

Northwest Ohio Consortium for Public Health

STUDENT HANDBOOK

for the

Master of Public Health Degree

Accredited by the
Council on Education for Public Health

offered jointly by



Bowling Green State University • University of Toledo

2009-2010 Edition

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All students are responsible for reading and becoming familiar with published policies and procedures in this Student Handbook. Please note that these policies and procedures are subject to change.

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This revision is the most current and supercedes all previous editions.

Message from the Directors

Welcome to the Northwest Ohio Consortium for Public Health (NOCPH). The combined resources of two major institutions of higher education, Bowling Green State University and the University of Toledo, are accessible to all students. The strengths of each institution are different. The respective faculties are diverse. The library, computer resources, classrooms, laboratories and facilities are extensive and designed to meet the needs of students and programs.

Presently, the five major areas for the MPH degree are Environmental and Occupational Health and Safety Science, Health Promotion and Education, Public Health Administration, Public Health Epidemiology and Public Health Nutrition. Each of our majors has been designed to provide education and training opportunities for both working professionals and recent graduates. As well as traditional course offerings, there are opportunities to conduct research and to study abroad.

Courses feature a combination of theory and applications. They involve conventional lectures, realistic projects, laboratory experiences, field trips, the Internet and interactive modalities. Many courses incorporate case-studies and problem-based learning with lecture material. The MPH program is designed to be easily accessible by offering all core and major courses in the evening. Some courses are offered on Saturday. Computers and other communication technology supplement classroom presentations. Students attend classes at both institutions. On completion of all requirements, students receive an MPH degree that is jointly conferred by the two sponsoring institutions.

We hope that you enjoy some of the many fine attractions that northwest Ohio has to offer. We also invite you to let us know how we can make your course of study more meaningful to you.

L. Fleming Fallon, Jr., MD, DrPH, Co-Director
Sheryl Milz, PhD, Co-Director

INTRODUCTION

The Northwest Ohio Consortium for Public Health (NOCPH) consists of the following two academic institutions: Bowling Green State University (BGSU) and the University of Toledo Health Science Campus (UT-HSC).

Administrative oversight of the NOCPH and the MPH degree programs rests with a committee comprised of the graduate dean and the appropriate academic dean from both of the participating institutions. Academic administrative functions of the program rest with a committee comprised of two faculty representatives, one each from BGSU and UT. Dr. Fleming Fallon (BGSU) and Dr. Sheryl Milz (UT) are the Co-Directors of the program.

One or two faculty members coordinate each major area of concentration. The current coordinators are delineated in the following list:

<u>Major</u>	<u>Coordinator(s)</u>	<u>Institution</u>
Environmental and Occupational Health and Safety Science	Dr. Farhang Akbar Dr. Sheryl Milz	UT UT
Health Promotion and Education	Dr. Stephen Roberts	UT
Public Health Administration	Dr. Fleming Fallon	BGSU
Public Health Epidemiology	Dr. Sadik Khuder	UT
Public Health Nutrition	Dr. Rebecca Pobocik	BGSU

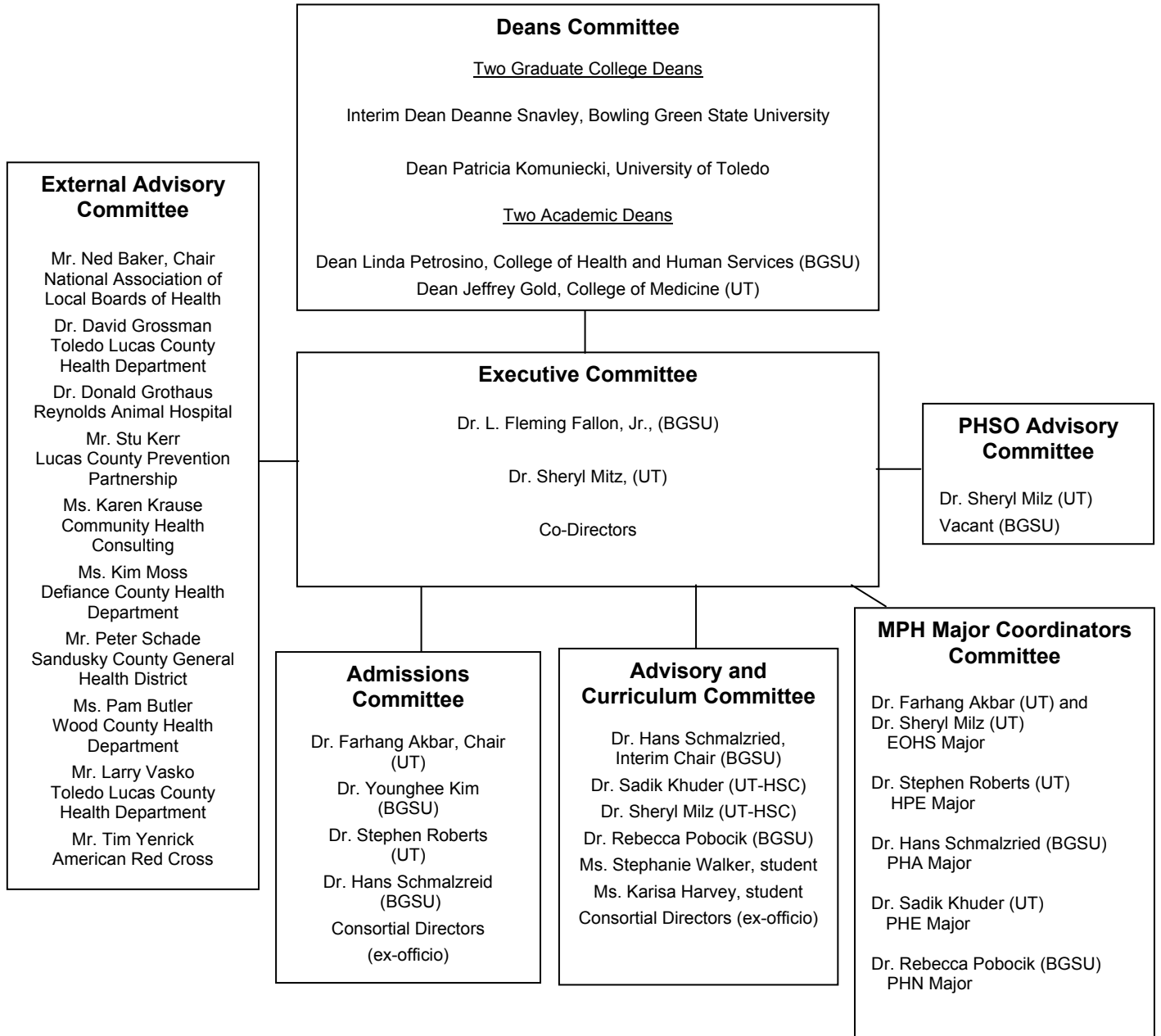
The NOCPH Master of Public Health degree program is fully accredited by the Council on Education for Public Health. This accreditation was initially conferred effective July 1, 2001. The program was re-accredited effective July 1, 2006, with the next accreditation review scheduled 2012.

The NOCPH *Student Handbook* describes policies and procedures that are specifically for the Master of Public Health degree program. For additional policies and procedures that may be applicable to MPH program members, students must refer to the student handbooks, Graduate College bulletins and catalogs of the two participating institutions. The policies in the NOCPH *Student Handbook* supersede those in the individual institutional bulletins, handbooks and catalogs. The NOCPH *Student Handbook* is accessible on-line via the Internet. The web site address is <http://www.nocphmph.org/>.

AFFIRMATIVE ACTION STATEMENT

The institutions of the Northwest Ohio Consortium for Public Health (NOCPH) reaffirm, through this statement, their commitment and dedicated efforts to provide equal opportunity in their educational programs. Federal law prohibits discrimination because of race, color, ethnic identity, national origin, political or religious affiliation, age, gender, marital status, disability or ancestry of any person. NOCPH MPH students having inquiries or possible issues regarding compliance with the above can be directed to the University of Toledo Office of Affirmative Action, 3000 Arlington Avenue, Toledo, OH 43614, 419-383-4410 or the BGSU Office of Equity and Diversity, 705 Administration Building, Bowling Green, OH 43403, 419-372-8472.

Administrative Structure of the Northwest Ohio Consortium for Public Health



COMMITTEES and ORGANIZATIONS

Deans Committee: This committee consists of the graduate dean and the academic or college dean from each institution. Because two institutions offer the MPH degree programs, this committee ensures that different academic or administrative policies are reconciled and adjusted to accommodate the needs of the program. The committee meets as needed or at the request of the NOCPH Co-Directors. The role of the committee is to facilitate needed changes in academic policies or administrative procedures that improve the program's academic quality and to allow students easier access to each of the institution's academic or administrative services.

External Advisory Committee: This committee consists of community leaders who are interested in public health issues. The committee provides invaluable information to the directors, faculty and students about current needs and priorities of the public health community. The information can lead to modifications of the program. This committee also serves as a primary community support group for the MPH program aiding in recruitment, providing internship sites and helping to place graduates. Members are appointed for three-year terms that may be renewed. The members elect a chair.

Executive Committee: This committee is the administrative center of the NOCPH. The committee consists of the Co-Directors. Although the NOCPH Co-Directors are chiefly responsible for the day-to-day operation of the program, they rely on each other for advice about all aspects of the program. This committee acts upon recommendations and implements approved academic and administrative policies.

MPH Major Coordinators Committee: This committee consists of the coordinators of the five majors within the NOCPH. Portions of the committee's responsibilities include recruiting students, monitoring students' progress toward their degrees and implementing approved academic and administrative policies.

Admissions Committee: This committee consists of four NOCPH program faculty members. The Consortium Co-Directors are ex-officio members. The committee is responsible for admitting students to the program. Its decisions are based on approved admission criteria. The committee also recommends changes in the admission criteria as deemed necessary. Members are appointed for three-year terms that may be renewed. One of the faculty members serves as chair.

Advisory and Curriculum Committee: This committee consists of four NOCPH faculty members, two from each of the institutions and two MPH students. The Consortium Co-Directors are non-voting members of the committee. The committee's role is to evaluate proposals from the NOCPH Directors or from other sources and to initiate changes in the curriculum, admission or administration of the MPH degree program. In addition, this committee is responsible for review and approval of continuing education offerings by consortium faculty. The Advisory and Curriculum Committee must approve all policy proposals before adoption by the Executive Committee can be considered. Members are appointed for three-year terms that may be renewed. One of the faculty members serves as chair.

Public Health Student Organization (PHSO) Advisory Committee: This committee consists of two faculty members, one from each consortium institution. The role of the advisors is to oversee and advise the student officers of the organization and report back to the Executive Committee about scheduled activities and functions.

MISSION

The mission of the Northwest Ohio Consortium for Public Health (NOCPH) is to provide education, conduct research, and render service to improve and maintain the quality of life of the public by emphasizing prevention and remediation of injury and illness and promotion of health and well-being.

PROGRAM STRUCTURE

The five major areas of concentration within the MPH degree are Environmental and Occupational Health and Safety Science, Health Promotion and Education, Public Health Administration, Public Health Epidemiology and Public Health Nutrition. Each of the majors has been designed to provide education and training opportunities for both working professionals and recent graduates who wish to pursue the MPH degree. The NOCPH offers a variety of courses related to one or a combination of public health needs and student interests. In addition to traditional course offerings, there are opportunities to conduct research and to study abroad. The strengths of each institution are different and, in combination, serve to provide access to expertise in areas and disciplines important and integral to public health. Indeed, the respective faculties represent a diversity of academic backgrounds and expertise applicable to public health. The accessible infrastructure is extensive and designed to meet the needs of students and programs. Components include: libraries, computer rooms, classrooms, laboratories, and other support facilities necessary to effectively and efficiently deliver the MPH degree program.

The program curriculum reinforces theory with application of concepts central to public health. Core, major, and elective courses provide both fundamental and specialized content. Courses involve traditional lectures, laboratory experiences, field trips, the Internet and interactive experiences. Many courses integrate case studies and problem-based learning with traditional lecture material. The program is designed to be easily accessible by offering all core and major courses in the evening and some on Saturdays. Computers and other applications of communication technology supplement traditional classroom presentations. Students attend classes on campuses (BGSU, UT-HSC). Students will complete approximately 50% of their credits on each campus, depending on the major area selected. On completion of all core, major, and elective requirements, students receive an MPH degree that is jointly conferred by both institutions.

The combined administrative, faculty and structural resources of the two institutions that comprise the NOCPH are used to fulfill its academic mission, goals and objectives. An outline of the NOCPH goals and objectives follows.

PROGRAM GOALS and OBJECTIVES

In support of its mission, the NOCPH has goals that encompass the following critical areas:

Administration

The goal of the NOCPH for **administration** is to ensure that collaborative and programmatic activities, policies and procedures support the mission, goals, and objectives of the NOCPH by promoting an atmosphere of professional competence, cultural awareness, mutual respect and fairness.

Teaching

The goal of the NOCPH for **teaching** is to develop, deliver, evaluate, and review a dynamic curriculum that integrates theoretical and practical aspects of public health that are associated with the evolving needs of the State of Ohio and a pluralistic society.

Research and Other Scholarly Activity

The goal of the NOCPH for **research and other scholarly activity** is to design, conduct, interpret and critique basic and applied research in public health that is associated with the evolving needs of the State of Ohio and a pluralistic society.

Service

The goal of the NOCPH for **service** is to engage in activities related to public health that are designed to benefit various populations and are associated with the evolving needs of the State of Ohio and a pluralistic society.

Each goal has corresponding objectives that are evaluated as part of our overall program assessment. These are summarized in the following tables.

Administration

Objective	Measure	Method	Target
Maintain administrative structure of the NOCPH	Compositions of Deans Committee and Executive Committee	Document that positions are filled.	Composition of committees: <ul style="list-style-type: none"> • Deans Committee: One Graduate Dean and one Academic Dean from each institution • Executive Committee: One Director from each institution
Maintain and expand the support, collaboration, and integration of both Institutions that constitute the NOCPH	Institutional participation: <ul style="list-style-type: none"> • Administrative Committees • Academic Committees • Support Service Committees 	Document meetings and relevant activities each year	Maintain the integrated and collaborative two-institution structure and operation
Maintain centralized administrative operations for the NOCPH at UT-HSC to manage student admission, registration, payments, financial aid, retention and graduation	Existence of centralized operations	Document activities relative to admissions, registration, payment, financial aid, retention, and graduation	Maintain one institution to provide administrative services
Maintain availability of at least one primary secretary or equivalent at each of both institutions that constitute the NOCPH	Secretarial FTE based on average available hours per week	Count or calculate available secretarial FTE	Minimum availability of 0.4 FTE per Institution (total ~ 1.0 FTE)
Assure MPH program's Goals and Learning Objectives are relevant, appropriate and being met	Consistent with emphases of NOCPH Mission, guidelines established by the Institute of Medicine, applicable regulatory and professional agencies and organizations; input solicited from program committees, students, alumni and alumni employers	Annual review of websites and other publications of applicable regulatory organizations, Institute of Medicine, CEPH, and professional agencies and organizations by Directors <ul style="list-style-type: none"> • Document current emphases, noting recent changes • At least annually communicate and meet with program Committees • Conduct annual Exit Survey of new program graduates • Conduct biannual survey of program alumni • Conduct biannual survey of sample of employers of program alumni 	Conduct surveys of graduates, alumni, alumni employers and monitored relevant developments in field of public health
Recruit and retain faculty members (full time and part time; contract and non-contract) who possess appropriate academic credentials and professional experience relevant to education, research, and service needs of the NOCPH	Student (FTE) to faculty (FTE) ratio	Annual calculation of student FTE and faculty FTE	Maintain student (FTE) to faculty (FTE) ratio < 8:1
Recruit, admit and retain annually new students (full-time (F-T) or part-time (P-T)) MPH students who will ultimately graduate and contribute to the profession of public health	Numbers of applicants, admissions of qualified applicants, matriculations and attritions.	Jointly recruit qualified applicants; review applications via the MPH Admissions Committee; count number of applicants, matriculating students and graduates	25-35 new students matriculating annually; (total of F-T (graduating ≤ 2 years) and P-T (graduating ≤ 3 to 6 years)

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Objective	Measure	Method	Target
Assure that all admitted students meet the MPH degree program admission criteria	Admission requirements: <ul style="list-style-type: none"> • Undergraduate or graduate degree • Adequate GPA • Foundation courses • References • Statement of interest • GRE scores (when applicable) • TOEFL scores (when applicable) 	Reviews and recommendations by Admission Committee, Directors, Dean	100% qualified applicants admitted to MPH program
Assure that all matriculated students receive appropriate advisement from an Academic or Major Advisor	Elements: <ul style="list-style-type: none"> • Maximum credit load: 12-15 semester credit hours for full-time and 3-6 semester credit hours for part-time students • Program prerequisites satisfied • Curriculum courses completed 	Elements: <ul style="list-style-type: none"> • Review of student files by Major Advisor • Review of transcript by SIS or Banner reporting system • Approval of Plan of Study form by Major Coordinator and either director • Review of Plan of Study by Registrar 	100% of MPH program students
Assure that all students whose performance warrants academic probation or dismissal are identified and notified when appropriate	Cumulative GPA in the MPH degree program	Review of SIS or Banner report (transcripts) by UT-HSC Registrar and Senior Associate Dean College of Graduate Studies	100% identified

Teaching

Objective	Measure	Method	Target
Offer a 45 semester credit curriculum, consisting of core and major (concentration)-specific content via instructional courses, capstone seminar, internships, and scholarly projects, that is pedagogically sound and professionally relevant for students and graduates	Courses comprising the curriculum	Curriculum review by Executive Committee, Advisory and Curriculum Committee	45 semester credit curricula for five major areas of concentration: <ul style="list-style-type: none"> • Administration • Environmental and Occupational Health and Safety • Epidemiology • Health Promotion and Education • Nutrition For each, address core and concentration-specific outcome competencies
Assure that all (100%) MPH graduates complete: <ul style="list-style-type: none"> • A core curriculum consisting of six didactic courses that cover common core competencies in public health, an internship or scholarly project as a practice experience and a capstone seminar • Major (concentration) and related concentration-specific competencies; consisting of four major courses and three advised electives (at least one elective course taken at each NOCPH institution) 	Results of degree audit: <ul style="list-style-type: none"> • Plan of Study complete • GPA \geq 3.0 on 4.0 scale • No grades below "C" • Maximum of 8 semester credit hours of grade "C" • All fees and fines paid 	Prepare and review forms: <ul style="list-style-type: none"> • Major-specific advisement forms • Plan of Study Forms Conduct pre-graduation degree audit by Advisors and UT-HSC Registrar	100% compliance

