



# Master of Public Health

Academic Year 2020-2021

## Student Handbook

## Table of Contents

<b>I.</b>	<b>Welcome Messages.....</b>	<b>1</b>
<b>II.</b>	<b>Policy Manuals.....</b>	<b>4</b>
<b>III.</b>	<b>Campus Safety.....</b>	<b>4</b>
<b>IV.</b>	<b>MPH Specific Policies.....</b>	<b>5</b>
<b>V.</b>	<b>Student Services.....</b>	<b>20</b>
<b>VI.</b>	<b>MPH Committees and call for student involvement.....</b>	<b>21</b>
<b>VII.</b>	<b>Acknowledgement.....</b>	<b>24</b>

## I. Welcome Messages

Welcome to the College of Health Professions. We are excited that you are a student in our professional program and I want to provide for you some information that I hope will be of assistance to you during your academic journey with us.

A very important person during your time with us is your advisor. This individual is available to assist you in planning your program of studies and answer questions about future career options. I urge you to meet regularly with your advisor especially if you have any questions, concerns or need help with any academic, College, or campus issues. Faculty and staff are prepared to work with you on an individual basis and help guide you through your journey with us. Additional career information can also be found in our Administrative Offices in Fargo - Sudro 123 and by attending our Annual Career Fair in September.

The professional curriculum is designed to challenge you and to teach you to become an independent learner and to work in collaborative interprofessional healthcare teams. Therefore, students are expected to take a very active role in their education and take responsibility for their own learning. Student active learning is a major emphasis of our program. You will be asked to apply your knowledge, dig for the answers to questions, communicate both verbally and in writing, critically think and problem-solve through case discussions, practice team-based care with students from other disciplines, and participate in numerous experiential activities. I encourage you to ask questions in class and to learn by understanding and applying the material presented rather than by simply memorizing factual information. The goal of our curriculum is for you to achieve the necessary life-long learning skills which will become important to you in your future career as a health professional to be able to “keep up” with the plethora of new information associated with our rapidly changing world. Your ultimate success will be determined by the amount of effort you are willing to put into your academic studies. So work hard and give your best effort in all that you do. If you give us your best, you will receive the best in your educational experience with us. It will also be important that you learn more than just the technical skills of practicing in your discipline but that you also learn what it means to become a health professional and practice professionalism in every and all situations.

We desire to provide a positive learning environment for all students here within the College and we strive to continually improve our program. Students are a very important part of this process and we actively solicit your input and active participation through various formats. Students are elected from each class to serve on the Dean’s Student Liaison Committee. This committee meets with the Senior Associate Dean throughout the year to bring student concerns to the attention of the administration. In addition, the College holds a Deans’ Open Forum each semester to allow students an opportunity to interact directly with the Dean (and his administrative leadership team) on matters of interest and concern to students. And I also want you to know that my door is always open to you, so please don’t hesitate to stop by my office if you need my assistance for anything. We encourage you to use these sources as well as visits with faculty, or any of the members of the staff in our Administrative Offices whenever you have issues that need to be brought to our attention. In addition, I encourage you to become actively involved with your profession by joining one of our student professional organizations.

This is a great way to learn about what's going on within your profession and begin contributing to the advancement of your future professional career and practice.

This "Handbook" is devoted to academic information to help enhance student success within our program. We hope you find it helpful to you. I wish you much success in your educational pursuits with us and in your later professional practice.

Best wishes to you for a successful year!

Charles D. Peterson, Pharm.D.

Dean, NDSU College of Health Professions

Dear Public Health students,

Welcome to the *North Dakota State University MPH Program!* You are about to embark on an exciting and important journey. Public health has long been a foundation for a healthy society. With the current pandemic, the civil and social unrest, and the troubled US economy, public health has never been more visible and more important. Whether you are specializing in Community Health Sciences or Epidemiology, you will play a significant role in creating the conditions for everyone to reach their fullest health potential.

With guidance and mentorship from MPH Program faculty and staff, you will develop the public health skills that will serve the people of North Dakota, the Northern Great Plains, and beyond. Together, we will work to create an intellectually challenging and socially engaging experience that provides graduates with the motivation, skills, and knowledge to improve health in our communities and in populations. This is both a responsibility and an opportunity for all of us to learn and grow as public health professionals.

Consistent with the public health approach, our educational, service, and research initiatives will stress an ecological understanding of health problems and a systems approach to developing innovative solutions to promote and protect the health and wellness of people and communities. In keeping with this, our program draws its faculty from many disciplines representing expertise in social and behavioral sciences, epidemiology, clinical healthcare, as well as the humanities.

