



**THE UNIVERSITY  
OF IOWA**  
**College of Public Health**

**MPH Program**

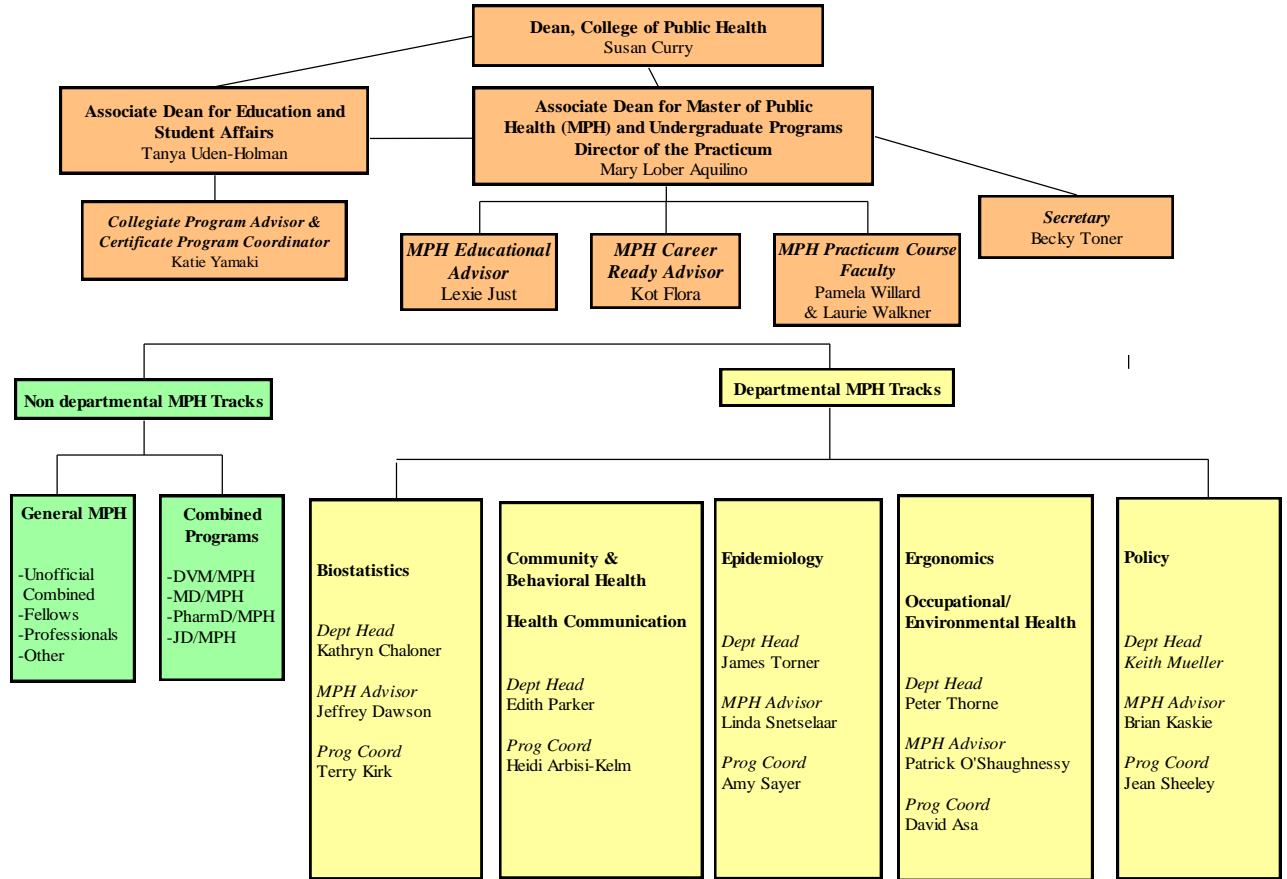
*Student Handbook  
2011-12*

## Table of Contents

MPH Student Handbook (Cover) .....	1
Table of Contents.....	2
MPH Organizational Chart .....	4
MPH Overview .....	5
MPH Core Competencies .....	5
MPH Curriculum.....	5
Departmental subtracks.....	5
Non-departmental subtracks .....	5
Professional subtracks .....	6
Future College of Public Health Home .....	6
Graduate College Rules and Regulations.....	6
Master of Public Health Rules and Regulations .....	6
Academic Standing .....	6
Standards of Academic Conduct .....	6
Procedure for Handling Alleged Violations of Standards of Academic Conduct ...	6
Advising .....	7
Changing Degree, Major, Subtrack, or Status.....	7
MPH Practicum .....	7
Grading System .....	7
S/U Grades.....	7
Audit.....	8
Incomplete .....	8
MPH Plan of Study.....	8
Change in MPH Plan of Study .....	8
Transfer Credits .....	9
Waiver of Course.....	9
Registration .....	9
Eligibility.....	9
Maximum Course Load .....	9
Full-time/Part-time Enrollment .....	10
Auditing Courses.....	10
Registration Procedure.....	10
Special Permission Required.....	10
Changing Your Registration .....	10
Dropping/Adding Classes.....	10
Withdrawal of Total Registration .....	10
Tuition Assessment .....	11
Financial Support.....	11
Scholarships and Awards.....	11
Professional Development.....	11
Practicum .....	11
Searching for a Job and Career Ready Information .....	12
Criminal Background Check .....	12
Graduation.....	12
Application for Degree.....	12
Registration in Final Semester .....	12
Graduate College Plan of Study.....	12

Commencement Ceremony .....	12
University Policies and Regulations Affecting Students .....	13
Top Recommendations for Student Success .....	13
Student Life .....	14
Student Organizations .....	14
Committee Service .....	14
Mailboxes .....	15
U.S. Mail .....	15
Campus Mail .....	15
Telephone .....	15
Cambus .....	15
Food Service .....	15
Vending .....	15
Lunch and Break Rooms .....	15
Free Parking .....	15
Access to Computer Rooms and Student Commons .....	15
Lockers .....	15
Study Areas .....	16
Computers .....	16