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Objective	Measure	Method	Target
Integrate traditional lectures and laboratories with alternative modes of course delivery	Results of annual curriculum review	Annual curriculum review by Executive Committee, Advisory and Curriculum Committee	Minimum of 45 student contact hours equivalence per 3 semester credit hour course
Maintain, evaluate, and revise curriculum (as needed) to assure that MPH program Goals and Learning Objectives are reflected in core and major courses and that curriculum remains relevant, contemporary and accessible to students	Results of annual curriculum review that are consistent with emphases of NOCPH Mission, guidelines established by the Institute of Medicine, applicable regulatory and professional agencies and organizations and input solicited from program committees, students, alumni and alumni employers	Annual curriculum review by Executive Committee, Advisory and Curriculum Committee; input obtained from: <ul style="list-style-type: none"> • Websites and other publications of applicable regulatory organizations to document current emphases and note recent changes • Institute of Medicine • CEPH • Professional agencies and organizations • Results from Exit Survey of new program graduates • Results from biannual survey of program alumni • Results from biannual survey of sample of employers of program alumni 	Required core and major-specific competencies remain current, applicable and relevant to developments in field of public health
Assure that all (100%) MPH students are educated in relevant aspects of written, oral, and electronic communications and regularly apply these skills	Results of annual curriculum review of course syllabi	Annual curriculum review of course syllabi by applicable faculty members, coordinated by the Executive Committee	100% compliance
Conduct formative and summative evaluations of all (100%) MPH students via various modes to ensure that professional-level thresholds of outcome competencies are demonstrated	Results of student performance: exams; papers; presentations; problem sets; case-studies	Annual review of sample of elements from core and major courses to ensure alignment with program and course learning objectives (outcome competencies) by persons from Executive Committee and Advisory and Curriculum Committee: <ul style="list-style-type: none"> • Examinations • Papers • Presentations • Problem sets • Case studies 	100% compliance

Research and Other Scholarly Activity

Objective	Measure	Method	Target
Participate in collaborative research formats: <ul style="list-style-type: none"> • Interdepartmental • Inter-institutional • Student-faculty • Academe-community 	Count participation in collaborative research activities for each full-time faculty member teaching a primary NOCPH course (typically a core or major course)	Review of annual NOCPH contract faculty evaluations by Executive Committee and Deans	50% of NOCPH full-time contract faculty members participating in collaborative research activities
Write and submit annually grant and contract proposals to increase external funding for individual and collaborative projects and programs	Count number of proposals submitted and accepted (funded) by each NOCPH contract faculty member	Review of annual NOCPH contract faculty evaluations by Executive Committee and Deans	50% of NOCPH contract faculty members submitting grant or contract proposals

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Objective	Measure	Method	Target
Write and submit scholarly manuscripts for publication of professional articles, books, chapters, manuals, and electronic media	Count number of manuscripts submitted and published by each NOCPH faculty member	Review of annual NOCPH contract faculty evaluations by Executive Committee and Deans	75% of NOCPH contract faculty members submit at least two manuscripts for publication
Write and submit scholarly proposals for presentations at local, regional, national, and international meetings or other venues	Count number of presentation proposals submitted and given by each NOCPH faculty member	Review of annual NOCPH contract faculty evaluations by Executive Committee and Deans	75% of NOCPH contract faculty members submit at least two proposals for presentations at local, regional, national, and international meetings or other venues

Service

Objective	Measure	Method	Target
Coordinate faculty efforts to actively and effectively participate, collaborate or consult with community health-related organizations, agencies or associations	Count number of faculty conducting health-related community service activities	Review of annual NOCPH contract faculty evaluations by Executive Committee and Deans	100% of NOCPH contract faculty members involved in health-related community service activities
Coordinate student efforts to actively and effectively participate, collaborate or consult with community health-related organizations, agencies or associations	Count number of students conducting health-related community service activities	Review of annual NOCPH contract faculty evaluations, Capstone Seminar projects, and Public Health Student Organization activities by Executive Committee	100% of MPH students in the capstone seminar involved in health-related community service activities

THE CAMPUSES

Bowling Green State University (BGSU) is a rural institution located 20 miles south of Toledo that was founded in 1910. It is one of 13 public institutions of higher education in the state of Ohio. There are 112 buildings on the 1,330-acre campus. There are more than 20,500 students, including approximately 1,800 graduate students. There are 836 full-time faculty members who are engaged in teaching, research and scholarly activities.

In 1973, the College of Health and Human Services was established to provide programs in specialized areas in various health and community service fields. The University offers diverse opportunities for educational and cultural enrichment. The MPH program is administered in the Department of Public and Allied Health within the College of Health and Human Services.

The **University of Toledo Health Science Campus (UT-HSC)** was created by the Ohio General Assembly on December 18, 1964. On July 1, 2006, the Medical University of Ohio officially merged with the University of Toledo, and the former medical campus was renamed the University of Toledo Health Science Campus. The UT-HSC Graduate College accepted its first students in 1975. The campus consists of the Graduate College, the College of Medicine, the College of Health Science & Human Service, and the College of Nursing. The 300-acre campus is located in a residential portion of Toledo and has 22 buildings.

The **University of Toledo (UT)** is an urban institution that was founded in 1872. It is located in a residential section of Toledo. It is the fourth largest public university in Ohio. There are 54 buildings on the 520-acre campus. UT serves over 20,000 students from the United States and 98 other countries. The full-time faculty numbers over 600. In addition to the Graduate College, UT has schools of law and pharmacy. The MPH program is administered in the Department of Public Health and Preventive Medicine, within the College of Medicine, on the Health Science Campus. The 300-acre health science campus is located in a residential portion of Toledo and has 22 buildings.

HISTORY OF THE CONSORTIUM

The Northwest Ohio Consortium for Public Health (NOCPH) was established during 1997, when three academic institutions were approved by the Ohio Board of Regents to jointly offer a Master of Public Health (MPH) degree. The NOCPH MPH degree program was initially developed based on existing academic strengths at Bowling Green State University (BGSU) and the University of Toledo (UT). Indeed, the two academic institutions have over 30 years of experience working collaboratively on numerous projects and programs. The Ohio Board of Regents formally approved the Northwest Ohio Consortium Master of Public Health degree program on April 11, 1997. This was the culmination of a multi-year effort to create a mechanism to deliver graduate training in public health to residents of northwestern Ohio. Both of the member institutions provide services for the consortium. Students are awarded an MPH degree that is jointly conferred by both institutions.

The NOCPH Master of Public Health degree program is fully accredited by the Council on Education for Public Health (CEPH). The initial accreditation was conferred effective July 1, 2001. The program was reaccredited effective July 1, 2006.

DESCRIPTIONS of NOCPH MAJORS

Matriculated students select one of the five programs to pursue as a major or pursue a dual major option. Matrices showing required MPH courses relative to program Learning Objectives (Outcome Competencies) follow.

MPH Core Curriculum

Regardless of major chosen, all students complete the same Core courses.

Matrix Showing Core Courses (24 semester credits) for All MPH Students Relative to Common Learning Objectives (Core Outcome Competencies)

Learning Objectives (competencies) for core courses	PH Stats	PH Epi	Issue in PH	Hlth Behav	PH Admin	Issue Env Hlth	Cap-stone Sem	Intern	Scholarly Project
Provide a fundamental understanding of public health, what it does and how it achieves its mission			X		X		X		
Provide general knowledge, skill and ability in areas that enable performance of one or more essential PH services	X	X	X	X	X	X	X	X	X
Competent in analytic skills, including statistics, problem definition and analysis	X	X				X			X
Develop skill in oral and written communications		X	X	X	X	X	X	X	X
Develop policy			X		X		X	X	
Promote cultural skills			X	X	X		X	X	
Attain competence in basic public health sciences including epidemiology, environmental health and behavioral science		X	X	X		X			X
Develop leadership skills and apply systems thinking					X	X	X		
Conduct financial planning and management and information skill					X		X		

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Learning Objectives (competencies) for core courses	PH Stats	PH Epi	Issue in PH	Hlth Behav	PH Admin	Issue Env Hlth	Cap-stone Sem	Intern	Scholarly Project
Provide technical knowledge, skills and abilities needed for public health programs such as infectious disease control, disease prevention, occupational and environmental health	X	X	X		X	X	X	X	X

MPH – Public Health Administration Major

The curriculum for the **Public Health Administration (PHA)** major of the Master of Public Health degree program is designed to prepare students to assume administrative responsibilities in healthcare agencies, government, community organizations and private industry. The course work provides instruction in several key administrative areas. Many of the courses are similar to the required courses in a Master of Business Administration (MBA) program with the difference that the PHA major curriculum focuses on applications and issues in healthcare. Students are introduced to the PHA major when they complete the core course, Introduction to Public Health Administration (PUBH 6040). This course provides an overview of the many functions related to administration. Other core courses that provide tools that are utilized in administration include biostatistics (PUBH 6000) and health behavior (PUBH 6600).

Matrix Showing Courses (12 semester credits) for MPH-Public Health Administration Students Relative to Learning Objectives (Concentration-Specific Outcome Competencies)*

Learning Objectives (Competencies) for Public Health Administration	PH Econ/ Marketing and HR	Mgt PH Agencies	Budget and Admin in PH	PH Law	PH Admin (Core)**
Supervise subordinates using techniques endorsed by human resource experts	X	X			X
Manage a public health organization using contemporary standards and practices	X	X	X		X

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Learning Objectives (Competencies) for Public Health Administration	PH Econ/ Marketing and HR	Mgt PH Agencies	Budget and Admin in PH	PH Law	PH Admin (Core)**
Comply with applicable legal standards and federal requirements pertaining to public health, employees and organizations	X	X	X	X	X
Develop and administer an organizational budget			X		
Evaluate the financial and economic health of an organization, business or practice	X		X		X
Apply relevant economic theory to organizational situations	X	X			X
Evaluate administrative personnel, organizational effectiveness, economic stability, regulatory compliance, and related supervisory programs and practices	X	X	X	X	X

* Table does not include the required electives (2-3 courses or 6-9 semester credits), which provide additional content relative to program learning objectives (outcome competencies)

** Core course that corresponds to the area of concentration

MPH – Environmental and Occupational Health and Safety Science Major

The **Environmental and Occupational Health and Safety Science (EOHS)** major focuses on a combination of administrative, scientific, technical and regulatory aspects of public health that relate to the assessment and control of hazards such as physical, chemical and biological agents in non-occupational and occupational environments. (The hazardous agents addressed include agents associated with terrorism and weapons of mass destruction.)

The purpose of the EOHS major is to expand students' and graduates' knowledge, comprehension and skills to prepare them for work as professionals involved with development, implementation, delivery and management of applicable focused or broad scope environmental and occupational health programs. Examples of applicable programs include community and/or worker awareness education and training programs; environmental and occupational disease causation, prevention and remediation programs; hazardous non-occupational and occupational site investigation, assessment and control; and regulatory compliance and/or enforcement.

The curriculum for the EOHS major prepares students to objectively and subjectively assess environmental and occupational health hazards; analytically interpret epidemiological data; develop and present administrative, scientific, technical and/or regulatory reports. Further, students are prepared to make administrative decisions based on recommended measures to reduce or eliminate environmental and occupational health hazards; participate in disaster planning and preparation; and, to prepare for applicable environmental and occupational health registrations, licenses or certifications.

Matrix Showing Courses (12 semester credits) for MPH-Environmental and Occupational Health and Safety Science Students Relative to Learning Objectives (Concentration-Specific Outcome Competencies)*

Learning Objectives (Competencies) for Environmental and Occupational Health and Safety Science	Occ Health Sci, Regs, and Mgt	Env Health Sci, Regs and Mgt	Chem Agents: Toxicity	Bio Agents: Pathogenicity	Phys. Agents: Effects	Issue Env Health (Core)**
Apply fundamental and advanced principles of statistics, epidemiology, environmental health science, and occupational health science to real-world public health issues and problems	X	X	X	X	X	X
Objectively and subjectively assess chemical, biological, and physical agents classified as hazardous to human health (including terrorism agents)	X	X	X	X	X	X

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Learning Objectives (Competencies) for Environmental and Occupational Health and Safety Science	Occ Health Sci, Regs, and Mgt	Env Health Sci, Regs and Mgt	Chem Agents: Toxicity	Bio Agents: Patho- genicity	Phys. Agents: Effects	Issue Env Health (Core)**
Conduct fundamental sample collection of media contaminated with hazardous chemical, biological, and physical agents	X	X				
Critically analyze and interpret statistical, epidemiological, toxicological, and communicable disease information for prevention and remediation program development and implementation	X	X	X	X	X	X
Collect and evaluate applicable information to perform risk assessments and conduct disaster preparation/planning	X	X	X	X	X	X
Make administrative decisions based on recommended measures to reduce or eliminate environmental and occupational health hazards	X	X				X
Develop and present administrative, scientific, technical, and/or regulatory reports	X	X	X	X	X	X

* Table does not include the required electives (2-3 courses or 6-9 semester credits), which provide additional content relative to program learning objectives (outcome competencies)

** Core course that corresponds to the area of concentration

MPH – Health Promotion and Education Major

The curriculum for the **Health Promotion and Education (HPE)** major focuses on methods for planning, implementing and evaluating educational and behavioral changes as well as programs that enhance health. Students are prepared for positions that emphasize program planning, health promotion, health education, disease prevention and social action. Graduates work in business and in voluntary, non-profit and governmental agencies at local, county, state and federal levels.

Matrix Showing Courses (12 semester credits) for MPH-Health Promotion and Education Students Relative to Learning Objectives (Concentration-Specific Outcome Competencies)*

Learning Objectives (Competencies) for Health Promotion and Education	Methods and Materials in PH	Eval of Health Programs	Health Promotion Programs	Community Health Organizations	Health Behavior (Core)**
Implement, administer and evaluate health promotion and education programs	X	X	X	X	
Demonstrate mastery of knowledge that is critical to the role of a health promotion and educational professional	X	X	X	X	X
Coordinate the provision of promotional and educational services in health	X				
Assess individual and community needs	X			X	X
Apply principles of community organization, health behavior and educational processes to plan effective health promotion and education programs	X	X	X	X	X
Apply appropriate research methods		X			X
Act as a health promotion and education resource	X		X	X	

* Table does not include the required electives (2-3 courses or 6-9 semester credits), which provide additional content relative to program learning objectives (outcome competencies)

** Core course that corresponds to the area of concentration

MPH – Public Health Epidemiology Major

The **Public Health Epidemiology** major prepares students for careers involving the study of the distribution of disease in large groups or from a population-based perspective. It involves factors affecting disease and disability in populations. As a fundamental science of public health and preventive medicine, epidemiology research has traditionally focused on questions of disease causation through population studies for both infectious and chronic diseases. Epidemiologists attempt to quantify the distribution and establish the determinants of health problems by describing and analyzing the biological, environmental, social and behavioral factors affecting health, illness and premature death. Descriptive and analytic techniques are used to gather information on disease occurrence, extend basic knowledge about the physical, mental and social processes affecting health, and develop effective disease-control measures. The products of such inquiries are also used in the formulation of health policies. Quantitative skills, including biostatistics and computer applications, are emphasized in this major. Epidemiologists work closely with other health professionals including physicians, environmental health personnel, behavioral scientists, demographers, biostatisticians, and administrators of health agencies. Epidemiologists often work for local, state, and federal governments; health care organizations; private industry and institutions of higher education.

Matrix Showing Courses (12 semester credits) for MPH-Public Health Epidemiology Students Relative to Learning Objectives (Concentration-Specific Outcome Competencies)*

Learning Objectives (Competencies) for Public Health Epidemiology	Advanced Epi	Advanced Stats	Epi Chronic	Infec Diseases	Molec Epi	Epi (Core)**
Define and calculate measures of disease frequency and measures of association between risk factors and disease.	X		X	X	X	X
Describe the major epidemiologic research study designs and their advantages and limitations.	X	X	X	X	X	X
Describe the major sources of bias in epidemiologic research (confounding, selection bias, and measurement error) and the ways to evaluate and reduce bias.	X	X	X	X	X	X
Apply criteria to support whether an association is causal.	X		X	X	X	X

Master of Public Health

Learning Objectives (Competencies) for Public Health Epidemiology	Advanced Epi	Advanced Stats	Epi Chronic	Infec Diseases	Molec Epi	Epi (Core)**
Understand the basic terms and methods used in outbreak investigation, infectious disease epidemiology, chronic disease epidemiology, disease prevention trials and evaluation of screening tests.	X		X	X	X	X
Review the scientific literature with competence, synthesize findings across studies and make appropriate public health recommendations based on current knowledge.	X		X	X	X	X
Design an epidemiologic study to address a question of interest.	X		X	X	X	X
Interpret results of an epidemiologic study, including the relation to findings from other epidemiologic studies, potential biologic and/or social mechanisms, limitations of the study, and public health implications.	X	X	X	X	X	X
Write a clear description of the rationale, methods, results, and interpretation of an epidemiologic investigation.	X		X	X	X	X
Apply epidemiologic skills in a public health setting, specifically in the formulation or application of public health programs or policies.	X	X	X	X	X	X

* **Table does not include the required electives (2-3 courses or 6-9 semester credits), which provide additional content relative to program learning objectives (outcome competencies)**

** **Core course that corresponds to the area of concentration**

MPH – Public Health Nutrition Major

Public Health Nutritionists integrate the knowledge, skills and experiences fundamental to all public health disciplines and apply this integrated knowledge to alleviate diet-related health problems among diverse population groups. Graduates will be prepared to advance knowledge regarding the role of nutrition in disease prevention and health promotion and apply this knowledge to planning, managing, delivering, and evaluating nutrition services and programs. Employment often includes health departments, federal and private food assistance programs, worksite health promotion programs, nutrition advocacy organizations, health centers and schools.