The NDSU MPH Program is accredited by the *Council on Education for Public Health (CEPH)*. CEPH is the only accrediting body for schools and programs of public health in the United States. An accredited program guarantees that you are getting the highest level of public health education available. As an accredited program, we are also members of the *Association of Schools and Programs of Public Health (ASPPH)*, which provides numerous opportunities for national activities, fellowships, and networking.

Finally, as part of our support for your journey, we have developed this Student Handbook, which contains a wealth of information to help you succeed. Please keep and refer to it as you progress through the program. We also want to remind you that you will be required to complete pre- and post-competency surveys for the MPH degree. These surveys have been crafted to assess learning and to help us improve the quality of our program and to meet accreditation criteria.

Once again, we welcome you to the program and trust that each of you will challenge yourself to develop new ways to solve our society's complex health problems. Most importantly, we hope that with the knowledge and skills you gain as a student in *the NDSU MPH program*, you will lead our world to better health!

On behalf of the Faculty and Staff of the Department of Public Health,

Pamela Jo Johnson, MPH, PhD, FACE  
Mary J. Berg Distinguished Professor of Women's Health  
Associate Professor and Chair  
Department of Public Health  
College of Health Professions

## II. Policy Manuals

College of Health Professions Policy Manual

[https://www.ndsu.edu/healthprofessions/college\\_information/policy\\_manual/](https://www.ndsu.edu/healthprofessions/college_information/policy_manual/)

*Required to sign College Student Academic and Conduct Standards Policy 3.01*

Plagiarism is addressed in the College Student Academic and Conduct Standards Policy 3.01, Academic Misconduct Section 1.g. and is defined as follows:

*“Plagiarism: Submitting work that is, in part or in whole, not entirely the student’s own, without attributing such portions to their correct sources. Unauthorized collaboration with another student and representing it as one’s own individual work is also considered plagiarism. Ignorance is NOT an excuse.”*

NDSU Graduate School Policies

<https://bulletin.ndsu.edu/graduate/graduate-school-policies/>

NDSU Code of Student Conduct

<https://bulletin.ndsu.edu/student-resources-policies/code-of-student-conduct/>

## III. Campus Safety

### Equity

It is the responsibility of the entire university community to foster a safe and non-discriminatory learning, living, and working environment at NDSU. NDSU has specific policies related equity as well as a process for reporting discrimination, harassment, and/or retaliation.

[https://www.ndsu.edu/equity/forms/ndsu\\_equity\\_policies/](https://www.ndsu.edu/equity/forms/ndsu_equity_policies/)

[https://www.ndsu.edu/equity/reporting\\_responsibilities/](https://www.ndsu.edu/equity/reporting_responsibilities/)

The following confidential resource is available to those who would like to discuss concerns involving discrimination, harassment, and/or retaliation:

### CONFIDENTIAL SUPPORT RESOURCES

NDSU Counseling Center  
212 Ceres Hall  
**For Students:** NDSU Main Campus  
(701) 231-7671  
<https://www.ndsu.edu/counseling/>

## **Personal Safety and Security**

For all NDSU safety and security related policies and preparedness, please see the *Personal Safety + Security* report at

[http://www.ndsu.edu/police\\_safety/universitypolice/annualsecurityreport/](http://www.ndsu.edu/police_safety/universitypolice/annualsecurityreport/)

For weather-related and all other postings for University closures, please check local media outlets and [www.ndsu.edu](http://www.ndsu.edu) for an announcement on the homepage.

## **Campus Emergency Notification System (CENS)**

NDSU utilizes a number of redundant emergency notification systems that comprise NDSU CENS. These methods of communication include the NDSU-CAMPUS-ALERT@LISTSERV for official email notification to all current students and employees, communications sent through the state provided email notification system to registered cellphone and/or landline phones, NDSU telephone voice mail broadcast to the AURA phone system, and an emergency alert system for audio and video interruption of available on-campus analog cable television service.

