabulary and use of appropriate words, terms and phrases	-good vocabulary and use of words, terms and phrases	-ordinary vocabulary and mostly appropriate words, terms and/or phrases	-several missteps in word, terms and/or phrase choice	-limited vocabulary and inaccurate use of words, terms and/or phrases	-poor choice and use of words, terms and phrases -confusing
Mechanics	-no errors -appropriate format and style	-limited punctuation, grammar and/or spelling errors -few formatting and/or style errors (as required for assignment)	-several punctuation, grammar and/or spelling errors -several formatting and/or style errors (as required for assignment)	-frequent punctuation, grammar and/or spelling errors -many formatting and/or style errors (as required for assignment)	- many and serious punctuation, grammar and/or spelling errors - poor formatting and style; departs from assignment requirements	- recurrent and avoidable punctuation, grammar and/or spelling errors -not in format or style required for assignment

Appendix D.3.: SPH Community Service Policy

Audra Hamrick, Director of Public Health Practice & Service Learning, coordinates community service hours and opportunities for public health undergraduate students.
Contact Information: Office 304-293-8043
                                      ahamric3@hsc.wvu.edu
                                      Office 3303, HSC South

Learning Outcomes for Community Service:

- Appreciate the social, cultural and environmental issues impacting community
- 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

Definition of Community Service

Services offered by individuals, in this case students, which benefits a community. Community service activity helps foster civic engagement and can assist students in developing post-graduation goals and gain experience.

Community Service Requirement

Undergraduate public health majors are required to complete a minimum of 50 hours of community service, documented through iServe in the WVU Office of Service and Learning.

- These hours are required for all students: full-time, part-time, and dual degree.

- Public health students will select service opportunities from those identified in iServe as appropriate for public health students (see list below):

  Causes listed in iServe that would be 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

- This does NOT include hours accrued as part of required course work, or field placement hours. But can include up to 10 hours earned through a SRVL course.

- Dual degree students completing community service hours for their other degree may use these hours to count for the public health major, where appropriate (emphasis on community services and/or public health) and to be determined on a case-by-case basis by the SPH.

Process

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

For Freshmen

We recommend the completion of 10 to 15 hours per year in order to have all hours completed by graduation.

For Transfer Students

- Transfer students will be required to complete 12.5 hours per year (or 6.25 hours per semester) in which they are enrolled in the public health program, to be completed by their expected graduation date.

- We will accept all hours approved through the iServe system from previous majors prior to the date the students started in the public health major. Once in the public health major however, all community service hours should be accrued through an appropriate agency as listed above.

- Transfer students may transfer hours accrued in other programs (examples: global organizations, other HSC schools) into the iServe database.

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

<u>Classrooms in the Health Science Center North:</u>

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 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 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 4th floor.
- Exit elevator, make left, and head down first hallway on left
- Classroom is at the end of the hallway on 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 elevator to the Ground Floor.
- Exit elevator and turn right.
- Go past the Bookstore and lunch/study area.
- Turn right and walk down 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 elevator or stairs to the Ground Floor.
- Exit 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 be 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