An understanding of human nutrition is important to maximize the health of individuals in a diverse society that faces nutrition-related diseases of both deficiency and excess. A complete understanding of human nutrition is built on knowledge of its fundamental biological and biochemical bases. It also involves an understanding of societal, psychological, cultural and behavioral influences that affect food consumption, and therefore, human well being.

Public health nutrition advances knowledge regarding the role of nutrition in disease prevention and health promotion and applies this knowledge to planning, managing, delivering and evaluating nutrition services and programs. The MPH major in public health nutrition trains students to integrate the knowledge, skills, and experience fundamental to all public health disciplines and to apply this integrated knowledge to alleviate diet-related health problems among diverse population groups.

The program is designed to train professionals to assume leadership positions in assessing community-nutrition needs and in planning, directing and evaluating the nutrition component of health-promotion and disease-prevention efforts. Graduates of the program will be expected to participate in policy analysis, program development, and to design and manage population-based community wide interventions as part of large-scale public health programs.

Matrix Showing Courses (12 semester credits) for MPH-Public Health Nutrition Students Relative to Learning Objectives (Concentration-Specific Outcome Competencies)*

Learning Objectives (Competencies) for Public Health Nutrition	Nutrition Epi.	PH Nutrition	Life Cycle Nutrition: Preg to Adolesc	Life Cycle Nutrition: Middle and Later Years	Micronutrients Through the Life Span	Macronutrients for Human Nutrition
Identify and assess diet-related health problems of undernutrition and overnutrition among diverse population groups.	X	X	X	X	X	X

Master of Public Health

Learning Objectives (Competencies) for Public Health Nutrition	Nutrition Epi.	PH Nutrition	Life Cycle Nutrition: Preg to Adolesc	Life Cycle Nutrition: Middle and Later Years	Micronutrients Through the Life Span	Macronutrients for Human Nutrition
Identify the social, cultural, economic, environmental and institutional factors that contribute to the risks of undernutrition and overnutrition among diverse populations.	X	X	X	X	X	X
Develop educational and other population-based intervention strategies to improve food security.	X	X	X	X	X	X
Develop policies to reduce barriers to food insecurity and to improve the food choices and nutritional status of diverse populations.		X	X	X	X	X
Describe techniques to guide consumers in selection of food and nutritionally adequate diets.		X	X	X	X	X
Communicate nutrition related issues skillfully, utilizing different media in varied settings.	X	X	X	X	X	X
Apply the principles of management to community-nutrition programs.	X	X	X	X	X	X
Participate in advocacy efforts to improve the nutritional status of various populations.	X	X	X	X	X	X
Monitor and recommend public policies to protect and promote nutritional status and health of diverse populations.		X	X	X	X	X
Contribute to the body of nutrition knowledge through active research of an applied nature	X	X	X	X	X	X

* **Table does not include the required electives (3 courses or 9 semester credits), which provide additional content relative to program learning objectives (outcome competencies)**

STUDENT ORGANIZATION

The Northwest Ohio Consortium for Public Health (NOCPH) Public Health Student Organization (PHSO) was formally established during early 2000. All students are encouraged to participate in some capacity with activities either sponsored or coordinated by the PHSO. The major goals of the PHSO are to participate in community service activities and to be actively involved with applicable professional organizations.

DELTA OMEGA

Delta Omega is a national honorary organization in public health. Student candidates must meet established standards for admission. Membership is limited to a maximum of 25% of students in the program. The Delta Omega chapter was established in April, 2007.

ADMISSION

The NOCPH Admissions Committee is composed of faculty from both institutions. Prospective students may obtain information and application materials for the MPH program from the Graduate College at the University of Toledo Health Science Campus using the address below or by visiting NOCPH's internet website: <<http://www.nocphmph.org>>

All application materials must be sent to:

Northwest Ohio Consortium for Public Health
c/o College of Graduate Studies
3045 Arlington Avenue
Mulford Library Building
Toledo, Ohio 43614-5805

Phone: 419-383-4160
Fax: 419-383-6140

The following are deadline dates for submitting application materials for admission to the MPH program:

Spring Semester	October 15 of the previous year
Summer Semester	March 15
Fall Semester	June 15

International students who require a visa enter the program in the fall semester. The deadline for applications by international students requiring visas is February 15.

An effort will be made to process applications and materials received after these dates. However, completed action in a timely manner cannot be guaranteed for applications received after the stated deadlines.

Requirements for admission:

- 1. Degree:** An earned bachelor degree from an accredited college or university.
- 2. Grade-Point Average (GPA):** (1) For "regular" admission, GPA \geq 3.00 (on 4.00 scale) is required; (2) For "provisional" admission, GPA \geq 2.70 is required. Persons with GPA $<$ 2.70 may be considered for admission; however, admission of such individuals is infrequent. If admitted, they will be required to complete 12 semester credits of specified courses with *all grades* \geq 3.0 before they are considered for acceptance into the program with "regular" status, pending a second review by the MPH Admissions Committee.
- 3. Foundation Courses:** It is expected that all applicants will have successfully completed college-level mathematics, biology and social science courses. Completion of college-level courses in inorganic and organic chemistry are required for

Environmental and Occupational Health and Safety Science majors.

4. **Graduate Record Examination (GRE):**(1) GRE is not required for graduates from a U.S. institution if they have GPA ≥ 3.00 (on 4.00 scale); (2) GRE *may* be required by the Admission Committee, for graduates from a U.S. institution if they have GPA <3.00 (on 4.00 scale); and, (3) GRE is required for all applicants who graduated from institutions other than those in the U.S. The total for the Verbal and Quantitative sections is expected to be ≥ 1000 . The Analytical Writing section is expected to be ≥ 4.0 .
5. **Test of English as a Foreign Language (TOEFL):** Applicants who graduated from institutions other than those in the U.S. and whose primary language is not English must complete TOEFL and receive a minimum of score of 550 (paper-based) or 213 (computer-based) on the test.

Note: Applicants holding advanced professional or graduate degrees from accredited institutions *may* be exempted from this requirement.

6. **Official Transcripts:** Applicants must have official transcripts submitted from institutions where undergraduate and advanced studies were completed, to the College of Graduate Studies at the University of Toledo Health Science Campus. For international applicants, all official transcripts must be translated into English and converted into the 4.00 scale for GPA.
7. **Application Period:** A domestic applicant may apply and begin studies during the Fall, Spring or Summer semesters. Application deadlines for domestic applicants are June 15 (Fall), October 15 (Spring), and March 15 (Summer). Completed applications received after these dates may be processed for the succeeding semester. However, completed action in a timely manner cannot be guaranteed for applications received after the stated deadlines.

An international applicant may apply and begin studies during Fall only. For international applicants, the application deadline is February 15 (Fall only). Complete applications received after this date may be processed for the Fall semester, but completed action in a timely manner cannot be guaranteed.

8. **Letters of Recommendation:** Three letters of recommendation are required. At least two of the three letters must be from persons having a graduate degree. Letters from professors are preferred.
9. **Resume:** All applicants must include a resume compiled within the previous 6 months.
10. **Letter of Interest:** All applicants must write and include a concise Letter of Interest addressed to the Chair of the Admissions Committee stating why they want to pursue the Master of Public Health degree program.

Technical Standards for Admission

Our objective is to increase opportunities for persons with disabilities, while maintaining the expectation that all students achieve the goals of our programs. The technical standards for admission establish the expectations and abilities considered essential for students admitted to the Master of Public Health degree program in order to achieve the level of competency required for graduation. Successful candidates for the MPH degree must possess abilities and skills categorized as observational, communicative, motor function, intellectual-conceptual, behavioral, and social and ethical.

Observational: Candidates must be able to acquire a defined level of information presented through demonstrations and experiences. This may include information from written documents, visual information from sampling, analytical computer and other equipment, and instruments. Such observation and information acquisition necessitates the use of visual, auditory and tactile sensations.

Communicative: Candidates must be able to communicate effectively with others in verbal and written formats. Communication includes the ability to speak, hear, read and write.

Motor Function: Candidates must possess motor skills necessary to learn and implement the technical skills of a public health professional. This includes the ability to perform basic operations in typical settings in which public health professionals normally function. Students having class, internship or other independent learning experiences off campus are responsible for their own transportation and independent mobility while on campus and in the field.

Intellectual-Conceptual, (Integrative and Quantitative): Candidates must have problem-solving skills and be critical thinkers. More specifically, candidates must be able to measure, calculate, reason, analyze, integrate and synthesize qualitative and quantitative information associated with the professional activities for which they are in training.

Behavioral and Social: Candidates must possess good emotional health to permit full utilization of their intellectual abilities; be able to exercise good judgment; function effectively under stress; display flexibility; be able to complete responsibilities promptly; and interact with people of all races, religions and socioeconomic status.

Ethical: Candidates must demonstrate professional behavior and must perform in an ethical manner consistent with the norms and ethical codes of public health constituent organizations. They must exhibit a respect for truth and commitment to honesty and integrity in all aspects of public health. In addition, they must be able to follow the ethical guidelines established by respective and applicable national organizations and governmental bodies.

Candidates are urged to ask questions about the program's technical standards for clarification and to determine whether they can meet the requirements. Questions may be directed to any Major Coordinator or Director. Revealing information concerning a disability is voluntary. However, such disclosure is necessary before any accommodations may be considered in the learning environment or in the program's procedures. Information about disabilities is handled in a confidential manner.

Reasonable accommodations will be made to qualified applicants with a disability in such circumstances and on such terms as required by the Americans with Disabilities Act. Reasonable accommodations require program and institutional approval. Requests for accommodations must be submitted in writing, allowing sufficient time prior to matriculation for action on these requests, pursuant to Policy 01-061 Nondiscrimination on the Basis of Disability, Americans with Disabilities Act Compliance.

CLASSIFICATION OF STUDENTS

Regular status applies to students who are approved for admission to work toward the MPH degree without any conditions or deficiencies. Students in this category must comply with all registration and fee payment policies of the NOCPH program.

Provisional status applies to students who are admitted under certain conditions indicated below. A maximum of 12 semester credit hours may be earned while in a provisional status. All admission requirements must be satisfied before a student can be transferred to regular status. A student cannot become a candidate for a degree while in provisional status. Students in this category must comply with all registration and fee payment policies of the NOCPH degree program.

Applicants may be admitted with provisional status for the following reasons:

1. Applicant must complete required prerequisite course work (when required) within the first year (or 12 semester credit hours) of matriculation or as advised by the appropriate Major Coordinator.
2. Applicant has less than a 3.00 GPA in undergraduate work. Infrequently will applicants be admitted with a cumulative GPA < 2.70.
3. Applicant has completed all the requirements for a baccalaureate but the degree will not be conferred before admission into the NOCPH degree program. In this case, a document must be obtained from the Registrar of the conferring institution stating that all degree requirements have been fulfilled and the date on which the degree will be conferred.

Once admitted with provisional status, it is a student's responsibility to complete the requirements of the condition(s) as stated in the letter of acceptance. A maximum of 12 semester credit hours may be earned while in provisional status. Provisional student status will be changed to regular student status after all the requirements are satisfactorily met. The Registrar's Office at UT-HSC will be notified by the UT-HSC Graduate College Associate Dean concerning changes in student status.

Students admitted provisionally because of an undergraduate GPA of less than 3.00 must have a cumulative GPA of at least 3.00 upon completion of 12 semester hours of study. Provisional students may only enroll in core or major courses; a maximum of two major courses may be completed while in provisional status.

Provisional status applies to students who are waiting for official transcripts, official test scores or letters of recommendation to arrive at the UT-HSC Registrar's office. Provisional student status will be changed to regular or conditional student status, as appropriate, after all requirements are satisfactorily met. The Registrar's Office at UT-HSC will be notified by the UT-HSC Graduate College Associate Dean concerning changes in student status.

Transient status refers to students who are actively pursuing an MPH degree at another institution and wish to earn credits for transfer to their home institution.

1. Students seeking transient status must complete the *Transient Student Application* form and submit it to their home institution for a statement of good standing and approval of their Dean or Registrar.
2. Transient students must have their registration forms signed by the Major Coordinator at the home institution for approval of the designated course(s).
3. All transient students must obtain authorization for enrollment from a NOCPH Major Coordinator.
4. Transient students must comply with all the registration and fee payment policies of the NOCPH degree program.

Special status within NOCPH applies to those students who have not been admitted in the NOCPH but who wish to take courses offered by a NOCPH institution.

1. Individuals enroll through the University of Toledo Health Science Campus (UT-HSC) Registrar's Office.
2. There is no guarantee of admission to a NOCPH program for special status students.
3. Individuals must be admitted as special status students into the NOCPH and must register through the UT-HSC Registrar's Office.
4. Only core and major courses completed while in special status may be transferred into the NOCPH and applied towards the MPH degree.
5. Special student status may be changed to regular student status after all the requirements for admission are satisfactorily met.
6. A maximum of 12 semester credit hours taken while a special status student may be applied to the MPH program.
7. If a special status student matriculates in the NOCPH, it is the student's responsibility to arrange for transcripts of any work completed at BGSU to be sent to the UT-HSC Registrar.

Non-degree status applies to those individuals who simply wish to take graduate courses without actually enrolling in the MPH degree program. These individuals must apply for Special Status (see above).

REGISTRATION

Designating a Major

Students typically designate a major upon matriculation. If this is not done, students must designate a major upon completing a maximum of 12 semester credit hours. Students have the responsibility to complete a Major Designation form. This form can be downloaded from the NOCPH website. The Major Coordinator for the anticipated major must approve this form. Copies of the complete form are distributed to the UT-HSC College of Graduate Studies, the Major Coordinator and the student.

Changing a Major

In the event a student wishes to change majors, a Change of Major form must be completed and approved by both Major Coordinators. This form can be downloaded from the NOCPH website. Copies of the completed form are distributed to the UT-HSC College of Graduate Studies, the old and new Major Coordinators and the student.

Procedure for Registration

Registration is completed electronically. All students are responsible for obtaining course approval from their Major Coordinator or Advisor. Approval for an entire course of study can be obtained before a student begins the MPH degree program. Students are urged to meet with their Major Coordinator or Advisor at least once every year to review their progress and remaining course schedules. Students have the ultimate responsibility for meeting NOCPH requirements.

All NOCPH students must register with the UT-HSC Registrar's Office. To conclude the registration process, an electronic Registration must be completed with the UT-HSC Registrar's Office before the end of the registration period. Major Coordinators may elect to give approval for courses via e-mail or by signing a facsimile copy of the registration form. Final dates for registration and payment of fees are published each semester. Normally, the last day for payment of the fees is the first day of the semester. Unless other arrangements are made in advance, failure to pay fees on time will result in **late charges** and possible denial of registration.

Each student must file a formal Plan of Study form after completing a minimum of 24 semester credit hours of study. **At the latest, a completed Plan of Study form must be submitted by the beginning of a student's final semester.** The plan of study form can be downloaded from the NOCPH program website. The forms are completed by each student and taken to their Major Coordinator for review and approval. Once approved, they must be submitted to the UT-HSC College of Graduate Studies.

No course credit will be counted toward the MPH degree unless it has been approved as part of a student's official plan of study.

Course Selection

Students should check the MPH program website (<www.nocphmph.org>) for class schedules of present and future semesters. They should then plan a tentative schedule for all courses required for the MPH degree. As a general guideline, students should plan on completing core courses before major courses. Electives should be considered as they are available. Students should discuss their proposed program plans with their Major Coordinator and obtain approval for their course selections in advance. The approval process should be repeated each semester in which courses are taken. A draft Plan of Study can be used in planning.

Course Load

Twelve semester credit hours is considered to be the minimum course load for full-time students for Fall and Spring terms, and eight semester credit hours for Summer term. Special authorization is required for a course load beyond 15 semester credit hours in Fall and Spring terms, or in excess of ten semester credit hours in Summer term. The enrollment of part-time students usually does not exceed six semester credit hours.

Withdrawal from Courses

Withdrawal from a course requires the approval of the course instructor and the student's Major Coordinator. Students who have not designated a major must obtain approval from one of the Consortial Co-Directors.

Auditing Courses

Students may audit courses with the approval of their Major Coordinator. Such courses must be entered on the student's registration form and are subject to the approval of the instructor. A student auditing a course is not required to take examinations and will not receive a grade. An audit designation (AU) will appear on the transcript. The student is required to pay tuition for the course and must comply with all registration and fee payment policies. A student may change a course from audit to regular credit, or from regular to audit status, within 14 days of the beginning of the semester and with the approval of a Major Coordinator. Audited courses do not count for full-time enrollment. Such courses may be added to the maximum full schedule of a student only when approved by the Major Coordinator. Audited courses will not count toward the MPH degree and graduate assistants may not audit courses.

Electives

Any course numbered 5000 or higher at either institution may be used as an elective. A student's Major Coordinator must approve all elective courses. Elective courses must support the knowledge and skill areas associated with each student's major.

Program Delivery

The NOCPH program is delivered throughout the entire year. Core courses are offered in all three semesters. Major courses for Environmental and Occupational Health and Safety Science (EOH), Public Health Administration (PHA) and Public Health Epidemiology (PHE) are offered in all three semesters. Major courses for Health Promotion and Education (PHE) and Public Health Nutrition (PHN) are offered only in the spring and fall semesters. Electives are offered at each institution throughout the year.

Courses from Other Institutions

Students may take courses at other accredited institutions. Prior permission must be obtained from the Major Coordinator before credit can be awarded for such courses. A maximum of 12 semester credit hours of approved course work may be transferred in to the NOCPH.

Continuous Enrollment

Students in the NOCPH MPH program have six years from the date of initial enrollment to complete their course requirements.

Leaves of absence are granted by the UT-HSC Associate Dean of the College of Graduate Studies, on behalf of the Deans Committee, upon recommendation by a Major Coordinator. Leaves of absence are not included in the computation of continuous enrollment.

Students who do not enroll for a class for more than one year must reapply for admission to the MPH degree program.