[https://www.ndsu.edu/police\\_safety/communications\\_call\\_center/campusemergencynotificationsystems/](https://www.ndsu.edu/police_safety/communications_call_center/campusemergencynotificationsystems/)

## **IV. MPH Specific Policies**

### **Student Complaint Procedure**

The Council on Education for Public Health (CEPH), requires all accredited public health programs to establish, implement and assess a formal complaint policy for students. More specifically, all accredited programs or schools of public health must establish a comprehensive policy with a simple set of procedures whereby all students enrolled in the College (and the public health program in particular) can submit and resolve a complaint about the educational process. While such procedures do not always produce an outcome that meets the student's preferences, they do ensure that students have access to an equitable and efficient means to remediate their complaints. The NDSU College of Health Professions takes student complaints very seriously. Our goal is to ensure that students have access to transparent, due process in a manner that leads to an appropriate resolution of the complaint. A discussion of this policy shall take place annually during the orientation process for incoming public health students. Each student complaint will be appropriately documented and investigated. A chronological record of each complaint, including the nature of the complaint, written records of the complaint procedure and the final outcomes of the resolution process shall be maintained in the Office of the Dean, and shall be available for review by CEPH or its representatives upon written request or in the process of an on-site evaluation visit.

Student complaints generally fall within two major categories: complaints about unfair grading and all other, non-grade-related complaints. Student complaints about grades are generally handled at the level of the University, since grades are usually

administered through the NDSU Office of Registration and Records. Other student complaints remain under the purview of the individual colleges within NDSU.

### ***Student Complaints Regarding Grades***

#### ***University Grade Appeal Policy***

NDSU has an established policy regarding complaints about grading, otherwise known as “grade appeals”. The full grade appeal policy (section 337), which includes hearing procedures, is available at [www.ndsu.edu/fileadmin/policy/337.pdf](http://www.ndsu.edu/fileadmin/policy/337.pdf). While students actively considering a grade appeal are referred to the aforementioned website for the specific details of the policy, a summary of the policy is outlined below.

With the exception of incomplete grades, a course grade is considered final unless an appropriate appeal is filed by the student. Grade changes are also considered only for those students who have not yet earned a degree for which the course in question was applied.

For a student who has reason to believe that they have been issued an incorrect or inappropriate grade, he/she must initiate a request for a change of a grade with the instructor within fifteen (15) instructional days of the first day of the semester immediately following the semester in which the grade was awarded. For Spring Semester courses, the request may be made within fifteen (15) instructional days of the start of Fall Semester, if the student is not enrolled for a Summer term in the same academic year.

A grade appeal is formally initiated when the student presents the Grade Appeal Form to the instructor. If there is an unsatisfactory decision, the student must consult the Department Head, and the Dean or a designated college committee, proceeding from one level to the next only after an unsatisfactory decision of the conflict at that level. In the event that the instructor is also the Department Head or Dean, he or she need only be consulted in the capacity of instructor. In the event of an unsatisfactory decision within the college, the student may submit a formal written appeal to the Grade Appeals Board Chair. Such an appeal shall be made within fifteen (15) instructional days after conclusion of the college proceedings as stated above.

#### ***Non-Grade Student Complaints***

Public health students who have a non-grade-related complaint can seek resolution of that complaint through the following procedures. It is important to note that these procedures represent the sole avenue for student complaints regarding non-grade-related issues, including (but not limited to) CEPH standards, policies and procedures. Additionally, because the public health program spans multiple departments, the non-grade complaints are handled through the Dean’s Office, rather than by the departments themselves.

1. The student(s) or, in cases where student anonymity is required, their advocate (also known as the “plaintiff(s)”) will file a formal written complaint (delivered through the postal service or NDSU email) to the Dean’s Office in the NDSU College of Health Professions.

2. The written complaint must include a description of the issue, policy, or procedure in question. It must also summarize the argument of the plaintiff (including the grounds for the appeal or complaint) and provide a reasonable amount of evidence supporting the claim.
3. Upon receipt of the written complaint, the complaint will be assigned to the Senior Associate Dean. The plaintiff(s) will receive email notification (via NDSU email) within forty-eight hours of the receipt of the complaint. In the email, the Senior Associate Dean shall acknowledge receipt of the complaint and assign a specific College of Health Professions committee to review the complaint. The Senior Associate Dean shall also provide a brief rationale for assigning the complaint to a particular committee. The determination of the appropriate committee to review the case rests solely with the Senior Associate Dean. Plaintiff may not appeal the committee assignment, so long as the rationale for the assignment is provided by the Senior Associate Dean.
4. The Senior Associate Dean shall convene a meeting of the College Academic Affairs (if the complaint is primarily “academic” in nature, as defined by College Policy 3.01) or the Student Affairs Committee (if the complaint is “non-academic” in nature, as defined by College Policy 3.01) to review the complaint. The Committee meeting shall occur within thirty days from the time that the Senior Associate Dean receives the written complaint.
5. Once the Committee has met, the Senior Associate Dean shall prepare and submit a formal, written reply to the student(s) based on the recommendation of Committee. The reply shall include an evaluation of the complaint, a description of any violations, and a proposal for any necessary corrective action. The reply will be sent through official NDSU delivery methods (i.e., the postal service, campus mail and/or the NDSU email system) within fifteen business days from the time that the Committee makes a decision.
6. Decisions of the Committee that demonstrate arbitrary and capricious treatment, or that are fundamentally inappropriate in the eyes of the plaintiff(s) may be appealed to the Dean of NDSU College of Health Professions. In such cases, the student(s) file an appeal using steps one through three outlined above, except the written complaint would be addressed directly to the Dean. The written complaint would also identify and provide evidence indicating that the Senior Associate Dean and/or the Committee acted in an arbitrary, capricious or otherwise inappropriate manner.
7. If unsatisfactory resolution occurs after the appeal to the Dean, a final appeal may be made to the Provost. Once again, the student(s) must file an appeal using steps one through three outlined above, except the written complaint would be addressed directly to the Provost, rather than the Dean, and would provide evidence substantiating the claim of unfair treatment at prior procedural levels