Assess for Computer Use .....	16
Limited Use Computer Use by Department .....	16
Laptop Checkout Policy .....	17
Student Commons .....	17

# College of Public Health Master of Public Health Degree Program



# *Master of Public Health (MPH) Program*

## **Overview**

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

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

## **Core Competencies**

The University of Iowa, MPH Program uses the Association of Schools of Public Health (ASPH) master's degree in public health (MPH) core competencies (Version 2.3, 2006) as an educational guide. Over 300 members of the academic and practice communities, under the jurisdiction of the ASPH Education Committee, developed the ASPH competencies. One hundred nineteen competencies distributed among the five core areas of public health (Biostatistics, Environmental Health Sciences, Epidemiology, Health Policy and Management, and Social and Behavioral Sciences) and seven cross-cutting areas (Communication, Diversity and Culture, Leadership, Professionalism and Ethics, Program Planning and Assessment, Public Health Biology, and Systems Thinking) are included.

[http://www.asph.org/publication/MPH\\_Core\\_Competency\\_Model/index.html](http://www.asph.org/publication/MPH_Core_Competency_Model/index.html)

## **Curriculum**

The MPH curriculum consists of a minimum of 42 credit hours generally completed in two academic years - although part-time options do exist. The exact number of required credit hours is dependent on the area of study chosen by the student.

### ***Departmental subtracks:***

[Biostatistics](#)

[Community and Behavioral Health](#)

[Epidemiology](#)

[Ergonomics](#)

[Health Communication](#)

[Occupational and Environmental Health](#)

[Policy](#)

Some students choose to pursue a combined degree that augments their pre-existing professional background (e.g., law, medicine, pharmacy, veterinary medicine) with additional course work and training in public health.

### ***Non-Departmental subtracks:***

[DVM/MPH](#)

[JD/MPH](#)

[MD/MPH](#)

[PharmD/MPH](#)

In addition, individuals can complete the MPH following professional training.