Student Records

Students in the NOCPH program may inspect official records, files, and data directly relating to themselves as set forth under the provisions of the Family Educational Rights and Privacy Act of 1974. All student application materials, files and permanent records will be maintained at UT-HSC.

POLICIES REGARDING INSTRUCTIONAL AND ANCILLARY FEES

All NOCPH fees must be paid to the UT-HSC College of Graduate Studies.

Registration Fee

All graduate students who have accepted admission in the NOCPH program and enroll for the first time must pay a non-refundable \$20.00 registration fee.

Ohio Residency Status

To be eligible for in-state tuition and fees, a student must be a legal resident of the State of Ohio or Monroe, Lenawee, Hillsdale, Wayne, Washtenaw, Oakland or Macomb counties in Michigan.

Instructional Fees (tuition)

All students are responsible for payment of fees in accordance with the academic calendar policies and fees of the NOCPH institutions. Final dates for registration and payment of fees are published each semester. Failure to pay fees on time may result in a denial of registration. All NOCPH students pay a common instructional fee that is independent of the institution at which their classes are taught. The instructional fees are set by action of the Boards of Trustees of BGSU and UT. See Table 2 for current Instructional Fees.

Graduate Assistants and recipients of tuition scholarships are exempted from paying instructional fees according to the terms of their awards. These individuals are responsible for payment of all other fees.

Course Fees

Some courses (for example, those with laboratory components) may charge an additional fee to support purchase of expendable supplies or to cover course-related expenses that are not included in tuition (for example, field trips).

Auditing (Instructional Fee)

Any student auditing a course shall be required to register before attending class. Any student taking a course **not for credit** shall pay the same fees assessed for courses **taken for credit**.

Late Fee

If the UT-HSC Bursar's Office does not receive the required fees by the date established, students will be charged late fees in accordance with the late fee policy of the University of Toledo Health Science Campus.

General Fee

All consortial students pay a single general fee each semester. It is based on the number of semester credit hours carried and is collected by UT-HSC. This fee covers student services that include ID cards, library access, athletics, student activities, health center, immunizations and legal service fees. See Table 2 for current General Fees.

Transcript Fee

Each NOCPH student will be charged a transcript fee of \$50.00 at the time of entry into the College of Graduate Studies. There will be no further charges for the issuance of transcripts. All requests must be made in writing to the UT-HSC Registrar's office. Transcripts are usually issued within 48 hours of receipt of the request.

Table 2: Summary of Costs (2009-2010) (*Subject to change)

One time fees:		
Application fee:	\$ 45 (with application)	
Registration fee:	20 (at matriculation)	
Transcript fee:	50 (at matriculation)	
*Recurring fees:		
Resident tuition:	Full time (12-16 sch) \$5,146.00 per semester	Part time \$ 428.83 per sem credit
Non-resident tuition:	9,307.00 per semester	775.58 per sem credit
General fee:	594.30 per semester	49.53 per sem credit
*Recurring fees - summer:		
Resident tuition:	Full time (8-10 sch) TBA	
Non-resident tuition:	TBA	
General fee:	TBA	
Optional fees:		
Parking:	\$ 60 per year	
Recreational facility:	varies	

These fees are subject to change at any time

Tuition for students in the NOCPH MPH program will be the average tuition (Ohio resident and non-resident) of Bowling Green State University and the University of Toledo. The General Fee will be the average of the General Fee of both institutions. Course fees and lab fees will be set by the individual institutions. MPH students will have access to student services at each of the three campuses.

All registration, tuition and fee payments will be made at the University of Toledo Health Science Campus.

All fees shall be payable in full at the time of registration. A student cannot be considered enrolled unless the fees are paid. No credit will be given for any semester in which the instructional fee (tuition) has not been paid. Failure to pay fees on time may result in denial of registration. Students are not registered until the Registrar has received their fee statement forms, indicating payment of all fees.

The instructional and ancillary fees are to be paid on a semester basis at the beginning of each semester. Final dates for registration and payment of fees are published each semester. The last day for payment of fees is the last day of the registration, which is also the first day of the semester.

In the event of individual financial difficulty that may preclude such payment, the concerned student should make appropriate arrangements through the Student Financial Aid office so that financial assistance may be obtained prior to the last day payment is due. The office of the Treasurer on the UT-HSC shall be notified of the arrangements.

Liability Insurance Fee

All MPH students must be covered with liability insurance for a minimum of \$1 million/\$3 million. Such MPH students must provide proof of possession of liability insurance or they may purchase liability insurance from the University of Toledo Health Science Campus for a fee of \$12 per fall and spring semester and \$8 for the summer term.

Future Changes in Fee Policy

The Boards of Trustees for the participating institutions reserve the right to make any changes or adjustments in instructional and ancillary fees when such changes are deemed necessary.

Refund Policy for Instructional Fee

Pro rata refund for first-time students is available only during the first semester of enrollment. The following are subject to pro rata refund: instructional, general and course fees. The following are NOT subject to a pro rata refund: health insurance, disability insurance, liability insurance, late payment of fees, registration fee, immunizations and parking fees. The following fees are NOT subject to a federal refund: health insurance, disability insurance and liability insurance.

- Refunds will be made as per the policies of the UT – HSC Bursar's Office.

Refund for students not subject to the pro rata policy – Federal Refund Policy. The percentage used to calculate refunds for students who graduate, withdraw or take an approved leave of absence will be calculated according to the following federal guidelines:

- Refunds will be made as per the policies of the UT – HSC Bursar’s Office.

Dismissal for academic or disciplinary reasons will not qualify the student for an instructional fee refund. All such refund applications shall be in writing. Necessary refund applications shall be in writing. Necessary refunds to student financial aid programs will be made prior to the release of any refund to the student. If a refund amount remains after all necessary funds have been returned to the Title IV programs, the remaining amount will be divided proportionately between the non-Title IV sources of the fee payment, i.e. Title VI programs, institutional funds and / or the student.

Health Insurance Coverage

All students are required to have health insurance. Students may enroll in the UT-HSC authorized insurance plan, the BGSU student health insurance plan or document that they have personal health insurance coverage. Failure to maintain health insurance coverage is grounds for dismissal from the MPH program. International students matriculating after July 1, 1998 must enroll in the UT-HSC authorized insurance plan with Repatriation and Medical Evacuation.

UT-HSC Health Insurance Plans: This information can be obtained from the UT Health Science Campus Office of Student Accounts/Bursar’s Office.

BGSU Health Insurance Plans: This information can be obtained from the BGSU Student Accounts/Bursar’s Office.

Detailed information about these policies are available in the Student Accounts office at UT-HSC or the Student Health Center at BGSU.

General Requirements for Immunizations

All graduate students entering the Northwest Ohio Consortium for Public Health (NOCPH) must meet minimal immunization requirements in order to attend classes. Minimum immunizations and health screening required include:

1. Tetanus-diphtheria booster, adult booster, within the past 10 years.
2. Two MMR (measles-mumps-rubella) immunizations IF the student was born after 1/1/57. Any student who has had measles, mumps or rubella during his or her lifetime requires no further immunization. This immunity may be documented through a blood test called a *titer* which must demonstrate a "positive" result. If the titer is "negative" the student must receive the appropriate vaccine.
3. One Mantoux-type intradermal tuberculosis (TB) screening with purified protein derivative (PPD) administered in the USA within 12 months prior to matriculation. International students or Americans living outside of the USA must have the PPD skin test performed by the Student Health Service at either BGSU or UT-HSC upon arrival

on campus. Student Health Service personnel must read the test before a student is allowed to attend class.

If TB screening results are positive:

- Students who have a positive PPD at a student health service or elsewhere must meet with a student health service provider to answer questions, discuss treatment options and risks, have required lab work performed, and complete an "Annual BCG / Positive PPD Follow-up Check List" on signs and symptoms of TB. If the student is in agreement, the recommended therapy is initiated.
- Students who have a positive PPD at a student health service or elsewhere also must have a chest x-ray at the University of Toledo Medical Center or the Lucas County Health Department before they can attend classes.
- Students with a positive x-ray must consult with a health care provider regarding treatment. If treatment is recommended, the student must initiate treatment before attending classes.

All graduate students who will be having contact with patients, human tissue research or involved with primate research also are required to complete the following immunizations:

1. Hepatitis B vaccination series (series of 3).
2. Lab testing for Hepatitis B surface antibody (HBsAB) 1-2 months after the Hepatitis B vaccination series is completed.

Immunizations and Lab Titers

The Student Health Service of any NOCPH institution is able to complete student Hepatitis B series. The Hepatitis B surface antibody test can be performed at any Student Health Service during the student's initial semester.

After students have been approved for course registration, there will be NO CHARGE for annual TB screening, adult tetanus boosters, and annual influenza vaccine given at the University of Toledo Health Science Campus Student Health Service. Students may incur charges for pre-matriculation health requirements provided by the Student Health Service.

Documentation Requirements

To verify immunization and screening, ONLY the following will be accepted:

1. Official letterhead from physician or health department containing original signature, the date of verification statement, and the date(s) the immunization(s) was administered
2. The official childhood immunization record. If the immunization record is not in English, the copy of the original record MUST be accompanied by a notarized translation in English.
3. Completed Student Health Service health form from any of the NOCPH institutions with physician signature and legible address stamp.

Delinquent Accounts

Any student with a reported delinquent account may expect the following actions to be taken:

1. The statement of grades will be withheld.
2. Registration for a succeeding semester will not be permitted.
3. No transcripts will be issued.
4. The student will not be permitted to graduate.
5. After a reasonable amount of time, the account will be turned over to the Ohio Attorney General for collection.

Financial Aid

Two forms of financial aid available from the NOCPH are **graduate assistantships** and **tuition scholarships**. Pending availability of funding, graduate assistantships and tuition scholarships are awarded on a competitive basis. Recipients must maintain a cumulative grade point average of 3.00. **Applicants are advised that not all forms of financial aid are available every semester.** First preference is given to Ohio residents, then United States residents for NOCPH graduate assistantships and tuition scholarships. All financial aid awards are coordinated by the Consortial Directors.

Students receiving graduate assistantships or tuition scholarships must pay all costs other than instructional fees.

Forms of financial aid other than graduate assistantships and tuition scholarships may be available. Contact the BGSU Student Financial Aid Office at 419-372-2651 or the UT Office of Student Services and Financial Aid at 419-383-3436 for more complete information regarding the other forms of financial aid.

NOCPH **graduate assistantships** provide a stipend plus scholarship of tuition at in-state rates for full-time students. Graduate assistants are required to enroll for a minimum of twelve semester credit hours each semester and work for twenty hours each week. Graduate assistantships are awarded for a twelve-month period at UT-HSC and for a nine-month period at BGSU and UT-Main, pending maintenance of a satisfactory grade point average. Students may reapply to extend a graduate assistantship beyond twelve months, but highest priority is given to new students.

NOCPH **tuition scholarships** may be available for full-time (12-15 semester credit hours) and part-time (6 semester credit hours) students at in-state rates. They are typically awarded for two to three consecutive semesters, pending maintenance of a satisfactory grade point average. At the conclusion of that time, recipients may reapply for another tuition

scholarship, but highest priority is given to new students. An application for financial aid is located on page 94 of this handbook.

Expectations for Graduate Assistants

Each Graduate Assistant is assigned to one or more professors and is committed to work a total of 20 hours per week. The work may be focused on one major area or, more frequently, require involvement with several projects that support NOCPH faculty and program administration, research, teaching, or service activities. Graduate Assistants are responsible for contacting their supervising professor(s) weekly to provide updates and to receive any new tasks. **Graduate Assistants must keep their supervising professor(s) informed and receive permission regarding time-away or vacations.**

Tuition for Faculty, Staff and Dependents

The Instructional fee (tuition) is waived for faculty employed by either consortial institution. They must pay all other fees. Staff from consortial institutions must pay all instructional (tuition) and other fees but may be eligible for reimbursement from their respective institutions of employment. The individual institutions, according to their published procedures, administer policies regarding dependents.

Health Center

NOCPH students may designate any one of the three campus student health centers as being primary for them. The chosen health center will provide routine and ongoing care. Individual student records will be located at the health center they designate. All three student health centers are prepared to provide students with care for emergency and acute situations that develop while students are on the three campuses.

Parking

A parking permit must be obtained. Presently, they are available from the Campus Police Department of the University of Toledo Health Science Campus. This permit allows students to park at all three campuses, in pre-designated locations. The cost of a parking permit is \$60.00 per year.

Identification Cards

Students wishing to use services such as recreation centers and libraries must obtain an identification card from that respective consortial campus. Until NOCPH cards become available, a student identification card must be obtained from each of the three campuses. These cards can be used to obtain library services and entrance to the recreation centers at each of three campuses. They can be obtained from the Campus Police and/or Parking and Traffic Offices of each campus.

Recreational Centers

Students may join the campus recreation center of their choice. The other consortial members' recreational center will allow students to use their facilities at no charge during any semester in which students are attending classes on their campus. For example, if a student is a member of the University of Toledo Main Campus recreation center, that individual may use the recreation center facility at Bowling Green whenever the student is enrolled in a course taught at Bowling Green. If a student is registered for at least one course at UT-HSC, that individual may use the UT-HSC recreational facility. Students do not need to be taking a course at the recreation center in which they hold a membership in order to use those facilities.

Recreational Facilities

BGSU: Recreation and sport activities are available in several forms ("drop in" recreation; fitness; intramural; sport club; etc.) so that students may be involved as either participants or spectators. These recreation, sport and wellness-related activities are conducted in several recreational sports facilities on campus: the Student Recreation Center, the Perry Field House, intramural fields, tennis courts, fitness walking/jogging trails, a sand volleyball court, outdoor lighted basketball courts and 3-wall courts.

UT-HSC: The Henry L. Morse Physical Health Research Center offers a variety of opportunities to improve physical conditioning and overall health and wellness. While the Morse Center was primarily established for UT-HSC faculty, staff, and student members, all eligible individuals are encouraged to participate in its programs, which include but are not limited to aerobics, basketball league, massage therapy, Tai Chi, Transcendental Meditation, volleyball league and yoga. This facility is managed by the YMCA of Greater Toledo.

UT-Main: The University of Toledo Main Campus Student Recreation Center facility is comprehensive with an 11 lane swimming pool, sauna, racquetball courts, extensive weight lifting equipment, pool tables, table tennis tables, foosball, air hockey, a 330 yard suspended indoor jogging track, and 5 wood floor courts for volleyball and basketball.

GRADUATE CREDIT

Repetition of Courses

1. An MPH graduate student, with the permission of the instructor and a NOCPH Major Coordinator, may repeat once any course previously taken in which the grade received was below a **B** or was a grade of **U**.
2. Credit hours for a repeated course shall in no case be counted more than once in meeting graduation requirements. Both grades will remain on a student's transcript; however, only the most recent grade will be counted in determining the student's GPA.
3. Whenever a course is repeated under the terms specified above, it must be so indicated on the registration form at the time of registration.
4. Students must pay all tuition and fees related to each course that is repeated.
5. This procedure may be used for a maximum of two (2) courses.

Audited Courses

Audited courses do not count for full-time enrollment and do not receive a grade. Such courses may be added to the maximum full schedule of a student when approved by a NOCPH Major Coordinator.

Residency Requirement for Degree

Students must complete a minimum of 33 semester credit hours of the total credit hour requirements for the NOCPH program at consortial institutions to meet the MPH degree residency requirement.

Degree Candidacy

Upon completion of 24 semester hours of credit, including all core courses (not including the core capstone courses), students enter candidacy for the MPH degree. This is the minimum prerequisite for enrolling in the capstone seminar, internship or scholarly project unless permission has been received from a NOCPH Consortial Director. The Major Coordinator must give permission prior to enrolling in the seminar, internship or project.

Transfer of Credit

A maximum of 12 semester credit hours earned in graduate schools at other accredited institutions may be transferred to the NOCPH degree program with the following provisions:

1. Transfer of graduate credit is limited to a maximum of 12 semester credit hours that have been taken by the student within five years prior to the date of applying to the MPH degree program. The transfer credits must be from a graduate program from which no degree has been, or will be, awarded.
2. No transfer of graduate credit will be permitted for courses in which a grade less than **B** were earned or courses graded **S** or **U** or Pass/Fail.
3. Grades earned in courses accepted for transfer will not be computed in the GPA issued by the NOCPH degree program.
4. Transfer courses from previously earned degrees may be used to substitute for NOCPH degree program courses but the total credit hour requirement for the NOCPH degree must be met. The usual time limit for substituting previously completed course work is five years.

In requesting transfer of graduate credit, advisors are asked to furnish evidence that the courses to be transferred are graduate level courses. Appropriate documentation is, for example, a photocopy of the course description from the Bulletin or Catalog of the institution at which the course(s) was (were) taken.

Transfer of graduate credit to the student's permanent record requires an official transcript on file in the Registrar's Office at UT-HSC from the institution(s) at which the course(s) was (were) taken and approval of a NOCPH Consortium Director.

EVALUATION and ASSESSMENT

Assessment of Students During Pursuit of Degree

Students are required to successfully pass or complete a variety of formative and summative experiences, including the following:

- Hourly, midterm, and/or final examinations (most lecture and lab courses);
- Written papers (most lecture and lab courses);
- Projects and/or case studies (many lecture and lab courses);
- Lab reports (most lab courses);
- Oral presentations (many lecture courses);
- Individual and group participation (most lecture and lab courses);
- Performance in internship (if applicable);
- Presentation of proposal for scholarly project;
- Quality of final scholarly project (if applicable); and,
- Performance in capstone seminar.

Assessment of Program

The program is evaluated via a variety of modes, including the following:

- Periodic student/alumni survey;
- Course and instructor evaluations by students;
- Self-critique by faculty;
- Employment and promotion of graduates; and,
- Council for Education in Public Health (CEPH) reaccreditation self-study, reaccreditation review, and site visits (periodic).

Learning Methods

The methods used for instruction and learning are diverse. They are summarized in the following tables.