### **Student Rating of Instruction (SROI)**

The MPH program monitors the effectiveness of instructors through SROIs (<https://www.ndsu.edu/fileadmin/policy/332.pdf>).

Students are encouraged to evaluate the quality of teaching and perceived knowledge of the instructors. Student evaluations are reviewed by faculty and the Department Chair to address the strengths and weaknesses of courses.

## **Expectations of Students**

### Graduate Student Responsibilities

As a graduate student in a professional program, you are expected to take on more responsibility and initiative to complete your degree than in your undergraduate experience. You will need to plan your program, keep up with classes, complete your practical experience and paper, and leave sufficient time for reading, writing, and thinking.

Specifically, it is your responsibility to know what classes you need, take these classes when offered, keep in contact with your advisor, know when deadlines are, and what forms are required and where and when to submit them. You will be very supported by faculty, staff, and student peers but it is ultimately your responsibility to be prepared for classes and to complete your coursework. In order to be successful in your graduate work, you will need to outline your goals and work towards them.

Here is the Graduate Student handbook as a resource for you regarding specific procedures and a checklist to graduation; be sure to follow the non-thesis program list.

<https://www.ndsu.edu/sites/default/files/2018-09/NDSU%20Graduate%20Student%20Handbook.pdf>

### Background Check

The NDSU MPH program is committed to providing an atmosphere that encourages learning, the exchange of ideas and interacting with one another in a safe environment.

The MPH program utilizes criminal background checks on students enrolled to help the program identify individuals who may be a risk to our people, property, and programs. Students who do not comply with the background checks, release of information, and the required deadlines for procuring background checks will be prevented from registering for and/or attending classes.

A certified background check is required prior to the practicum experience. Instructions and program code will be provided to students prior to the start of their practicum experience. ***The student is responsible for the fee.***

Please see the College policy book for detailed processes in reporting and working through any negative results.

### Class attendance and on-campus requirements

Attendance in MPH classes is a requirement whether the student participates in the classroom directly or via the internet through live streaming. If a student has a conflict, they must contact the instructor for approval to miss and establish a makeup plan.

### Computer/technology/software

Students are highly encouraged to have a laptop; mostly for exam purposes given through blackboard. Each course proctor exams differently but must allow for course content and exam delivery to be consistent for in-class and distance students. *Some courses will require an electronic device such as a laptop or tablet to be brought to each class period in addition to a headset.*

The Microsoft Office Suite is available for free for NDSU students. Access to Microsoft Office is required for all public health students.

[https://www.ndsu.edu/its/software/software\\_licensing\\_program/microsoft/office\\_proplus/](https://www.ndsu.edu/its/software/software_licensing_program/microsoft/office_proplus/)

The statistics software for PH Biostatistics include Minitab and R. Minitab is available on campus computers and can be rented or purchased online. R is a free software.

### Distance Education Expectations and Requirements

#### **Definition of Distance Education**

Distance education is an effective and flexible alternative for students who are prevented from attending on-campus classes due to personal or work commitments and/or distance from campus. The MPH program requires synchronous distance education, in which students videoconference into the live course in real time.

Distance learning is not easier than on-campus learning; students should be prepared to spend as much or possibly more time on a distance learning course. While the difficulty level of courses taken on-line or on-campus is the same, the benefit of distance education is the possibility of receiving high quality education while attending classes from a remote location.