***Professional Subtracks:***

[MPH for Practicing Veterinarians](#)

[MPH for Professionals](#)

**Future College of Public Health Home**

The College of Public Health has experienced remarkable growth since its founding in 1999. The College will move to a new academic home in fall 2011. The new College of Public Health building will be LEED certified. Take a virtual tour: [http://cph.uiowa.edu/campaign/gallery/Comp-IOWA\\_animation.mov](http://cph.uiowa.edu/campaign/gallery/Comp-IOWA_animation.mov)

**Graduate College Rules and Regulations**

The MPH Program is a part of the Graduate College, and therefore adheres to the Graduate College rules and regulations. Students in the MPH Program are expected to familiarize themselves with the Graduate College manual, available on the Graduate College website: <http://www.grad.uiowa.edu/graduate-college-manual>

**Master of Public Health Rules and Regulations**

***Academic Standing***

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

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

***Standards of Academic Conduct***

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

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

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

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

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

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

Questions of academic dishonesty arising within the College are treated on an individual basis. In the Graduate College, the questions are handled at the departmental level. If the departmental decision is appealed, the Associate Dean for Education and Student Affairs may appoint an appeals committee of faculty and students from a slate of nominees prepared by the Graduate Council and the Graduate Student Senate to

recommend an appropriate course of action. Students in professional graduate colleges should inquire at the office of their respective dean for further information. If the student disagrees with the decision made by the dean, the student may request a review by the provost.

### ***Advising***

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

What your academic advisor can do for you:

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

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

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

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

1. Degree objective/major (e.g., MS to MPH)
2. Program of study within the MPH degree (e.g., CBH subtrack to Epidemiology subtrack)

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

### ***MPH Practicum***

All MPH students are required to complete a 200-hour minimum practice course (170:299) that includes a paper, and an oral presentation or poster presentation. Specific information about the Practicum, including a syllabus, videotapes, and the necessary forms, is available at <http://www.public-health.uiowa.edu/mph/practicum/about.html>. Students must complete all core courses prior to beginning the Practicum and obtain IRB approval.

### **Grading System**

Generally, faculty in the College of Public Health use the letter grades A,B,C,D, and F, with some instructors opting to use plus/minus grading. Students may check with each course instructor at the beginning of each semester to determine if the option will be used.

### ***S/U Grades***

In registering for Special Topics courses, the MPH Practicum, or Independent Study, the S/U grade may be applied. Neither the S nor the U is used in computing G.P.A. Grades of S and U may be used for courses taken by a student outside the major department or interdepartmental degree program, if the instructor of the course and the student's departmental advisor approve the registration. Arrangements for S/U grading in these courses are accomplished by filing a form with appropriate signatures in the Registrar's Office at the time of registration, or no later than the last day of the third week of a semester, or the third day of the second

week of a summer session. No changes from letter grades to S/U grades (or vice versa) will be allowed after these dates. Students can pick up the appropriate form at the dean's office.

### ***Audit***

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

### ***Incomplete (I)***

The grade of Incomplete ("I") is to be used only when a student's work during a session cannot be completed because of illness, accident, or other circumstances beyond the student's control. Removal of an incomplete grade is accomplished only through the completion of the specific work for which the mark is given and submission of a replacement grade by the course instructor. Students who receive the mark of "I" must remove that mark within the first session of registration after the closing date of the session for which it is given; failure to do so results in a grade of "F." Specific deadlines for submission of student work to the faculty and for the faculty's report on the "I" grades to the Registrar's Office, will be set by the Graduate College Dean for each session and printed in the academic calendar.

### **MPH Plan of Study**

You are responsible for submitting an electronic Plan of Study to your advisor for approval. An approved MPH Plan of Study must be on file with the MPH Program for every student. The Plan is due within the first two months of beginning the MPH program. If a Plan has not been submitted and approved, registration for the next semester will be delayed. Since space in core courses fills quickly, this might limit the ability to enroll in some classes during preferred semesters. The Plan of Study must be developed in consultation with your advisor. Failure to submit your Plan of Study may affect your ability to complete and practicum and/or graduate.