Methods for MPH Core Courses

Learning Method	Course PUBH 6000	Biostat PUBH 6010	Epidem PUBH 6040	Admin PUBH 6050	Env Heal PUBH 6600	Behavior PUBH 6640	Issues PUBH 6850	Seminar PUBH 6850	Intern/ Scholarly Project
Lecture	X	X	X	X	X	X	X	X	
Laboratory									
Research paper			X	X	X	X	X		X
Oral presentation			X	X	X			X	X
Examination	X	X	X	X	X	X	X		
Group work			X	X	X	X	X	X	
Problem sets	X	X							
Case study			X	X		X		X	
Grant application and PowerPoint presentation				X					
Movie application				X					

Methods for Environmental and Occupational Health and Safety Science Major Courses (Advisor and Student Select 5 of 6 Courses)

Learning Method	Course Occ Health PUBH 5020	Env Health PUBH 5160	Micro- biology PUBH 5520	Chem. Agents PUBH 5310	Occ Safety PUBH 5060	Phy. Agents PUBH 5620
Lecture	X	X	X	X	X	X
Laboratory	X	X	X			
Research paper	X	X		X	X	X
Oral presentation	X				X	X
Examination	X	X	X	X	X	X
Group work	X	X	X		X	X
Problem sets	X	X	X	X	X	X
Case study		X		X	X	X
Poster or PowerPoint presentation						
Movie application		X				

Methods for Health Promotion and Education Major Courses

Learning Method	Course Methods HEAL 6200	Organiz HEAL 6300	Programs HEAL 6460	Evaluation HEAL 6360
Lecture	X	X	X	X
Laboratory				
Research paper			X	X
Oral presentation	X	X	X	
Examination		X	X	X
Group work	X	X	X	X
Problem sets				
Case study	X	X		X
Poster or PowerPoint presentation				
Movie application				

Methods for Public Health Administration Major Courses

Course Learning Method	Econ/ Mktg/HR PUBH 6280	Mgt PUBH 6210	Finance PUBH 6220	Law PUBH 6350
Lecture	X	X	X	X
Laboratory				
Research paper	X	X	X	X
Oral presentation	X	X	X	
Examination	X	X	X	X
Group work	X	X	X	X
Problem sets				
Case study	X	X	X	X
Poster or PowerPoint presentation	X	X	X	
Movie application	X	X		

Methods for Public Health Epidemiology Major Courses

Learning Method	Course Molec & Gen Epi PUBH 6170	Chronic Dis Epi PUBH 6550	Epi of Infect Dis PUBH 6120	Advance Epi PUBH 6030	Advance Stat PUBH 6060
Lecture	X	X	X	X	X
Laboratory	X	X	X		
Research paper	X	X	X	X	
Oral presentation	X	X	X		
Examination	X	X	X	X	X
Group work	X	X	X	X	
Problem sets	X	X	X	X	X
Case study	X	X	X	X	X
Poster or PowerPoint presentation	X	X	X		

**Methods for Public Health Nutrition Major Courses
(Advisor and Student Select 4 of 6 Courses)**

Learning Method	Course Nutrit Epidem HEAL 6250	Pub Heal Nutrit HEAL 6520	Nutrit Life - I FN 5350	Nutrit Life - II FN 5360	Micro Nutirnt FN 6090	Macro Nutirnt FN 6100
Lecture	X	X	X	X	X	X
Laboratory		X			X	X
Research paper	X	X	X	X	X	X
Oral presentation	X	X	X	X	X	X
Examination	X	X	X	X	X	X
Group work	X	X	X	X	X	X
Problem sets	X		X	X	X	X
Case study	X	X	X	X	X	X
Poster or PowerPoint presentation	X		X	X		

Expected Outcomes During Completion of MPH Degree

The generic objectives for each major are expanded into more specific objectives for each core, major, and elective course approved for each of the five curricula. The objectives are developed, based on the expected outcome competencies required to be demonstrated in order to pass a course. A maximum of six semester credit hours of grade “C” is permitted within the 45-semester credit curriculum. Any grade less than “C” is considered unacceptable. Students are evaluated in all courses and a minimum cumulative grade point average of 3.00 (on a 4.00 scale) is required for students to complete a major and earn the MPH degree. Thus, successfully completing each course is considered as an indicator of outcome competency relative to the respective course topics.

Expected Outcomes for Graduates

Students are admitted into the NOCPH MPH degree program with the assumption, or expected outcome, that they have the qualifications and capacity to complete the degree requirements successfully.

Master of Public Health

Graduates are prepared for positions in government, industry, consulting firms, labor unions, health care organizations, and insurance companies. Efforts are made to track initial employment of graduates

GRADUATION

Students must file a degree audit form (Plan of Study) with the UT-HSC Registrar no later than the beginning of the semester **PRIOR** to the one in which they plan to graduate. The Major Coordinator must approve this form.

Students have the option of participating in a commencement ceremony on either of the two institutions. Commencement is not mandatory. Students have worked hard and deserve public recognition but they also have the option to receive their diplomas in the mail. The choice of commencement has NO effect on the diploma. All NOCPH students receive the same MPH degree that has the names of both institutions on it.

BGSU has ceremonies in the fall, spring and summer semesters. UT has ceremonies in the fall and spring semesters. Students have the responsibility to notify the registrar's office of the institution in whose ceremony they wish to participate. This should be done at least eight weeks before the end of the semester in which they plan to graduate.

The following steps summarize the actions needed to graduate.

1. Complete a plan of study form. This form can be obtained from the major advisor, the UT-HSC College of Graduate Studies or downloaded from the NOCPH website (www.nocphmph.org).
2. Meet with the major advisor and have the Plan of Study form approved and signed.
3. Return the approved Plan of Study form to the UT-HSC College of Graduate Studies.
4. Complete any additional paperwork that the UT-HSC College of Graduate Studies requires.
5. Decide on the commencement in which to participate.
6. Once a commencement ceremony (if any) has been designated, notify the graduate office of that institution of the intention to participate in the commencement. This ensures that a student's name will be included in the program. Do this at least **eight weeks** in advance of the date of commencement.
7. Please direct questions to the UT-HSC College of Graduate Studies, the Major Coordinators, or either of the Directors.

GRADING POLICY

The grading policy for each course in the NOCPH degree program will follow the published policy of the participating institution in which the course is listed.

Alteration of Grade Procedures

The alteration of grade procedure for each course in the NOCPH degree program will follow the published policy of the participating institution at which the course is listed.

Academic Standards

All MPH students are expected to maintain a minimum GPA of 3.00 and must have a minimum GPA of 3.00 to graduate. A grade of **B** or higher constitutes satisfactory work. The grade of **C** is the minimum passing grade for earned credit toward the MPH degree. A maximum of six semester credit hours of **C** may be applied toward the MPH degree.

Academic Probation

Students whose cumulative GPA falls below 3.00 will be placed on academic probation until the cumulative GPA increases to 3.00 or greater. Students may remain on academic probation while a maximum of twelve credit hours are earned. Students who do not raise their GPA to above 3.00 within the twelve credit hour period may be dismissed.

Grade of U

Any student receiving a grade of **U** shall be considered to have lost good academic standing and placed on academic probation until an equal number of credit hours with a grade of **S** have been completed after receiving the **U**. Any repeated credit hours must be completed within one year or the student will be dismissed.

Grade of F

Any student receiving a grade of **F** shall be considered to have lost good academic standing and placed on academic probation until an equal number of credit hours with a grades of **C** or higher have been completed after receiving the **F**. Any repeated credit hours must be completed within one year or the student will be dismissed.

NOCPH STUDENT ETHICS CODE

Standards of Conduct

NOCPH students are expected to maintain ethical and moral values consistent with professional behavior. It is implicit in the purpose of the NOCPH that high standards of professional and academic honesty and integrity govern the behavior of all students throughout their years of education. Further, students are obligated to respect the rights, privileges, and property of other persons at all times acting to protect the well being of others.

Violation of Standards

Consistent with the NOCPH *Standards of Conduct*, behavior that is considered in violation of ethical standards includes participation in any of the following activities:

1. Practicing plagiarism, which is defined as presenting the work of another as one's own.

Forms of Plagiarism

- Copying of passages, either verbatim or nearly verbatim, with no direct acknowledgment of the source.
 - Making a few superficial changes in the text instead of quoting a passage directly and including appropriate citation of source(s).
 - Paraphrasing a quotation from another source.
 - Submitting the same written work to meet the requirements for more than one course without prior approval.
 - Participating in plagiarism by providing another with written work with the knowledge that the work will be plagiarized.
2. Engaging in any other forms of dishonesty, such as cheating; violating copyrights; knowingly furnishing false information to the NOCPH; forgery; or altering or misusing NOCPH documents, records, or instruments of identification.
 3. Obstructing or disrupting teaching, research, administration, disciplinary procedures or other institutional activities, including public service functions on NOCPH-institution owned or controlled property.
 4. Practicing any substance abuse, including alcohol or chemicals.
 5. Disregarding the rights, privileges, and property of others, including but not limited to: sexual harassment; verbal abuse, harassment, or use of threatening language; physical abuse or threat of such abuse; animal abuse; intention or reckless damage to property; or criminal conduct of any kind.

6. Engaging in theft or intentional or reckless damage of NOCPH institutional property or of property belonging to a member of the NOCPH community or campus visitor.
7. Making unauthorized entry into, or use of, NOCPH facilities.
8. Violating NOCPH institutional policies and regulations.
9. Displaying disorderly or obscene conduct or expression on property owned or controlled by NOCPH institutions.
10. Failing to comply with directions of NOCPH officials, NOCPH institutional officials or police and any other law enforcement officers acting in the performance of their duties.
11. Having illegal or unauthorized possession or use of firearms, explosives, and other weapons or chemicals on NOCPH institution property.

Dismissal from the NOCPH Degree Program Appeals Procedure

Students dismissed for academic reasons may appeal their dismissal to the Deans Committee of the participating Graduate Schools in writing within two weeks of transmittal of the written notification of dismissal. The appeal will be assigned to one of the Graduate Deans. The assigned Graduate Dean shall appoint an Appeal Review Committee. Students will be requested to present their position and supporting evidence at a hearing of the Appeal Review Committee. The Committee will then make a written recommendation to the designated Graduate Dean. The Dean may elect to interview the student. The decision of the Graduate Dean shall be rendered to the student in writing within two weeks following transmittal of the Appeal Review Committee's recommendation. Students may appeal the Dean's decision in writing, to the Deans' Committee within two weeks of the transmittal of the Graduate Dean's written decision. The decision of the Deans' Committee shall be final. With the approval of the assigned Graduate Dean, an individual who is appealing dismissal may continue as a student while the appeal is under consideration.

DUAL DEGREE PROGRAMS

The Northwest Ohio Consortium for Public Health (NOCPH) offers several dual degree options. The option is intended for individuals who desire to combine education and training related to a specific major of the MPH with another degree to expand their overall knowledge and expertise. The dual degree programs combine the Master of Public Health (MPH) with other master (MBA, MA, MS, MSOH) or doctoral (MD, PhD, EdD, JD) degrees offered by one or both of the consortial institutions (BGSU and UT). The preceding list of dual degrees is only for illustration. Any graduate degree offered by either of the consortial institutions may be combined with the MPH degree in a dual degree program.

Students must meet all application, retention and graduation requirements for *each* of the individual degrees. Individuals interested in completing the dual degree option must be simultaneously registered for both degrees for at least one semester. Students will be able to apply a maximum of 12 semester credit hours of overlapping courses to fulfill required credits for both degrees, pending approval of the Consortial Directors and Advisors of both programs.

CONSORTIUM FACULTY MEMBERS

Primary Faculty

- Farhang Akbar, PhD, MSPH
Professor, Public Health and Preventive Medicine (UT)
- Dawn Anderson, PhD
Associate Professor, Family and Consumer Sciences (BGSU)
- Debra Boardley, PhD, RD
Associate Professor, Public Health and Preventive Medicine (UT)
- L. Fleming Fallon, Jr., MD, DrPH
Professor, Public and Allied Health (BGSU)
- Brian Fink, PhD
Assistant Professor, Public Health and Preventive Medicine (UT)
- Brian Harrington, PhD, MPH
Professor, Public Health and Preventive Medicine (UT)
- M. Sue Houston, PhD
Professor, Family and Consumer Sciences (BGSU)
- Timothy Jordan, PhD
Assistant Professor, Health Education and Rehabilitative Services (UT)
- Hailu Kassa, PhD, MPH
Associate Professor, Public and Allied Health (BGSU)
Adjunct Associate Professor, Public Health and Preventive Medicine (UT)
- Charles Keil, PhD
Adjunct Associate Professor, Public Health and Preventive Medicine (UT)
- Sadik A. Khuder, PhD, MPH
Professor, Medicine and Public Health and Preventive Medicine (UT)
- Younghee Kim, PhD
Associate Professor, Family and Consumer Sciences (BGSU)
- Barbara Kopp Miller, PhD
Associate Professor, Public Health and Occupational Therapy
- Sheryl Milz, PhD
Associate Professor, Public Health and Preventive Medicine (UT)

Sue Mota, JD
Professor, Legal Studies (BGSU)

Rebecca Pobocik, PhD
Associate Professor, Family and Consumer Sciences (BGSU)

Stephen M. Roberts, PhD
Associate Professor, Public Health and Preventive Medicine (UT)

Hans D. Schmalzreid, PhD
Associate Professor, Public and Allied Health (BGSU)

Victoria Steiner, PhD
Assistant Professor, Public Health and Medicine

Julian H. Williford, Jr., PhD
Professor, Family and Consumer Sciences (BGSU)

Supporting Faculty

Adebowale Awosika-Olumo, MD, MPH, MSOH
Adjunct Assistant Professor, Public and Allied Health (BGSU)

Ned E. Baker, MPH
Adjunct Assistant Professor, Public and Allied Health (BGSU)

Pamela Butler, MPH
Adjunct Assistant Professor, Public and Allied Health (BGSU)

Patricia Gurley, MPH
Adjunct Assistant Professor, Public and Allied Health (BGSU)

Anthony J. Linz, DO, MPH
Adjunct Professor, Public and Allied Health (BGSU)

Barbara Saltzman, PhD
Adjunct Assistant Professor, Public Health and Preventive Medicine (UT)

Sunday Ubokudom, PhD
Professor, Political Science and Public Administration (UT)

Eric Zgodzinski, MPH
Adjunct Assistant Professor, Public and Allied Health (BGSU)

MPH CURRICULUM

Core Courses (18 semester credits)

- PUBH 6000 Public Health Statistics (3) (UT – Fall)
PUBH 6010 Public Health Epidemiology (3) (UT – Spring)
Prerequisite: PUBH 600
PUBH 6040 Public Health Administration (3) (BGSU – Fall)
PUBH 6050 Concepts and Issues in Environmental Health (3) (BGSU – Summer)
PUBH 6600 Health Behavior (3) (UT – Spring)
Prerequisite: PUBH 600
PUBH 6640 Issues in Public Health (3) (UT – Fall, occasionally Spring)

Core Capstone Courses (6 semester credits)

All majors:

- PUBH 6850 Integrative Seminar in Public Health (3) (BGSU – Fall, Spring)

Environmental and Occupational Health and Safety Science (EOHS),
Health Promotion and Education (HPE),
Public Health Epidemiology (PHE) majors:

- PUBH 6960 Internship in Public Health *or*
PUBH 6970 Project in Public Health

Public Health Administration (PHA) and
Public Health Nutrition (PHN) majors:

- PUBH 6830 Internship in Public Health *or*
PUBH 6840 Practicum or Project in Public Health

Required Major Courses (12-15 semester credits depending on Major)

Environmental and Occupational Health and Safety Science (EOH) major (15 credits; all courses offered at UT):

- PUBH 5020 Occup. Health Science, Regulations, and Mgt. (Fall) (mandatory)
PUBH 5060 Occupational Safety Science, Regulations and Mgt. (Fall)
PUBH 5160 Environ. Health Science, Regulations, and Mgt. (Spring)
(replaces Core course PUBH 605)

Plus two of the three courses listed below:

- PUBH 5520 Biological Agents – Pathogenicity, Eval. & Control (Summer)
PUBH 5310 Chemical Agents – Toxicity, Eval. and Control (Fall)
PUBH 5620 Physical Agents – Effects, Eval. and Control

Master of Public Health

Health Promotion and Education (HPE) major (all courses offered at UT):

PUBH 6200 Methods and Materials in Public Health (Fall, Spring)

PUBH 6300 Community Health Organization (Fall, Spring)

PUBH 6460 Health Promotion Programs (Fall, Spring)

PUBH 6360 Evaluation of Health Programs (Fall, Spring)

Prerequisite: PUBH 600

Public Health Administration (PHA) major (all courses offered at BGSU):

PUBH 6280 Economics, Marketing and HR in Public Health (Spring)

PUBH 6210 Management of Public Health Agencies (Spring)

Prerequisite: PUBH 604

PUBH 6220 Budgets and Administration in Public Health (Summer)

Prerequisite: PUBH 604

PUBH 6350 Public Health Law (Summer)

Public Health Epidemiology (PHE) major (15 credits; all courses offered at UT):

PUBH 6060 Advanced Statistics (Spring)

Prerequisite: PUBH 600 or equivalent

PUBH 6030 Advanced Public Health Epidemiology (Summer)

Prerequisite: PUBH 601

PUBH 6170 Molecular and Genomic Epidemiology (Summer)

Prerequisite: PUBH 601

PUBH 6550 Epidemiology of Chronic Disease (Summer)

Prerequisite: PUBH 601

PUBH 6120 Epidemiology of Infectious Disease (Fall)

Prerequisite: PUBH 601

Public Health Nutrition (PHN) major (courses offered at BGSU and UT):

PUBH 6250 Nutritional Epidemiology (Spring, UT)

Prerequisite: PUBH 601

PUBH 6520 Public Health Nutrition (Fall, UT)

*students select 1 of the following two-course **sequences** with approval from the Major Coordinator:*

FN 5350 Life Cycle Nutrition – I: Pregnancy to Adolescence (Fall, BGSU)

FN 5360 Life Cycle Nutrition – II: The Middle and Later Years (Spring, BGSU)

FN 6090 Micronutrients Through the Life Span (Spring, BGSU)

FN 6100 Macronutrients for Human Nutrition (Summer, BGSU)

Elective Courses (6 to 9 semester credits depending on Major)

Any course numbered 5000 or higher at either institution may be used as an elective. Please note that the electives must support the major knowledge and skill areas associated with a student's major. Also note that all elective courses must be approved by a student's Major Coordinator as being appropriate for the major and must be included on a student's Plan of Study.