Distance learning classes carry the same course numbers and credits as their traditional counterparts and appear on the student's transcript just like any other course; there is no designator identifying class attendance through distance education. Credits earned through distance learning are transferable and are applicable to graduation requirements in the same manner as traditional classes.

#### **Prerequisites and Readiness**

The ability of a student to succeed in a distance education class depends on his or her ability to understand both the course structure and the associated technology. Informing students of what skills and technology are needed for distance education allows them the opportunity to self-evaluate their capability to succeed in the course.

At the time of admission to the program, students are required to ensure that their computers meet the minimum hardware and software requirements described below. Registration for the course constitutes the student's understanding and acceptance of the requirements necessary to participate in the course.

*A fast Internet connection is required, hard wired connections are preferred to **wireless** connections, and students are responsible to ensure that their connection will be sufficiently fast to allow for high quality videoconference calls.*

More detailed information can be found on our website:

[https://www.ndsu.edu/publichealth/students/distance\\_education/](https://www.ndsu.edu/publichealth/students/distance_education/)

### **Blackboard (Bb) Collaborate**

Some classes will be using Bb collaborate as the distance connection tool. These classes will only have one section for course registration in campus connection and all students, whether at a distance or in-class, will use the feature. A headset is highly recommended for classes using collaborate.

To connect, students will first need to sign into Bb and then select the appropriate class from their course list. From there, select the “Tools” link on the left side of the screen and then select the Bb Collaborate Ultra link on the page. Lastly, click on the “Join Room” button and then they should be in the connection.

It is recommended to use Google Chrome as the browser when connecting through Bb collaborate.

<https://help.blackboard.com/Collaborate/Ultra/Participant>

### **Zoom**

Please note: This academic year we are all being asked to be flexible with course delivery methods due to COVID-19; Zoom may be used in a number of courses and is also a resource for students: <https://ndsu.zoom.us/>

### Grading and evaluation

*The MPH program follows the academic standards of the NDSU Graduate School.*

### **Grading Scale**

NDSU follows the A, B, C, D, & F grading scale. The practicum experience is a pass/fail experience denoted as either Satisfactory (S) or Unsatisfactory (U).

### **Academic Standards**

Only grades of A, B, C, or S are acceptable for graduate credit. All courses taken by a graduate student for which grades are given will be used in calculating the grade point average, except where a course has been repeated. Both grades will appear on the transcript, but only the second grade will be used in calculating the grade point average. Acquisition of more than two grades of C, D, F or U may be grounds for dismissal upon recommendation by the program administrator.

To be in a scholastic status of GOOD STANDING and to receive a graduate degree, a student must maintain a cumulative grade average of at least 3.0. Any student in GOOD STANDING whose cumulative grade average drops to less than 3.0 at any time of attendance is automatically placed on academic WARNING. Any student admitted in CONDITIONAL status because of grade deficiency is automatically placed on academic

WARNING. If a student on academic WARNING fails to achieve a cumulative grade average of at least 3.0 in the subsequent semester of attendance or earns another C, D, F, or U, then the student will be placed on academic PROBATION.

A student on academic PROBATION may not continue the pursuit of the graduate degree program without a waiver from the Dean of the Graduate School acting on a recommendation from the program director/advisor. This recommendation must include a review of the student's status and a propose plan of remediation which will allow the student an opportunity to return to a cumulative grade average of at least 3.0 within one additional semester. If the cumulative grade average is not at least 3.0 within one additional semester this student will be DISMISSED from the program.

A student on academic PROBATION is not eligible for a graduate assistantship or tuition waiver.

### **Advisors**

Students are assigned an academic advisor upon admittance to the program. After orientation, a student can request a change in advisor or request to be considered for another specialization.

The advisor's role as a guide through the program plays an important part in the MPH program experience. To gain a greater understanding of student advising needs, students will be asked to complete an evaluation of their advisor at the end of every Spring semester.

### **MPH courses**

Courses with the prefix "PH" are designed for students accepted into the degree-granting program Master of Public Health and Certificate program. Therefore, PH courses will be restricted for other students. If another graduate-level student in a degree-granting program is interested in a PH course, the student must obtain instructor approval for an override.

### **Transfer/Elective Credits**

The number of credits allowed to be transferred in from another University is nine. In order for these credits to be approved for the MPH program, they must be from a CEPH accredited MPH program and approved by the Department Chair and faculty member of the course that is being replaced with the transfer credits.