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

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

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

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

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

The successful completion of each course listed on your approved Plan of Study is required to graduate. If you drop or add classes, your Plan must be updated with a "Request for Change in Plan of Study" form. **Please update your Plan of Study using the "Request for Change in Plan of Study" link within 5 days of the start of the semester in which you revise your plan.** The Request for Change in Plan of Study form is available at: <http://www.public-health.uiowa.edu/mph/current-students/pos.html>. You will need your hawk ID and password to access the database, and update your Plan. Failure to submit updates to your Plan of Study may affect your ability to complete and practicum and/or graduate.

### ***Transfer Credits***

Students may request that up to 18 semester hours be transferred. Criteria for approval of transfer courses are:

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

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

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

Students may request that a required course be waived. A waiver means that the student is not required to enroll in the course, but the student also does not receive hours counted towards graduation for the course. Waivers will be based on course content and grade earned and acceptance is at the discretion of the faculty, the MPH Program and the Graduate College. The form to request a course waiver is located at <http://www.public-health.uiowa.edu/mph/current-students/pos.html>. This form is not available for on-line submission; it must be submitted on paper to the MPH Educational Advisor.

### **Registration**

#### ***Eligibility***

To be eligible to register you must:

- Be admitted to the University of Iowa
- Be in good academic standing
- Be free of “Not Permits” on your record. “Not Permits” may exist because of failure to meet academic, admission, student health, or student services requirements. A “Not Permit” from Student Services, Student Health, Registrar, Admissions, English as a Second Language, and Office of International Students and Scholars will prevent early registration. Graduate students with “Not Permits” from other offices will be allowed to register early, but the registration may be voided if the deficiency has not been cleared by the first day of classes in the semester to which it applies.
- Have a valid record of immunization on file with Student Health
- Be free of all debt to the University of Iowa

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

UI Masters students are limited to enrolling for a maximum of 15 semester hours of course work each fall and spring session, and up to 8 hours in the summer session. However, with special permission from the student’s faculty advisor, MPH students may register for up to 18 graduate hours per semester in the fall and spring semesters, or 9 hours during the standard 8-week summer session, 6 hours during the standard 6-week summer session, or 3 hours during the standard 3-week summer session. MPH students enrolled during the off-cycle summer session may register for a maximum of 8 credit hours.

A student may register at any time during the semester or the 8-week session for not more than one (1) semester hour of credit for each of the remaining weeks of classes (not including the examination week) in the term. Total registration may not exceed the limits described above. This registration is intended only for

individually arranged courses such as independent study, special topics, or research; it does not include the Practicum.

### ***Full-time/Part-time Enrollment***

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

### ***Auditing Courses***

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

### ***Registration Procedure***

To register for classes, you will need to obtain registration authorization from your faculty advisor each semester. You can register at or after the time assigned to you by the College. On-line computer registration information is provided on ISIS at <http://isis.uiowa.edu>.

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

Some courses have a special permission requirement. If you register for a course marked “Special Permission Required,” you must obtain special permission from the instructor or designated individual (typically the program coordinator or MPH educational advisor) in the department who is offering the course. The methods of granting special permission may vary between departments.

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

Students must initiate changes in registration; it is the student’s responsibility to see that they are properly registered. Changes to a student’s registration may be initiated by individual departments and the Office of the Dean for justifiable reasons. A change in your registration becomes effective on the date information is entered into the registration system, either at the Registration Center or ITCs. For important dates related to registration, see “Significant Deadline Dates” on the Registrar’s website at <http://www.registrar.uiowa.edu/Calendars/AcademicDeadlines/tabid/67/Default.aspx>.

Note that any deviation from an approved Plan of Study requires permission from your advisor, department, and the MPH program. To gain approval, you must submit your changes for approval at <http://www.public-health.uiowa.edu/mph/current-students/pos.html>. Choose the “Request for Change in Plan of Study” link.