Approval for all electives must be obtained prior to registration.

Students are advised to check the web site, consult with their Major Coordinator or review available courses in publications from the Graduate Colleges of both consortial institutions.

Total: 45 semester credits

MPH COURSE DESCRIPTIONS (Core and Major only)

A combined basic listing of elective courses can be found on page 71 of this handbook. Students are referred to the web sites and publications of each institution for descriptions of elective courses.

- FN 5350 Life Cycle Nutrition – I: Pregnancy through Adolescence (3). Nutrition of infants and young children in health and disease, from prenatal period to adolescence (BGSU).
- FN 5360 Life Cycle Nutrition – II: The Middle and Later Years (3). Psychological, physiological and socioeconomic factors affecting dietary practices and nutritional needs of the elderly in group and individual situations (BGSU). Prerequisite: FN 5350.
- FN 6090 Micronutrients Through the Life Span (3). Emphasis on human needs and food sources of vitamins and minerals during health and disease conditions. Identification and discussion of the chemical and physical properties of these micronutrients in foods and human systems (BGSU).
- FN 6100 Macronutrients for Human Nutrition (3). Emphasis on metabolism of the structural and energy furnishing nutrients as applied to the nutritional requirements and food supplies of people; current literature and research in proteins, carbohydrates and lipids (BGSU). Prerequisite: FN 6090.
- PUBH 5020 Occupational Health Science, Regulations and Management (3). Scientific, regulatory and management principles applicable to the anticipation, recognition, evaluation and control of physical, chemical and biological agents and ergonomic and psychological factors associated with illnesses in occupational environments (UT).
- PUBH 5060 Occupational Safety Science, Regulations and Management (3). Scientific, regulatory and management principles applicable to anticipation, identification, investigation and control of mechanical hazards, unsafe work practices, and ergonomic and behavioral factors associated with accidents and injuries in occupational environments (UT).
- PUBH 5160 Environmental Health Science, Regulations and Management (3). Scientific, regulatory and management principles applicable to human disease associated with food, water, air and soil contamination. Focus on biology and chemistry of contamination and transformation; exposure monitoring; and contaminant control (UT).
- PUBH 5250 Public Health Economics (3). An introduction to economics related to health and the application of economic reasoning to issues concerning health, specifically, public health (BGSU).
- PUBH 5260 Hazardous Materials and Emergency Response (3). Scientific, regulatory and managerial principles applicable to characteristics, exposure control, storage, transport and disposal of chemical, biological and radiological agents; accidental and intentional (terrorism) disaster preparedness and emergency response; and personal protective equipment and site assessment/monitoring (UT).

PUBH 5310	Chemical Agent Toxicity, Evaluation and Control (3). Scientific principles and practices applicable to the toxicology, evaluation, and control of chemical agents associated with human diseases resulting from various environmental exposures. Content includes normal/abnormal human physiology, exposure assessment, and exposure control (UT-HSC).
PUBH 5520	Biological Agents – Pathogenicity, Evaluation and Control (3). Scientific principles and practices applicable to the pathogenicity, evaluation, and control of microbiological agents, parasitic agents, and some biological vectors associated with human diseases resulting from various environmental exposures. Content includes normal/abnormal human physiology relative to exposure, exposure assessment, and exposure control (UT-HSC).
PUBH 5620	Physical Agents - Effects, Evaluation and Control (3). Scientific principles and practices applicable to the potential effects, evaluation, and control of physical agents associated with human diseases resulting from various environmental exposures. Agents include ionizing and nonionizing radiation, noise and vibration, and temperature and pressure extremes. Content includes normal/abnormal physiology, exposure assessment, and exposure control (UT).
PUBH 5700	Risk Assessment, Management and Communication (3). Scientific and mathematical principles of quantitative human health risk assessment including hazard identification, dose-response assessment, human exposure assessment and risk characterization. Emphasis on practice of risk assessment, management and communication relative to public, environmental, and occupational health and safety (UT).
PUBH 6000/8000	Biostatistics (3). An introduction to descriptive statistics including measurement of central tendency, dispersion, relative position, correlation, and regression. Inferential statistical theory, selected nonparametric methods, and application of computers and also exposure assessment will be discussed (UT).
PUBH 6010/8010	Public Health Epidemiology (3). The course will present principles of the epidemiology method including problem solving. Various study designs will be discussed, including prospective and retrospective studies, analytic and experimental methods (UT). Prerequisite: PUBH 6000.
PUBH 6280	Economics, Marketing, and Human Resource Management in Public Health (3). Emphasis on integrated applications of economics, marketing, and human resources in public health agencies and workplaces.
PUBH 6030/8030	Advanced Public Health Epidemiology (3). The course covers principles and methods of epidemiology in depth. The topics include causal inference, risk and effect, confounding, interaction, randomization, and matching. Special emphasis is given to design and interpretation of epidemiological studies (UT). Prerequisite: PUBH 6010.

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- PUBH 6040 Public Health Administration (3). This course provides a basic understanding of the nature of public health administration, focusing on fundamentals, the recent changes, associated administrative and organizational arrangements that have been developed and the roles and responsibilities of public health administrators (BGSU).
- PUBH 6050 Concepts and Issues in Environmental Health (3). A survey of the major environmental issues facing global society and their relationship to personal, public and ecological health. Issues encompass the developing and developed worlds, current conditions and future trends, and all major settings where environmental degradation may be a problem (BGSU).
- PUBH 6060/8060 Advanced Biostatistics (3). Advanced statistical techniques with particular emphasis on problems in public health, multiple regression, methods of analysis of variance, categorical data analysis including logistic regression, non-parametric and survival analysis. Problems whose solution involves using a statistical program (e.g., SPSS) (UT). Prerequisite: PUBH 6000.
- PUBH 6100 Environmental and Occupational Epidemiology (3). The course focuses on the application of epidemiological techniques to the study of effects of occupational and environmental exposures. Prerequisite: PUBH6000 and 6010.
- PUBH 6110/8110 Categorical Data Analysis (3). This course introduces the theory and application of methods for categorical data, with emphasis on biomedical and public health applications. Topics include contingency tables, log-linear, logistic regression and Raush models, multivariate methods for matched pairs and longitudinal data. The methods are illustrated with SAS and/or SPSS, R. Prerequisite: PUBH 6000. (UT).
- PUBH 6120/8120 Epidemiology of Infectious Diseases (3). Provides an overview of major infectious diseases affecting public health in the U.S. and worldwide; introducing the basic epidemiologic methods for surveillance and investigation of infectious disease outbreaks (UT). Prerequisites: PUBH 6000 and 6010.
- PUBH 6150/8150 Clinical Epidemiology (3). This course focuses on epidemiologic concepts and methods in clinical medicine. Topics include clinical measurements and outcomes, risk, prognostic factors, clinical diagnosis, study design, decision analysis, clinical research and meta-analysis (UT).
- PUBH 6170/8170 Molecular and Genomic Epidemiology (3). Presents concepts and methods of molecular and genetic epidemiology relevant to study of prevalent diseases in the population. Topics include biomarkers, polymorphism and gene-environment interaction. The evolution and function of the genomics and a synopsis of epidemiological design and analysis are included. Prerequisites: PUBH 6000 and 6010 (UT).
- PUBH 6200 Methods and Materials in Public Health (3). Introduces students to resource materials appropriate for public health education. Students will use various mediums of instruction in direct application to public health programs (UT).

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- PUBH 6210 Management of Public Health Agencies (3). Students develop a deeper understanding of the principles of management and their application in directing a public health agency. While the primary focus is on human resource management, strategic management, strategic planning, organizational positioning and related topics are also discussed (BGSU). Prerequisite: PUBH 6040.
- PUBH 6220 Budget and Administration in Public Health (3). An examination of the basic components of budgeting and fiscal management as applied to public health organizations (BGSU). Prerequisite: PUBH 6040.
- PUBH 6250 Nutritional Epidemiology (3). Examination of human nutritional needs. Emphasized the role of diet in health and disease throughout the life cycle and includes current nutrition issues. Population nutritional practices are analyzed and evaluated (UT). Prerequisite: PUBH 6010
- PUBH 6300 Community Health Organization (3). Focuses on techniques to bring about change in a community's health status through assessment, public advocacy, coalition building, decision-making, planning, policy development, and political influence. Applications will be emphasized (UT).
- PUBH 6350 Public Health Law (3). Development of knowledge necessary for functioning as a health care professional; includes an introduction to our legal system in contexts that are important for public health, as well as a detailed analysis of the law related to issues of primary concern to public health professionals (BGSU).
- PUBH 6400 Independent Study in Epidemiology (1-3). This course is intended to address a particular area of epidemiology not covered by a regular course offering and provides students knowledge and experience in that area. Course content, assignments, meeting times and grade requirements are arranged with epidemiology faculty. May be repeated for credit.
- PUBH 6460 Health Promotion Programs (3). An examination of current issues and research associated with health promotion in the workplace. This course will focus on the implementation and evaluation of health promotion programs appropriate to the workplace (UT).
- PUBH 6520 Public Health Nutrition (3). Explore the interdisciplinary and entrepreneurial approaches that lead to effective community nutrition programs. Investigates the impact of these programs to alleviate national and international nutritional problems. Prerequisite: HEAL 6250/HEAL 8250 or instructor approval (UT).
- PUBH 6550/8550 Epidemiology of Chronic Disease (3). Epidemiology of selected chronic diseases and non-infectious conditions: cancer, cardiovascular diseases, musculoskeletal diseases and other chronic diseases. Emphasis on classification, rates, associations, etiology, prevention and control. Prerequisite: PUBH 6010 (UT).
- PUBH 6600 Health Behavior (3). Examines the role of behaviors on health status and how to influence and understand behavior through use of cognitive models and change theory. (UT)

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- PUBH 6640 Issues in Public Health (3). Examination of various contemporary issues in public health. Included are social, economic, political, and community problems in the provision of health services, health manpower, and payment for health care (UT).
- PUBH 6730 Research in Environmental Health (1-6). Students will participate in selected ongoing research programs of members of the faculty. May be repeated for credit (UT).
- PUBH 6790/8790 Independent Study in Biostatistics (1-3). This course addresses areas of biostatistics not covered by a regular course offering. It is intended to provide students the knowledge and experience needed in that area. This course is designed for public health students and could be beneficial to PhD students, specifically those who need advanced statistical techniques for their dissertation. Topics include survival analysis, statistical models in carcinogenesis, statistical genetics, nonparametric statistics and multivariate techniques. May be repeated for credit (UT).
- PUBH 6800 Evaluation of Health Programs (3). An exploration of types of program evaluation, evaluation models, data collection, types of data, data quality, evaluation reports, standard data collection instruments and ethical issues in health program evaluation (UT). Prerequisites: HEAL 6460/HEAL 8460; co-requisite: HEAL 6750.
- PUBH 6810 On demand. Supervised independent completion of an individual or group project or activity, or readings, on a specialized topic in public health (BGSU).
- PUBH 6830 Internship in Public Health (3). Supervised internship in public health. May be repeated for credit. Internship for all PHA and PHN majors. (BGSU).
- PUBH 6840 Practicum or Project in Public Health (3). Supervised practicum experience in public health or completion of a project related to public health. Scholarly project for all PHA and PHN majors (BGSU).
- PUBH 6850 Integrative Seminar in Public Health (3). Systematic study of chosen topics in public health (BGSU).
- PUBH 6890 Independent Study in Environmental Health (1-6). The student and instructor will agree on a program of study that will enable the student to achieve specific learning objectives in environmental health. May be repeated for credit.
- PUBH 6960 Internship in Public Health (3). Comprehensive or focused practical training in environmental and occupational health at a designated agency, organization, or company. Internship for EOH, HPE, and PHE majors (UT).
- PUBH 6970 Project in Public Health (3). Independent development by a student with approval and guidance by a Major Advisor, of a paper, manual, software, or other acceptable modality. Scholarly project for all EOH, HPE, PHE majors (UT).
- PUBH 7320 Statistical Methods I (3). Introduction to statistical methods with emphasis on problems in the biomedical sciences. Included are descriptive experimental design and simple statistical tests (UT).

PART TWO

Manual for Internships and Scholarly Projects

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INTRODUCTION

You have completed the majority of your Master of Public Health degree curriculum.

The internship is an opportunity to enter the working environment of public health under controlled conditions. You will gain professional experience and develop a network of colleagues and other potentially relevant individuals. You will complete projects or activities and create a product that has value to the agency or organization that provides your internship opportunity. You will work hard, but we hope that you will also enjoy the experience.

The scholarly project is an option only for those individuals who have been exempted from completing an internship by the Consortial Directors. The project provides several possible opportunities for students, a sampling of which are listed below:

1. Apply concepts and theories learned in the classroom in working environments of organizations under controlled conditions;
2. Conduct a literature search and write a review article;
3. Compile published literature and prepare a meta-analysis for publication; or,
4. Develop programs for delivery via written or electronic means.

The above list is not intended to be inclusive. Rather, these are only suggestions to stimulate student thinking.

Through either the internship or project, you will gain professional experience. You are likely to initiate or expand your network of colleagues and other important contacts. You will complete a task or project that has value. This may be for the program, a department or an organization. Most importantly, the project will have value for you. You will work hard but hopefully you will enjoy the experience.

The Consortial Directors and Major Coordinators are available as resources during your internship or project. We wish you good luck and a great learning experience.

DEFINITIONS

Internship:

The professional internship is an important experience, the final phase of the Master of Public Health degree program. The core, major and elective courses are designed to contribute to the basic objective of providing opportunities for students to develop the competencies necessary to assume professional responsibilities in the field of public health.

The internship must contribute to student goals for professional growth. These goals should be clearly understood and consciously striven for by both students and Major Coordinators.

The internship consists of hands-on experience obtained at a single location or by rotation at multiple sites and approved by a student's Internship Coordinator. The Internship is required for students who do not have a minimum of one year of experience applicable to their major. The internship must include a minimum of 275 hours. Few internships exceed 300 hours. People without professional experience in public health may be expected to complete more than the minimum number of hours.

To be exempted from the internship requirement, students must have at least one year of professional experience in public health that is related to their major. This must be documented in writing through a letter to the Consortial Directors.

There are three components of an internship. The first is Practical Experience, obtained by hands-on activities in one or several internship rotations. The second is an Internship Summary, a written document that summarizes a student's activities, accomplishments and lessons learned. The third is an Internship Project, a product associated with an internship's activities. This can be an academic document or an actual report or other product generated for the sponsoring agency.

A student's Major Coordinator has the responsibility to supervise an internship or scholarly project. This responsibility may be delegated to another faculty member with the consent of both student and Major Coordinator.

Scholarly Project:

The scholarly project is an option only for students who have been exempted from completing an internship by the Consortial Directors. With the advice and concurrence of selected or designated individuals, students must develop and conduct an in-depth scholarly project that has significance for the field of public health in general and is germane to their selected major. Where appropriate, the scholarly project should be in a format acceptable for publication.

The scholarly project may assume one of the following formats:

1. Conduct and author an updated literature review of a major topic applicable to the student's major and seek publication in a refereed journal.
2. Conduct and author a meta-analysis of a topic applicable to the student's major, based on published data and seek publication in a refereed journal.
3. Develop and author programs and/or media (written; computer) that will facilitate educating and training selected groups about issues or topics applicable to the student's major.
4. Develop a research proposal applicable to the student's major for submission to an external funding agency.
5. Conduct laboratory and/or field research applicable to the student's major that culminates in preparation of a report.
6. Conduct a comprehensive case study applicable to the student's major.
7. Identify and diagnose a program need or problem applicable to the student's major.
8. Develop an educational program or media for teaching others on a topic applicable to the student's major.
9. Apply research in a practical manner or test interventions or techniques developed by others.
10. Create a comprehensive case study or field study applicable to the student's major.
11. Evaluate a program, technique or process related to the student's selected major for study.
12. Develop a research proposal applicable to the student's major.
13. Apply concepts and theories learned in the classroom in working environments of organizations under controlled conditions.
14. Develop programs applicable to the student's major for delivery via written or electronic means.
15. Meet other requirements approved by the Major Coordinator.

The scholarly project must contribute to students' understanding of materials and methods learned during their course of study and their professional growth. The specific goals for each scholarly project should be clearly articulated, understood and consciously striven for by both students and their Major Coordinators.

PLANNING FOR THE INTERNSHIP OR SCHOLARLY PROJECT

Effective practices must be followed to ensure sound educational experience. The following principles are starting points for planning a sound learning experience (internship or scholarly project):

1. All student internships or scholarly projects must be planned in terms of each individual's abilities and needs. The internship or scholarly project is an integral part of the total education and training experience in which students are

participating.

2. Students should be included as active participants in planning their internship or scholarly project. Students have the primary responsibility for locating and securing an acceptable internship site or sites or scholarly project topic.
3. The experiences offered to students should meet real needs of a sponsoring agency or organization in program development or service delivery.
4. Internships should be designed that students have opportunities for responsible participation in a wide variety of tasks and relationships common to the activities of public health professionals. In so far as possible, all students should be given opportunities to function as full-fledged staff members while they are engaged in completing their internships or scholarly projects

Scholarly projects should be designed so that individuals can apply concepts and skills in a way that is useful to all concerned. These should be within the realm of the students' own competencies developed during their course of study in the NOCPH degree program.

5. As one component of their internship or scholarly project experience, students are required to produce a report that summarizes their activities or complete a project or task that results in a tangible product. This should also include a critical evaluation of the completed internship or scholarly project.
6. Internships are conducted under the professional guidance and supervision of individuals who are able to make learning experiences out of work situations. Scholarly projects are conducted under the professional guidance and supervision of individuals who are able to assess their progress and assist in the implementation of their scholarly project activities.
7. Students are expected to conduct themselves in a professional manner, conforming to all agency or organization policies regarding conduct, dress, confidentiality and the like.
8. Evaluation of the internship or scholarly project experience must be in terms of the following:
 - Each student's overall performance during the internship or scholarly project.
 - An individual student's growth in understanding the abilities needed in situations faced by public health professionals.
 - Each student's contributions to the agency's programs or services.
 - Making a meaningful contribution or addressing an articulated need.
 - The final product of the internship or scholarly project experience.
 - Growth in understanding the skills, competencies and abilities needed in situations faced by public health professionals.
 - Overall performance during the internship or scholarly project period.
 - Final result (presentation and/or publication of the scholarly project

experience).