If a student would like to change specializations within the University:

1. Student must be in good academic standing
2. The admissions committee must agree that background is sufficient to accept the transition

## Accreditation

The NDSU MPH program is accredited through the Council on Education in Public Health (CEPH), <https://www.ndsu.edu/publichealth/about/accreditation/>

Student participation in gathering data for the self-study is **KEY** to successful accreditation. The MPH curriculum aims to deliver a comprehensive set of competencies to MPH students through course objectives and learning experiences. In order to assess how well we convey these competencies, we ask all MPH students to complete a Competency Assessment survey at orientation and as they are about to graduate from the program.

## Curriculum

### Competencies

The MPH program is based on foundation competencies established by CEPH. Specialization-specific competencies have also been uniquely developed by the program faculty. These can be found at:

[https://www.ndsu.edu/publichealth/about/mph\\_competencies/](https://www.ndsu.edu/publichealth/about/mph_competencies/)

### Foundational Curriculum

The foundational curriculum consists of 20 credits and the following courses.

#### **Fall:**

PH 731: Biostatistics	3
PH 741: Social and Behavioral Sciences in Public Health	3
PH 704: Public Health Management and Policy	3
PH 712: Public Health Research Methods	3

#### **Spring:**

PH 706: Epidemiology	3
PH 745: Community Health Leadership	3
PH 720: Environmental Health	2

### PH 794 Applied Practice Experience (APE) Guidelines

Concepts and competencies learned from MPH coursework are applied during an APE. Usually during the summer semester, students take part in online discussion sessions while simultaneously completing individual internships within a wide range of public health settings and organizations under the guidance of a qualified site preceptor. The practicum is designed to meet student goals, specialization criteria, and the needs of the agencies or institutions involved. The practicum is selected by the student in consultation with the advisor and approved by the site preceptor and Practicum Instructor. Planning for the practicum takes place during the second full semester in the program and the majority of internships take place during the summer semester between the first and second year for full-time students. However, some variation in scheduling is allowed in order to facilitate maximum flexibility and quality of internship experiences. Students cannot receive credit for past work experience and internships at the place of employment are generally discouraged (see the practicum manual for specific guidance).

The current list of practicum sites can be provided by contacting the Director of Accreditation and the practicum manual can be found at:

[https://www.ndsu.edu/publichealth/degrees\\_and\\_programs/curriculum/](https://www.ndsu.edu/publichealth/degrees_and_programs/curriculum/)

We also have a list of our partners on the [www.ndmph.org](http://www.ndmph.org) site.

Once the practicum proposal is accepted, permission will be given to register.

***It is recommended that practicum proposal and associated requirements are complete and approved by the date that online registration opens in campus connection for the next semester.*** These dates can be found at:

<https://www.ndsu.edu/registrar/dates/>. Most full-time students will complete their practicum in the summer between their first and second year and so the guideline will be a date in April.

In order to assure all visa requirements are followed, international students must consult with NDSU's [International Student and Study Abroad Services](#) before agreeing to accept a stipend or any form of payment for completion of the practicum.

### Integrative Learning Experience (ILE)

The ILE (PH 789) is a requirement for graduation. The goal is to synthesize, integrate and apply the skills and competencies acquired in the MPH Program to a public health problem. Completion of the ILE requires both written and oral components and serves as the culminating experience for the MPH degree.

The written product can be an expansion of a course project or practicum experience. The topic and format of the written product is developed through discussions between student and advisor.

As the program's culminating experience, the ILE must be taken during or after your final semester of coursework. Permission to enroll in PH 789 occurs upon faculty approval through the approval form found at:

[https://www.ndsu.edu/publichealth/degrees\\_and\\_programs/curriculum/](https://www.ndsu.edu/publichealth/degrees_and_programs/curriculum/)

### Specializations

There are two areas of specialization currently active:

- Community Health Sciences
- Epidemiology
  - Food Safety subplan
  - Management of Infectious Diseases subplan

As you progress through the program, you may be interested in switching your specialization. Changing your specialization is allowable but it is not guaranteed. The student must contact the Director of Accreditation via email expressing interest to change specializations. The email should include which specialization is of interest to switch and a brief explanation of why and how you are qualified. This information will be

sent to the specialization faculty and include the student's advisor as well as a copy of the student's application to the MPH program.

The program needs to ensure that a request to change specializations is not because of poor performance but truly due to a change in interest.

The faculty will review and decide if the student's background and success in the MPH program to-date warrants the change and a new advisor will be assigned. A new plan of study will need to be submitted if one had already been. If not, then a change in advisor form will need to be completed by the student.