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

Students may change their registration electronically until the semester begins. After the semester starts, changes in registration must be made manually with a drop/add form, found at <http://www.registrar.uiowa.edu/Student/FormsforStudents/tabid/79/Default.aspx>. The student is responsible for completing the form, obtaining the appropriate signatures, and submitting the form to the Registrar’s Office. Generally, courses cannot be added after a course has been in session for 3 weeks. There may be a cost to the student based on timing of registration change during the semester. Find a complete list of dates and costs associated at <http://www.registrar.uiowa.edu/Calendars/AcademicDeadlines/tabid/67/Default.aspx>. To gain approval, you must submit your changes for review at <http://www.public-health.uiowa.edu/mph/current-students/pos.html>. Choose the “Request for Change in Plan of Study” link.

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

The Registrar’s web page (<http://www.registrar.uiowa.edu/>) lists the final date at which registration may be dropped. Students withdrawing their entire registration are required to do so in person at the Registrar’s Office, or via phone. In addition, students must communicate this to the MPH Educational Advisor. Students who have not been registered for one year or longer are required to complete a Residency Review for Returning Student form [www.uiowa.edu/admissions/graduate/returning/index.html](http://www.uiowa.edu/admissions/graduate/returning/index.html) prior to being able to register.

## **Tuition Assessment**

Information on the regulations governing the classification of residents and nonresidents for admissions and fee purposes, and copies of the administrative guidelines established to aid in the determination of resident classifications, is available at the Registrar's Office at 1 Jessup Hall, or on-line at <http://www.registrar.uiowa.edu/TuitionandFees/tabid/93/Default.aspx>.

Enrolled graduate students who hold a research assistantship appointment of one quarter-time or above are assessed as residents for fee purposes for the terms during which they hold the appointment and for any adjacent summer session during which they are registered. Spouses of persons holding a graduate research or teaching assistant position also qualify for resident tuition. Information on the University's residency evaluation is available at <http://www.registrar.uiowa.edu/TuitionandFees/Residency/tabid/94/Default.aspx>.

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

## **Financial Support**

Office of Graduate Student Financial Support: <http://www.grad.uiowa.edu/financing-your-education>

Office for Student Financial Aid: <http://www.uiowa.edu/financial-aid/>

### ***Scholarships and Awards***

MPH students can be nominated for a variety of scholarships:

1. MPH scholarships – an annual tuition award; students are nominated by their department or the MPH Program
2. Graduate College funding: <http://www.grad.uiowa.edu/aid-youre-nominated-for>

In addition, MPH students are eligible to apply for various campus-wide scholarships and awards: <http://www.grad.uiowa.edu/aid-you-can-apply-for>

### ***Professional Development***

MPH students are encouraged to seek out professional development opportunities. Funding is available for students traveling to Public Health professional meetings, including APHA and IPHA conferences.

A request for Financial Support for Professional Development form must be filled out and turned in at least 30 days prior to the meeting. The form can be found at: <http://test.public-health.uiowa.edu/mp/current-students/documents/prof-development-request.pdf>.

Students are expected to attend the MPH Professional Development Seminar series offered in the fall and spring semesters. The schedule is provided by the MPH Educational Advisor in the beginning of the semester. Seminars are typically held twice a month on Tuesday's from noon-1 p.m.

### ***Practicum***

MPH students who are doing out-of-state or international experiences may apply for funding through several sources:

1. Request for Financial Support from the MPH Program (completed form along with approved Practicum proposal must be turned in at least 30 days prior to departure). [http://test.public-health.uiowa.edu/mp/current-students/documents/Practicum\\_Support\\_Request.pdf](http://test.public-health.uiowa.edu/mp/current-students/documents/Practicum_Support_Request.pdf)

2. International Programs Funding:

<http://international.uiowa.edu/grants/students/funding/graduate/default.asp>

3. Departmental Funding – please check with your departmental program coordinator.

Travel policies for MPH students receiving funding can be found at: [http://www.public-health.uiowa.edu/mph/current-students/documents/MPH%20travel%20policies%202010%20\(2\).pdf](http://www.public-health.uiowa.edu/mph/current-students/documents/MPH%20travel%20policies%202010%20(2).pdf)

### ***Searching for a Job and Career Ready information***

Students are urged to utilize [Job Connection](#), a career and employment resource specifically for students in the College of Public Health. Additionally, MPH students are encouraged to search the [Career Ready](#) section of the MPH website for career assistance. Mass mailing of CVs to multiple faculty members is discouraged.