GOALS OF THE INTERNSHIP

The public health internship has the following goals:

1. Enhancing the understanding concerning the structure and functions of the agency or organization sponsoring the internship experience.
2. Relating the activities of a public health professional to the goals of the agency or organization.
3. Appreciating the linkages, interdependence and intercommunications among numerous health agencies, providers and organizations.
4. Integrating classroom theory with field experiences.
5. Improving each student's professional skills to the greatest possible extent.
6. Making a meaningful contribution to the sponsoring agency or organization.
7. Completing a project or activity task that results in a summary report or a tangible product during the internship experience.

GOALS OF THE SCHOLARLY PROJECT

The scholarly project has the following goals:

1. Applying theories, concepts and techniques learned in the courses of the MPH program.
2. Functioning as a public health professional within the Major Coordinator's domain.
3. Appreciating the linkages with content areas, the interdependence and the extent of intercommunications among different organizational entities: departments, health agencies, providers and course content areas, as appropriate.
4. Integrating classroom theory with field experiences.
5. Improving each student's professional skills to the greatest possible extent.
6. Making a meaningful contribution.
7. Completing a summary report of the scholarly project that delineates the topic addressed, why it was worthy of study, the steps undertaken, how the scholarly project activity was evaluated and critically critiquing the scholarly project process.

SCHOLARLY PROJECT APPROVAL

A student's Major Coordinator must exempt all students desiring to complete a scholarly project from having to complete an internship. Requests for exemption must be made in written form to a student's Major Coordinator. Students must meet the eligibility requirements as delineated in the following section.

INTERNSHIP AND SCHOLARLY PROJECT ELIGIBILITY

Prior to the internship or scholarly project, all students must:

1. Complete a minimum of 24 semester credit hours of MPH course work, including all core courses.
2. Complete and submit a brief description of the proposed activities for the internship or scholarly project to their Major Coordinator.
3. Receive approval of their Major Coordinator.
4. Obtain acceptance from the proposed internship site (for an internship).
5. Complete all required forms: Internship Application (Form 1) *or* Scholarly Project Application (Form 3) and Professional Resume (Form 4).

It is strongly recommended that students also complete all major courses prior to beginning or concurrent with their internship or scholarly project. However, scheduling conflicts may prevent this from occurring.

INTERNSHIP AND SCHOLARLY PROJECT APPLICATION

Arranging for an internship is very similar to finding employment. Networking is a key component of this task. Students should develop a list of potentially desirable sites that provide experiences that are consistent with their personal goals and objectives. There are many excellent sources for this information: professors, advisors, Major Coordinators, professional acquaintances, other students, professional organizations and the like.

Once identified, the list of potential sites should be narrowed to a realistic number. Students should discuss the potential internship sites with their Major Coordinator. Designated representatives at these sites should be contacted. If no designated representative is available, the Major Coordinator will contact the agency or organization and arrange for an introduction for the student. Students have the responsibility to contact the suggested person or internship site and initiate a discussion concerning an internship.

Arranging for a scholarly project involves awareness of a problem. Students who feel exempt from an internship must first submit a resume to their Major Coordinator to verify that

they have a minimum of one year of applicable [professional experience or employment relative to their major and to request exemption from completing an internship. Once approved, they should discuss the feasibility and political realities of any proposed scholarly project with their Major Coordinator. Assuming that all of these discussions have favorable resolutions, the proposed scholarly project will be discussed, checking to be sure that it is within the student's ability to complete the internship within the time available. The method of evaluation is important. If a student's scholarly project is related to employment, students must not be exposed to any adverse pressures or put their jobs in jeopardy as a result of conducting their scholarly projects.

Each student and Major Coordinator must agree on a plan of activities to be completed during the internship or scholarly project.

TIME LINES

The following time lines are established to ensure a successful internship placement or scholarly project. While it is occasionally possible to successfully complete arrangements for an internship or scholarly project in short periods, registration cannot be guaranteed when these time lines are not respected.

<u>Time frame</u>	<u>Activity</u>	<u>Responsibility</u>
10 weeks prior to internship or scholarly project:	Arrange initial meeting between student and Major Coordinator	Student
8 weeks prior to internship:	Create list of possible sites	Student with help of Major Coordinator
to scholarly project:	Obtain exemption from requirement to complete an internship	Major Coordinator and Consortial Directors
6 weeks prior to internship:	Contact prospective internship agency or organization	Student with help of Major Coordinator
to scholarly project:	Create list of potential scholarly project activities	Student with help of Major Coordinator
4 weeks prior to internship:	Meet with person who will coordinate the internship activities	Student with introduction by Major Coordinator
to scholarly project:	Meet with Major Coordinator to discuss project	Student
3 weeks prior to internship:	Create and approve plan for internship	Student and person supervising internship activities
to scholarly project:	Create and approve plan for scholarly project activities and means of evaluation	Student with input from Major Coordinator

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<u>Time frame</u>	<u>Activity</u>	<u>Responsibility</u>
2 weeks prior to internship or scholarly project:	Register for internship or scholarly project (as appropriate)	Student
Weeks 0-16: (as needed)	Complete internship or scholarly project	Student with support from Major Coordinator
1 week after completion of internship or scholarly project:	Submit revised professional resume (Form 4)	Student
	Submit Evaluation of MPH Student by Agency or Organization (internship) or Supervisor (scholarly project) (Form 5)	Person supervising Internship or scholarly project
	Submit Evaluation of Internship by Student (internship) (Form 6)	Student
2-8 weeks after completion of internship or scholarly project:	Present report of internship activities to the Major Coordinator, including a description of the project or product	Student
	Present report of scholarly project activities including outcome and method of evaluating success	Student
1 week after presentation:	Issue grade	Major Coordinator

STUDENT RESPONSIBILITIES

1. Students are expected to comply with all applicable rules, policies or procedures of the institution or participating agency, organization or scholarly project sponsor. If certain agencies or organizations or the scholarly project sponsors have special requirements, students have the responsibility to ascertain and comply with these requirements.
2. All students are expected to conduct themselves in a manner that will reflect credit to them, the consortium, and the agency, organization or scholarly project sponsor. This includes appropriate professional appearance and behavior.
3. Students will participate in planning their internship or scholarly project experiences. Typically, this includes (but is not limited to) the following:
 - Draft a typed abstract describing the position and major goals and expectations. A copy of this document must be sent to the Major Coordinator.
 - Become familiar with the agency or organization or project sponsor prior to the internship or scholarly project, including any pertinent rules and regulations, mission statement, goals and objectives, organization charts and the like.
 - For an internship:
 - Make a personal visit (where feasible) to the agency or organization prior to the internship to become acquainted with the person who will supervise the student and discuss goals and objectives for the internship.
 - Provide a professional resume and any other relevant information requested by the agency or organization sponsoring the internship.
 - For a scholarly project:
 - Discuss goals, objectives and the methods of evaluation for the scholarly project with the Major Coordinator.
4. Students will complete the mutually agreed upon duties and assignments (internship) or tasks (scholarly project).
5. Students are expected to maintain whatever personal records (internship) or collect relevant data (scholarly project) that they feel are necessary to assist them in completing their assigned internship duties or evaluating their scholarly projects.
6. Students will spend a **minimum of 275 hours** with the agency or organization (internship) or devote the same minimum amount of time to their scholarly projects. The Major Coordinator determines the amount of time required. A representative of the sponsoring agency (internship) or Major Coordinator (scholarly project) must document these hours.
7. For an internship:
 - Students are required to complete a project or activity that results in a summary report or a tangible product during their internship experience.
 - Complete and submit the Evaluation of Internship by Student (Form 6) to the Major

Coordinator.

8. For a scholarly project:
 - Students are required to complete a scholarly project that demonstrates some of the competencies acquired during their MPH studies, usually in a form that is suitable for publication. A written summary of the scholarly project, including a method for evaluating success is required.
9. Request a letter of reference from the agency or organization sponsoring the internship (as appropriate).
10. Any major difficulties that arise should be brought to the immediate attention of the Major Coordinator.

INTERNSHIP AGENCY OR ORGANIZATION RESPONSIBILITIES

1. The agency or organization shall provide an employee who is professionally competent in the student's area of preparation to supervise the internship experience and ensure that the internship experience contributes to the individual's professional growth.
2. Work with students to develop a written statement of expectations for the internship that includes mutually acceptable goals and objectives. All projects and activities should be designed to enhance a student's professional development and at the same time benefit the agency or organization. A copy of proposed activities, including the project or product required of the student, should be provided to the student's Major Coordinator at the beginning of the internship. Ideally, this should be accomplished before the start of the internship. If this is not feasible, it must be submitted no later than the end of the first week of a student's internship. The Major Coordinator and student share this responsibility.
3. Inform and ensure understanding by the student of all-pertinent policies, rules and regulations of the agency or organization prior to or at the beginning of the internship experience.
4. Students should be given an orientation to the agency or organization during the first week of the internship experience.
5. To the greatest extent possible, students should be allowed to function as integral members of the agency or organization staff.
6. A representative of the agency or organization should meet with the intern at least weekly to answer all questions and discuss the student's progress, projects undertaken, or any problems encountered.
7. Assist students to complete the required project or task that results in a tangible product

during their internship experience.

8. The person supervising the intern should complete the Evaluation of MPH Student by Agency or Organization (Form 5), discuss the evaluation with the student, allow the intern to respond (if desired by the student) and forward copies to the Major Coordinator within five working days after the completion of the internship.
9. Any major difficulties that arise should be brought to the immediate attention of the Major Coordinator.
10. Agencies and organizations are encouraged to provide additional information, such as brochures, pamphlets, literature and the like, to the Major Coordinator.

SCHOLARLY PROJECT SUPERVISOR RESPONSIBILITIES

1. The supervisor of a scholarly shall be a person who is professionally competent in the student's area of preparation to supervise the scholarly project and ensure that the experience contributes to the individual's professional growth. In most situations, this is the Major Coordinator. The Major Coordinator has the option of delegating supervisory responsibility for a scholarly project.
2. Major Coordinators work with students to develop a written statement of expectations for the scholarly project that includes mutually acceptable goals, objectives and methods of evaluation. All scholarly projects and activities should be designed to allow students to apply the knowledge and professional competencies acquired during their course of study and at the same time benefit the scholarly project sponsor. A copy of proposed activities, including the outcome and means of evaluation, should be provided to the Major Coordinator before the start of the scholarly project.
3. The Major Coordinator informs and ensures that the student understands all pertinent policies, rules and regulations prior to or at the beginning of the scholarly project experience.
4. If needed, students should be given an orientation to the organization in which the scholarly project will be conducted during the first week of the scholarly project experience.
5. The Major Coordinator should meet with the student at least weekly to answer all questions and discuss the scholarly project's progress, evaluation activities or any problems encountered.
6. The Major Coordinator assists students to complete and evaluate the scholarly project.
7. Major Coordinators should complete the Evaluation of MPH Student by Agency or Organization (Internship) or Supervisor (scholarly project) (Form 5) within five working

days after the completion of the scholarly project.

8. Any major difficulties that arise should be brought to the immediate attention of the Major Coordinator.

NOCPH MPH DEGREE PROGRAM RESPONSIBILITIES

1. The Northwest Ohio Consortium for Public Health (NOCPH) provides basic graduate education in public health and additional specialized training in five areas:
 - Environmental and Occupational Health and Safety Science
 - Health Promotion and Education
 - Public Health Administration
 - Public Health Epidemiology
 - Public Health Nutrition

Students seeking internships will be ready to assume professional duties within their major areas of competence and expertise. Individuals electing to complete scholarly projects will be ready to apply professional competencies within their major areas of training and expertise.

2. Internship Coordinators have the option of visiting each site during a student's internship. They have the option of meeting with students during the students' scholarly project period. This activity may be waived if distance or unusual circumstances make a visit impractical. Major Coordinators may request meetings with students to review their progress.
3. Internship Coordinators assign final grades of satisfactory (**S**) or unsatisfactory (**U**) to students after their internships or scholarly projects have been completed and all required paper work has been filed.
4. Internship Coordinators will resolve any major difficulties that are brought to their attention by meeting with representatives of the sponsoring agency or organization as needed. If problems cannot be resolved at this level, the NOCPH Consortial Directors will meet to resolve the issue(s). In extreme cases, the Graduate Deans of the consortial College and Universities will meet. Their decision is final.
5. Internship Coordinators can assist students in securing internships. This may be accomplished by referral to cooperating agencies or organizations, by directed advisement, by recommendation or by other means. However, students have the ultimate responsibility for securing their own internships. Similarly, Major Coordinators will assist students in planning their scholarly projects. However, students have the ultimate responsibility for arranging and conducting their own scholarly projects.
6. Internship Coordinators will cooperate with agencies and organizations to provide pertinent material related to students that may be requested by such groups. This may include information about student strengths, weaknesses and educational needs within

the guidelines allowed by applicable statutes and regulations.

7. Faculty and other personnel of the NOCPH are available as resources to students and Major Coordinators during internship or scholarly project experiences

SUGGESTED INTERNSHIP ACTIVITIES

The activities suggested below are provided as examples. Each internship is unique, as are the goals and objectives of each student. It is not necessary for students to complete all of these activities.

1. Identify and diagnose a program need or problem as determined by the agency or organization.
2. Complete an analysis of a need or problem identified by a sponsoring agency or organization.
3. Write press releases, reports or other technical documents.
4. Develop, coordinate and administer a program activity.
5. Where feasible, apply a technical skill with appropriate supervision.
6. Attend administrative and other staff meetings.
7. Attend professional meetings related to the mission of the agency or organization.
8. Survey relevant literature related to project activities.
9. Work with other members of the agency or organization's professional staff.

Assist in the preparation of agency or organizational reports, brochures or documents.

EVALUATING THE INTERNSHIP OR SCHOLARLY PROJECT

The internship and scholarly project are important components of public health education. Each major has its own course number; students should enroll using the course number that corresponds to their chosen major:

- Environmental and Occupational Health: PUBH 6960
- Health Promotion and Education: PUBH 6960
- Public Health Administration: PUBH 6830
- Public Health Epidemiology: PUBH 6960
- Public Health Nutrition: PUBH 6830

The internship and scholarly project are graded on a Satisfactory (**S**) / Unsatisfactory (**U**) basis (equivalent to Pass / Fail). To receive a satisfactory grade for the internship or scholarly project, students must satisfactorily complete all of the following:

1. Devote at least 275 hours of work to the internship or scholarly project. This is certified by submission of Evaluation of MPH Student by Agency or Organization (Internship) or Supervisor (Scholarly Project) (Form 5).
2. Complete the required project or task that results in a tangible product during the internship experience or complete the required scholarly project. Unless proprietary information is involved, this is certified by submitting a copy of the document, product or scholarly project. If alternative methods are to be used in satisfying this requirement, they must be submitted in writing and approved in advance by the student's Major Coordinator.
3. Evaluate the internship or scholarly project experience. This is certified by submission of Evaluation of Internship by Student (Form 6).
4. Revise a professional resume to include internship or scholarly project activities. This is certified by submitting a revised professional resume (Form 4).
5. Receive a favorable evaluation by the person supervising the internship or scholarly project. This is accomplished by receiving a rating of three (3) or better on at least 75% of the performance categories rated. This evaluation is the most significant aspect of the internship and scholarly project evaluation process. It is certified by submission of Evaluation of MPH Student by Agency or Organization Supervisor (Form 5).
6. Complete an oral presentation of the scholarly project or task that resulted in a tangible product during the internship experience. This presentation is usually made to the members of the Capstone Seminar course.

APPENDICES

The following section contains samples of key documents that pertain to the internship. Students can download obtain blank copies of Forms 1-3 and 5-6 from the NOCPH website. Students should use Form 4 as a guide when preparing their professional resumes.

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**NORTHWEST OHIO CONSORTIUM FOR PUBLIC HEALTH
FORM 1 – INTERNSHIP APPLICATION**

You will obtain this form from the internship coordinator for your respective major. See the information below:

Environmental and Occupational Health:

Dr. Stephen Roberts, 419-530-2765 or stephen.roberts@utoledo.edu

Health Promotion and Education:

Dr. Stephen Roberts, 419-530-2765 or stephen.roberts@utoledo.edu

Public Health Administration:

Dr. Fleming Fallon, 419-372-8316 or ffallon@bgsu.edu

Public Health Epidemiology:

Dr. Stephen Roberts, 419-530-2765 or stephen.roberts@utoledo.edu

Public Health Nutrition:

Dr. Rebecca Pobocik, 419-372-7849 or pobocik@bgsu.edu

**NORTHWEST OHIO CONSORTIUM FOR PUBLIC HEALTH
FORM 2 – INTERNSHIP WAIVER**

You will obtain this form from the internship coordinator for your respective major. See the information below:

Environmental and Occupational Health:

Dr. Stephen Roberts, 419-530-2765 or stephen.roberts@utoledo.edu

Health Promotion and Education:

Dr. Stephen Roberts, 419-530-2765 or stephen.roberts@utoledo.edu

Public Health Administration:

Dr. Fleming Fallon, 419-372-8316 or ffallon@bgsu.edu

Public Health Epidemiology:

Dr. Stephen Roberts, 419-530-2765 or stephen.roberts@utoledo.edu

Public Health Nutrition:

Dr. Rebecca Pobocik, 419-372-7849 or pobocik@bgsu.edu

**All applications for an Internship Waiver must be approved by one of the
Consortial Directors (see page 72).**

**NORTHWEST OHIO CONSORTIUM FOR PUBLIC HEALTH
FORM 3 – SCHOLARLY PROJECT APPLICATION**

This form is used to document enrollment in a scholarly project in lieu of an internship. Note that Form 2, Internship Waiver, must also be completed and approved.