### Dual Degree

#### *PharmD/MPH*

Public health is an interdisciplinary field; it is common for many people to gain competencies and/or training in a related field (medicine, nursing, pharmacy, business, engineering, etc.) and subsequently move into public health as a matter of vocation or occupation. The MPH degree is uniquely designed to accommodate the needs to these individuals. It blends theory and practical knowledge across a wide array of disciplines, and is the "degree of choice" among practitioners in the field.

The specializations of Community Health Sciences and Management of Infectious Diseases are the most aligned with the Pharmacy curriculum but students are welcome to use any specialization in their dual degree pursuit.

### Accelerated Degrees

The MPH has accelerated Bachelor to Master's programs in three areas: Dietetics, Microbiology, and Emergency Management. More information about how these accelerated program work can be found:

<https://www.ndsu.edu/facultysenate/acadaffairs/reference/accelerated/>

Specific curricula for each program is being developed and will be posted when it is available.

#### *Dietetics/MPH*

The Mission of the accelerated NDSU MPH Dietetics Program is to train entry level registered dietitian nutritionists to promote nutritional health and well-being through education, practice, and research with an emphasis on American Indian and other diverse and underserved populations.

Public health is defined as the practice of helping members of society live healthier, longer lives. More specifically, public health focuses on improving the general health of communities through efforts to monitor the spread of diseases, initiatives (both clinical

and policy-oriented) to prevent disease and disability, and by promoting healthy lifestyles through education and community engagement. Public health is both an art and a science. It is practiced by inter-professional teams whose members' training spans a wide array of academic and vocational fields.

The field of Public Health Nutrition enjoys a long history of connecting dietitians with public health theory and practice. Jobs in this field include: public health nutrition program administrator, health care delivery specialist for chronic disease management and prevention, community health coach, and maternal and child health program specialist. After graduating with an MPH, the public health nutritionist RD will quickly become a leader in the nutrition field across the health care and public health workforce.

The MPH degree consists of 42 credits and can be completed in two years as a full time graduate student. Dietetics students are able to complete a BS/MPH dual degree in 5 years. Dietetics students who are in good academic standing are eligible to apply for the BS/MPH program through the graduate school during their sophomore year.

Accelerated NDSU MPH Dietetics Goals and Objectives:

Goal 1: Program graduates will function successfully as entry-level Registered Dietitian Nutritionists (RDNs) in the profession of dietetics.

Of graduates who seek employment, 70% are employed in nutrition and dietetics or related fields within 12 months of graduation.

The program's one – year pass rate (graduates who pass the registration exam within one year of first attempt) on the CDR credentialing exam for dietitian nutritionists is at least 80%.

Eighty percent of program graduates take the CDR credentialing exam for dietitian nutritionists within 12 months of program completion.

At least 80% of program students complete the program/degree requirements within 4.5 years (150% of the program length as defined in years).

Based on graduation surveys, 80% of program graduates will be satisfied with the training they received in the program.

Based on surveys at 1-year post-graduation, 80% or more of graduates' employers will state that they are satisfied or extremely satisfied with graduates' preparation for entry – level practice.

Goal 2: The program will produce graduates who contribute to the profession and community through involvement in organizations and volunteering at the local, state, or national level.

Based on surveys given at 1- and 5- years post-graduation, 60% or more of graduates will report they are members of the Academy of Nutrition and Dietetics.

Based on surveys given at 1- and 5- years post – graduation, 50% or more of graduates will report they engaged in community service defined as volunteering time, giving a presentation to a community group, organizing a fundraising activity, or other activities involving donation of time or services.

Based on surveys given at 1- and 5- years post – graduation, 25% or more of graduates will report that they have held a leadership position in an organization.

Dietetics MPH Knowledge Outcomes, Program Competencies, and Educational Approaches

**Knowledge Outcomes:**

- KRDN 1.1: Demonstrate how to locate, interpret, evaluate and use professional literature to make ethical, evidence-based practice decisions.
- KRDN 1.2: Use current information technologies to locate and apply evidence-based guidelines and protocols.
- KRDN 1.3: Apply critical thinking skills.

**Competency Outcomes:**

- CRDN 1.2: Apply evidence-based guidelines, systematic reviews and scientific literature.
- CRDN 1.3: Justify programs, products, services and care using appropriate evidence or data.
- CRDN 1.4: Evaluate emerging research for application in nutrition and dietetics practice.
- CRDN 1.5: Conduct projects using appropriate research methods, ethical procedures and data analysis
- CRDN 1.6: Incorporate critical-thinking skills in overall practice.
- CRDN 3.1: Perform the Nutrition Care Process and use standardized nutrition language for individuals, groups and populations of differing ages and health status, in a variety of settings.
- CRDN 3.3 Demonstrate effective communication skills for clinical and customer services in a variety of formats and settings.