### **Criminal Background Check**

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

### **Graduation**

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

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

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

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

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

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

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

### ***Commencement Ceremony***

Information on the Graduate College ceremony is available at <http://www.registrar.uiowa.edu/Student/Commencement/TheGraduateCollege/tabid/128/Default.aspx>

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

### **University Policies and Regulations Affecting Students**

For a complete listing of university policies and regulations, please visit: <http://student-services.uiowa.edu/students/policies/index.php> Topics include student bill of rights, student records policy, policy on student complaints, policy on human rights, and anti-retaliation policy.

### **Top Recommendations for Student Success**

1. Become familiar with pertinent information in the Manual of Rules and Regulations of the Graduate College. You may view or download this manual from: <http://www.grad.uiowa.edu/graduate-college-manual>.
2. Contact and meet with your academic advisor prior to or within the first week of beginning the MPH program to be certain that course selection is appropriate. Students must submit a Plan of Study within two months of beginning the MPH program to be eligible to enroll during the early registration period for the following semester. Registration clearance for subsequent enrollment periods will not be released until an approved Plan of Study is on file. The electronic Plan of Study can be accessed at <http://www.public-health.uiowa.edu/mph/current-students/pos.html>.
3. Attend the MPH Professional Development Seminar series. Seminars occur during the fall and spring semesters, bi-weekly, from noon to one. The schedule will be provided at the beginning of each semester. If you are not able to attend a seminar, contact the MPH Educational Advisor in advance.
4. Read and use the course description information that is available on the web to guide your course selection and completion of the Plan of Study. Each department and program has a section describing their courses on their home web page. Information about courses is also available on ISIS at: <http://isis2.uiowa.edu/courses/>.
5. Be very careful to maintain the highest standards of academic integrity. The advent of on-line resources offers a wide range of readily available material for students. Vigilance must be maintained to avoid plagiarism. Please view the Graduate College Policy on Plagiarism at <http://www.grad.uiowa.edu/manual-part-1-section-iv-academic-standing-probation-and-dismissal#1.4.E>.
6. Check e-mail daily. This is the primary methods for distributing important information to you. If you are not receiving e-mails from the MPH program, please contact the MPH Educational Advisor.
7. Inform your academic program coordinator of changes to your e-mail, address, or telephone information as there are times when it is necessary to contact students. Be sure to update ISIS as well.
8. Visit with the staff at the Student Disabilities Service Office (3100 Burge Hall, 335-1462). If you have or suspect you have a disability that could interfere with the successful completion of your educational objectives, you should also visit their web page at <http://www.uiowa.edu/~sds/> for more information. Additionally, contact your academic advisor, the course instructor(s), and the practicum mentor(s) to facilitate your learning process.
9. Make an effort to know what is happening in public health practice, the College, and the University related to your specific field of interest. This will facilitate the transition to the workplace by increasing understanding of important public health issues and developing a network of professional colleagues.
10. Visit departmental websites to explore the activities of faculty members. Visit with secretaries, administrators, and research staff to stay abreast of developments. Attend journal clubs, seminars, and student association meetings. Read bulletin boards and e-mails. Stay involved!

11. Keep up to date with the current literature in public health and in your own specialty field of interest.
12. Join and participate in professional organizations such as Iowa Public Health Association (IPHA) and the American Public Health Association (APHA). Activity in the field enhances the overall educational experience and helps students in their continuing professional development.
13. Interact formally and informally with other collegiate students and faculty regarding professional and scientific matters. Begin to develop your networking capacity before you leave the program; you will rely on these contacts in the coming years.
14. Utilize collegiate and departmental resources to maximize your educational experience.