Name: _____

Address: _____

Telephone: Work: _____ Home: _____

e-mail: _____ Today's date: _____

On what date do you expect to start your scholarly project? _____

On what date do you expect to complete your scholarly project? _____

Goals for scholarly project: _____

Nature of the _____
problem to be
addressed: _____

Proposed
action,
activity or
solution: _____

Proposed
method of
evaluation: _____

Other
pertinent
issues or
comments: _____

Approval: _____

Major Coordinator

Date

**NORTHWEST OHIO CONSORTIUM FOR PUBLIC HEALTH
FORM 4 – PROFESSIONAL RESUME
Page 1**

This format is only an example. There are almost as many forms for a resume as there are people who create them. To some extent, resumes are created to satisfy a distinct need. As you create a resume, remember that this is the basis on which people that cannot speak with or observe you in person will evaluate you. Remember, too, that people have limited amounts of time available for reading resumes. A concise presentation is always appropriate.

Full name
Address
Telephone number(s)
E-mail address

Objective: (this is optional)

Experience: most recent to oldest. Use common sense here. If you have held two or three professional positions, the grocery store clerking in high school is probably now irrelevant. You may want to list significant achievements of your present and next oldest positions.

Education: highest degree to lowest; include school name and location, majors and dates. If you are a recent graduate with no relevant professional experience, list education first as it is your strongest asset. Include academic honors.

For your MPH education:

- As a student:
MPH – Northwest Ohio Consortium for Public Health (Bowling Green State University, University of Toledo); major; degree expected (month and year)
- As a graduate:
MPH – Northwest Ohio Consortium for Public Health (Bowling Green State University, University of Toledo); major; month and year degree awarded

Professional activities: list committee and professional organization work if you have them; omit if you do not have such activities.

Civic or volunteer activities: these show commitment to causes other than yourself and are often important in hiring decisions. These may be designated as extracurricular activities if you are still in school

Publications and presentations: list these in reverse order: most recent first. Use correct format from a manual of style.

**NORTHWEST OHIO CONSORTIUM FOR PUBLIC HEALTH
FORM 4 – PROFESSIONAL RESUME
Page 2**

Other items: grants, honors, other events and accomplishments that are meaningful for you. Put yourself in the place of a reader. Ask yourself the question: are these really important? Why? If they are, list them; if not, do not include.

Things NOT to include:

- Your date of birth or age (it is illegal to hire or discriminate on the basis of age – EEO Act)
- Your marital status (it is illegal to hire or discriminate on the basis of marital status – EEO Act)
- Your children (it is illegal to hire or discriminate on the basis of family membership – Affirmative Action legislation)
- Statement about your health (no one admits to poor health and it is illegal to discriminate on the basis of physical condition – ADA legislation)
- Offer to supply references (of course you will supply them)

References are important. It is appropriate to mention these in a cover letter that should accompany a copy of your professional resume. At that time, you can offer to have them sent. It is also appropriate to mention references in an interview.

Cover letters are also important as they provide others with a sample of your skill in written communication. They should be concise and polite. A cover letter should accompany all documents or items of information that are transmitted.

**NORTHWEST OHIO CONSORTIUM FOR PUBLIC HEALTH
FORM 5 – EVALUATION OF MPH STUDENT BY AGENCY OR ORGANIZATION
(INTERNSHIP) OR SUPERVISOR (SCHOLARLY PROJECT)**

You will obtain this form from the internship coordinator for your respective major. See the information below:

Environmental and Occupational Health:

Dr. Stephen Roberts, 419-530-2765 or stephen.roberts@utoledo.edu

Health Promotion and Education:

Dr. Stephen Roberts, 419-530-2765 or stephen.roberts@utoledo.edu

Public Health Administration:

Dr. Fleming Fallon, 419-372-8316 or ffallon@bgsu.edu

Public Health Epidemiology:

Dr. Stephen Roberts, 419-530-2765 or stephen.roberts@utoledo.edu

Public Health Nutrition:

Dr. Rebecca Pobocik, 419-372-7849 or pobocik@bgsu.edu

**NORTHWEST OHIO CONSORTIUM FOR PUBLIC HEALTH
FORM 6 – EVALUATION OF INTERNSHIP BY STUDENT**

You will obtain this form from the internship coordinator for your respective major. See the information below:

Environmental and Occupational Health:

Dr. Stephen Roberts, 419-383-6702 or stephen.roberts@utoledo.edu

Health Promotion and Education:

Dr. Stephen Roberts, 419-383-6702 or stephen.roberts@utoledo.edu

Public Health Administration:

Dr. Fleming Fallon, 419-372-8316 or ffallon@bgsu.edu

Public Health Epidemiology:

Dr. Stephen Roberts, 419-383-6702 or stephen.roberts@utoledo.edu

Public Health Nutrition:

Dr. Rebecca Pobocik, 419-372-7849 or pobocik@bgsu.edu

**NORTHWEST OHIO CONSORTIUM FOR PUBLIC HEALTH
GRADUATE ASSISTANTSHIP AND TUITION SCHOLARSHIP APPLICATION**

Two forms of financial aid available from the Consortium are graduate assistantships and tuition grants. A graduate assistantship provides a stipend plus waiver of tuition. Graduate Assistants are required to enroll for a minimum of twelve semester credit hours each semester and work for twenty hours each week. Graduate Assistantships are awarded for a twelve-month period, pending maintenance of a satisfactory grade point average. Students may be requested to reapply for Graduate Assistantship support after the twelve months.

Tuition Scholarships may be available for full time (12-15 semester credit hours) or part time (6 semester credit hours) students. They are awarded for two consecutive semesters. At the conclusion of that time, recipients may reapply for another Tuition Scholarship.

Both forms of financial aid are awarded on a competitive basis, as they are available. Applicants are advised that not all forms of aid are available in every semester and that first preference is given to Ohio residents, then United States residents for NOCPH graduate assistantships and tuition scholarships. Other forms of financial aid are available. Contact the UT-HSC Office of Student Services for more complete information.

Please supply the following information:

Name: _____

Address: _____

Telephone: _____ e-mail: _____

Anticipated date of matriculation: ___ Fall semester _____ (year)
(check semester ___ Spring semester _____ (year)
and fill in year) ___ Summer semester _____ (year)

Anticipated major: ___ Environmental and Occupational Health an Safety Science
(check one) ___ Health Promotion and Education
___ Public Health Administration
___ Public Health Epidemiology
___ Public Health Nutrition

Financial aid desired: ___ Graduate Assistantship
(check one or both) ___ Tuition Scholarship ___ Full time (12-15 credit hours)
___ Part time (6 credit hours)

Why are you seeking financial aid? On the reverse side of this sheet or a separate page, please outline your strengths, skills and reasons for seeking financial aid.

Signature: _____ Date: _____

**NORTHWEST OHIO CONSORTIUM FOR PUBLIC HEALTH
DIRECTIONS TO BGSU AT LEVIS COMMONS**

From the north:

- South on Ohio 25 and pass over Interstate 475 *or*
- Leave Interstate 475 at Exit 2. Turn south on Ohio Route 25 (towards Bowling Green).
- South on Ohio 25 to the second traffic light.
- Turn right just past Bob Evans Restaurant. This is the entrance to Levis Commons shopping center. (If you see a different restaurant on the right, turn around and turn left at the next traffic light.)
- Follow the road to the right. Turn left at the first street. The Northwest Ohio Book Depository is in the last building on the left, behind the movie theater. It is a brick building with a green stripe. The NOCPH office and classrooms are through the door and to the left, at the end of the corridor.

From the south:

- Follow Main Street north from Bowling Green. This is Ohio 25.
- Stay on Ohio 25 to the second traffic light (approximately 9.0 miles after leaving Bowling Green)
- Turn left just past Bob Evans Restaurant. This is the entrance to Levis Commons shopping center. (If you see Speedway on the right, turn around and turn right at the next traffic light.)
- Follow the road to the right. Turn left at the first street. The Northwest Ohio Book Depository is the last building on the left, behind the movie theater. It is a brick building with a green stripe. The NOCPH office and classrooms are through the door and to the left, at the end of the corridor.

**Northwest Ohio Consortium for Public Health
DEANS, DIRECTORS and MAJOR COORDINATORS**

Name	Degree	Home Inst.	Daytime Phone #	E-mail Address	Office Location
Komuniecki, Patricia Dean, College of Graduate Studies	PhD	UT	419-530-7794	patricia.komuniecki@utoledo.edu	Room 3240 University Hall
Akbar, Farhang Co-Coordinator EOHS	PhD	UT	419-383-4543	farhang.akbar@utoledo.edu	4225 Collier Building
Snavley, Deanne Dean of Graduate College and Research	PhD	BGSU	419-372-7710	snavely@bgsu.edu	126 McFall Center
Fallon, Fleming Co-Director, NOCPH Coordinator PHA	MD DrPH	BGSU	419-372-8316	ffallon@bgsu.edu	234 Health Center
Gold, Jeffrey Dean, College of Medicine	MD	UT	419-383-4242	jeffrey.gold@utoledo.edu	213 Mulford Library
Khuder, Sadik Coordinator PHE	PhD	UT	419-383-4089	sadik.khuder@utoledo.edu	012 Ruppert Center
Milz, Sheryl Co-Director, Co-Coordinator EOHS	PhD	UT	419-383-3976	sheryl.milz@utoledo.edu	4412 Collier Building
Petrosino, Linda Dean, College of Health & Human Services	PhD	BGSU	419-372-8243	lpetros@bgsu.edu	100 Health Center
Pobocik, Rebecca Co-Coordinator PHN	PhD	BGSU	419-372-7849	pobocik@bgsu.edu	309 Johnston Hall
Roberts, Stephen Coordinator HPE	PhD	UT	419-383-6702	stephen.roberts@utoledo.edu	025 Glendale Medical Center

Revised 09-11-09

Master of Public Health

**Northwest Ohio Consortium for Public Health
FACULTY**

Primary NOCPH Faculty					
Name	Degree	Home Inst.	Daytime Phone #	E-mail Address	Office Location
Akbar, Farhang	PhD	UT	419-383-4543	farhang.akbar@utoledo.edu	4226 Collier Building
Boardley, Debra	PhD	UT	419-383-6735	debra.boardley@utoledo.edu	026 Glendale Medical Center
Fallon, Fleming	MD DrPH	BGSU	419-372-8316	ffallon@bgsu.edu	234 Health Center
Fink, Brian	PhD	UT	419-383-4817	brian.fink2@utoledo.edu	4223 Collier Building
Harrington, Brian	PhD MPH	UT	419-383-4806	brian.harrington@utoledo.edu	4225 Collier Building
Anderson, Dawn	PhD	BGSU	419-372-8090	hentges@bgsu.edu	16C FCS
Houston, M. Sue	PhD	BGSU	419-372-7855	shousto@bgsu.edu	401 Johnston Hall
Jordan, Timothy	PhD	UT	419-530-4725	timothy.jordan2@utoledo.edu	HHS – UT Main
Kassa, Hailu	PhD MPH MSOH	BGSU	419-372-9615	hkassa@bgsu.edu	224 Health Center
Khuder, Sadik	PhD	UT	419-383-4089	sadik.khuder@utoledo.edu	0012 Ruppert Health Center
Kim, Younghee	PhD	BGSU	419-372-7859	ykim@bgsu.edu	302 Johnston Hall
Kopp Miller, Barbara	PhD	UT	419-383-4289	barbara.koppmiller@utoledo.edu	4224 Collier Building
Milz, Sheryl	PhD	UT	419-383-3976	sheryl.milz@utoledo.edu	4412 Collier Building
Mota, Sue	JD	BGSU	419-372-8364	smota@bgsu.edu	275 Business Administration Build
Pobocik, Rebecca	PhD	BGSU	419-372-7849	pobocik@bgsu.edu	309 Johnston Hall
Roberts, Stephen	PhD	UT	419-383-6702	stephen.roberts@utoledo.edu	025 Glendale Medical Center
Schmalzreid, Hans	PhD MSEd	BGSU	419-372-9930	hschmal@bgsu.edu	231 Health Center
Steiner, Victoria	PhD	UT	419-383-5647	victoria.steiner@utoledo.edu	138 Glendale Medical Center
Williford, Julian	PhD	BGSU	419-372-7833	jwillif@bgsu.edu	413 Johnston Hall

Revised 09-11-09

Supporting NOCPH Faculty					
Name	Degree	Home Inst.	Daytime Phone #	E-mail Address	Office Location
Awosika-Olumo, Adebowale	MD MSOH MPH	BGSU	713-794-9187	idowubobo@yahoo.com	234 Health Center BGSU
Baker, Ned E.	MPH	BGSU	419-352-0370	njbaker@wcnet.org	1021 Melrose BG, OH 43402
Butler, Pamela	MPH	BGSU	419-352-8402	pbutler@co.wood.oh.us	WCHD 1840 E Gypsy Ln. Bowling Green, OH 43402
Gurley, Patricia	MPH	BGSU	734-769-7100 ext 5817	gurleyp@bgsu.edu	504 Life Science Building BGSU
Keil, Charles	PhD	UT	419-372-0368	ckeil@bgsu.edu	216 Health Center
Linz, Anthony J.	DO MPH	BGSU	419-626-9008	ajlinz@bgsu.edu	3202 Stonewood Dr Sandusky, OH 44870
Rega, Paul	MD	UT	419-383-6722	paul.rega@utoledo.edu	024 Glendale Medical Center
Saltzman, Barbara	PhD, MPH	UT	419-571-3117	barbara.saltzman@utoledo.edu	
Yingling, Faith	PdD	UT	419-372-9355	faithy@bgsu.edu	170 Health Center BGSU
Zgodzinski, Eric	MPH	BGSU	419-213-4166	eszgod@msn.com	LCHD 635 N Erie Toledo, OH 43624

Revised 09-11-09

Master of Public Health

**Northwest Ohio Consortium for Public Health (NOCPH) Institutional Contact Information
for Academic Year 2009-2010**

Bowling Green State University

University of Toledo –Health Science Campus

DEPARTMENT/SERVICE	LOCATION	CONTACT NAME	E-mail Address:	TELEPHONE
Co-Director	UT – Health Science Campus 4410 Collier Building	Sheryl Milz, PhD	sheryl.milz@utoledo.edu	(419) 383-4235 Fax: (419) 383-5880
Co-Director, and PHA – Coordinator	BGSU – 234 Health Center	Fleming Fallon, MD, DrPH	ffallon@bgsu.edu	(419) 372-8316 Fax: (419) 372-2400
EOHS – Co-Coordinators	UT – Health Science Campus 4226 Collier Building	Farhang Akbar, PhD	Farhang.akbar@utoledo.edu	(419) 383-4543 Fax: (419) 383-5880
	UT – Health Science Campus 4224 Collier Building	Sheryl Milz, PhD	Sheryl.milz@utoledo.edu	(419) 383-3976 Fax: (419) 383-5880
HPE - Coordinator	UT – Main Campus 1006 Health & Human Services	Stephen Roberts, PhD	Stephen.Roberts@utoledo.edu	(419) 383-6702 Fax: (419) 383-5880
PHE –Coordinator	UT – Health Science Campus Room 012 Ruppert Health Center	Sadik Khuder, PhD	sadik.khuder@utoledo.edu	(419) 383-4089 Fax: (419) 383-5880
PHN – Co-Coordinators	BGSU – 309 Johnston Hall	Rebecca Pobocik, PhD	pobocik@bgsu.edu	(419) 372-7849 Fax: (419) 372-7854
	UT – Main Campus 1002 Health & Human Services	Debra Boardley, PhD	debra.boardley@utoledo.edu	(419) 383-6735 Fax: (419) 383-5880
SUPPORT STAFF	BGSU – 504 Life Science	Sara McLaughlin	smclaug@bgsu.edu	(419) 372-8109 Fax: (419) 372-0332
	UT – 4414 Collier Building	Mary Alderman	mary.alderman@utoledo.edu	(419) 383-5356 Fax: (419) 383-5880
Registration and Records	BGSU	Brenda Sattler	bsattler@bgsu.edu	(419) 372-7965
	UT – Health Science Campus	Patricia Metting	patricia.metting@utoledo.edu	(419) 383-5452
	UT – Main Campus	Tom Short	tshort@utnet.toledo.edu	(419) 530-4860
Student Accounts/Bursar	BGSU	Cindy Cook	cindysu@bgsu.edu	(419) 372-7623
	UT – Health Science Campus	Richard Shadle	Richard.shadle@utoledo.edu	(419) 383-3693
Graduate School (Admissions, etc.)	BGSU	Christine Spence	cspence@bgsu.edu	(419) 372-9916
	UT – Health Science Campus	Christine Wile	Christine.wile@utoledo.edu	(419) 383-4116
Student Financial Aid	BGSU	Beth Casper	casperb@bgsu.edu	(419) 372-2694
	UT	Karen Neill	Karen.neill@utoledo.edu	(419) 383-3444
Parking and Transportation	BGSU	Stacie Enriquez	slschro@bgsu.edu	(419) 372-2779
	UT	David Wahr	david.wahr@utoledo.edu	(419) 530-5844
Library/Learning Resources	BGSU	Chris Miko	cmiko@bgsu.edu	(419) 372-7923
	UT – Health Science Campus	Jolene Miller	jolene.miller@utoledo.edu	(419) 383-4959
	UT – Main Campus	Marcia King-Blandford	mkingbl@utnet.utoledo.edu	(419) 530-2842
Recreation/Fitness Center	BGSU	Francis Powers	powersf@bgsu.edu	(419) 372-2764
	UT – Health Science Campus	Jason Trame	jtrame@ymcatoledo.org	(419) 383-5370
	UT – Main Campus	Patricia Besner	Patricia.Besner@utoledo.edu	(419) 530-3701
Student Health Services	BGSU	Belinda Hommel	bhummel@bgsu.edu	(419) 372-2274
	UT-Main	Cathy Rohrs	Cathy.rohrs@utoledo.edu	(419) 383-5394
	UT-HSC	Cathy Rohrs	Cathy.rohrs@utoledo.edu	(419) 383-3000

All NOCPH student admissions, financial aid, registrations, fees and parking permits are processed through the University of Toledo - Health Science Campus