## **Student Life**

### ***Student Organizations***

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

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

Officers for 2011-12 are:

#### **President**

Thuy Nguyen

[thuy-nguyen@uiowa.edu](mailto:thuy-nguyen@uiowa.edu)

#### **Vice President**

Mehwish Qasim

[mehwish-qasim@uiowa.edu](mailto:mehwish-qasim@uiowa.edu)

#### **Treasurer**

Andy Koons

[andy-koons@uiowa.edu](mailto:andy-koons@uiowa.edu)

#### **Social Co-Chairs**

Justin Dedecker

[Justin-dedecker@uiowa.edu](mailto:Justin-dedecker@uiowa.edu)

Lauren Erickson

[lauren-erickson@uiowa.edu](mailto:lauren-erickson@uiowa.edu)

#### **SMMP Coordinator**

Katie Jones

[Katie-jones@uiowa.edu](mailto:Katie-jones@uiowa.edu)

#### **Admin Affairs/Communications Chair**

Eric Amman

[eric-amman@uiowa.edu](mailto:eric-amman@uiowa.edu)

#### **Director of Student Concerns**

Andrew Lowe

[Andrew-low@uiowa.edu](mailto:Andrew-low@uiowa.edu)

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

Biostatistics Student Association

Epidemiology Student Association

Iowa Student Association of Healthcare Leaders (ISAHL)

ECO Hawk – <http://web.me.com/dchrste/Site/Home.html>

### ***Committee Service***

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

### ***Mailboxes***

You will receive mail relating to your student experience. Most student mailboxes are located in E177 GH (Student Commons). However, there are exceptions:

OEH/Ergonomics students' mailboxes are located in Corridor 1, IREH.

MD/MPH students' mail will be sent to their MD mailbox.

JD/MPH students' mail will be sent to their JD mailbox.

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

### ***U.S. Mailboxes***

Located near the Information Desk, main lobby in GH (pick-up 9:30 am and 4:00 pm Monday-Friday & Saturday at 12:15 pm), Boyd Tower in GH (pick-up 9:30 am & 4:00 pm Monday-Friday), and 121 IREH.

### ***Campus Mail***

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

### ***Telephone equipment and calls***

To call within the University, use only the last five digits of the phone number.

### ***Campus***

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

### ***Food Service***

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

### ***Vending***

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

### ***Lunch and Break Rooms***

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

### ***Free Parking***

Oakdale Campus (all day). After 3:30 pm, lot 13. A map of the University's parking lots can be found at [http://www.uiowa.edu/~parking/parking\\_map\\_05.pdf](http://www.uiowa.edu/~parking/parking_map_05.pdf).

### ***Access to Computer Rooms and Student Commons***

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

### ***Lockers***

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

## ***Study Areas***

Student Commons, 209 IREH Libraries, EMRB Atrium, and Hardin Health Sciences Library

## ***Computers***

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

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

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

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

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

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

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

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

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

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

**Biostatistics Linux Lab:** Located next to the Epidemiology and Biostatistics graduate student work area is the Biostatistics Computing Facility. This facility hosts 10 Linux based workstations running RedHat Linux. These workstations are centrally attached to the College of Public Health servers in addition to a dedicated

Linux server, and are made available for the Biostatistics faculty and students enrolled in Biostatistics courses.

Occupational and Environmental Health: At the Oakdale campus, in addition to the general use lab in 209 IREH, the Department provides a graduate research computer facility in 164 IREH.

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

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

The College has made a number of laptops available for students to checkout to pursue academic and scholarly activities. Wireless-equipped laptops can be checked out for 48 hours, and are available at the IT Offices in General Hospital (E174 GH) and Oakdale Offices (135 IREH) between 8a.m. – 12 p.m. and 1p.m. - 5p.m. Monday-Friday, on a first come, first served basis. Sorry, we CANNOT take reservations. Laptops are not available for travel outside of the Iowa City area.

### ***Student Commons***

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