## Certificates

Within the MPH program three public health certificates are offered.

- Generalist Certificate of Public Health
- American Indian Public Health
- Infection Prevention

Coursework for each certificate can be found at:

[https://www.ndsu.edu/publichealth/degrees\\_and\\_programs/public\\_health\\_certificate/](https://www.ndsu.edu/publichealth/degrees_and_programs/public_health_certificate/)

To add on a certificate to your MPH degree if already admitted to the MPH program, you can complete the following form:

<https://www.ndsu.edu/sites/default/files/2020-05/Add%20Certificate.pdf>

Contact your advisor if you are interested.

Once you have completed the course requirements for a certificate, you must apply for verification at:

[https://www.ndsu.edu/fileadmin/gradschool.ndsu.edu/Forms/Student\\_Forms/Verification\\_of\\_Certificate.pdf](https://www.ndsu.edu/fileadmin/gradschool.ndsu.edu/Forms/Student_Forms/Verification_of_Certificate.pdf)

## Plan of Study

The Graduate School is moving to an electronic curriculum verification system so incoming students will not need a plan of study document. However, if a student needs to transfer in courses or make an unforeseen change to a requirement, the general plan of study form should be used:

[https://www.ndsu.edu/fileadmin/gradschool.ndsu.edu/Forms/Student\\_Forms/Verification\\_of\\_Certificate.pdf](https://www.ndsu.edu/fileadmin/gradschool.ndsu.edu/Forms/Student_Forms/Verification_of_Certificate.pdf)

## **Communication**

Email is the official form of communication for the University and the MPH program. All students are expected to use their University email address and pay prompt attention to NDSU emails. Students are also responsible for maintaining contact with their NDSU advisor at least once a semester.

The ND MPH program's official website is [www.ndmph.org](http://www.ndmph.org). Specific information for NDSU can be found at [www.ndsu.edu/publichealth](http://www.ndsu.edu/publichealth).

## Email Signature Template

If you choose to use an email signature, you must use the format below to be in compliance with University branding.

Full Name

MPH Student Class of 20XX / Public Health

College of Health Professions

**NORTH DAKOTA STATE UNIVERSITY**

p: XXX.XXX.XXXX (optional) / [firstname.lastname@ndsu.edu](mailto:firstname.lastname@ndsu.edu) (optional) / [www.ndsu.edu](http://www.ndsu.edu) (remove hyperlink)



*The Department of Public Health does **NOT** support the practice of (c) behind a degree that is in progress of completion. The (c) being used as part of a credential or in a signature line is not allowed for students in the Department of Public Health.*

## Summer Financial Aid

If less than a full-time credit load is being taken in the summer semester (Practicum or Paper), students must complete the **Summer Financial Aid form** at:

<https://www.ndsu.edu/onestop/finaid/application/summer/>

## Graduation and Commencement

In accordance with the Graduate School's policy, the MPH degree must be completed in seven years or less. Students may complete their coursework and degree requirements for fall, spring, or summer semester graduation. You must apply for graduation through the Graduate School.

- Reference the following webpage for important dates, deadlines, and processes for graduation: [https://www.ndsu.edu/gradschool/current\\_students/graduation](https://www.ndsu.edu/gradschool/current_students/graduation)
- If you have any questions about graduation requirements, please contact our College's Graduate School representative, Kate Nelson DeShaw at [katherine.nelson.1@ndsu.edu](mailto:katherine.nelson.1@ndsu.edu) or 701-231-6456.
- If you are interested in participating in commencement, contact the Office of Registration of Records.

The MPH program, College, and University also must gather information on graduating students for accreditation and funding purposes to show appropriate curriculum delivery and track students in the field. It is expected that you participate in these surveys throughout your time in the MPH program.

## Assistantships and tuition waivers

For all MPH students who have secured assistantships, the MPH program will grant tuition waivers as long as graduate assistant status is maintained. Below is the MPH Graduate Assistantship policy:

*If you are granted a tuition waiver, the waiver will only cover base tuition. The waiver does not cover the difference between the differential tuition charged for the MPH program and base tuition. You will be responsible for paying this difference even if you receive a tuition waiver. In general, the waiver covers approximately 45% of the tuition charged for the MPH program and you are responsible for paying the remaining 55% of the tuition.*

<https://bulletin.ndsu.edu/graduate/graduate-school-policies/graduate-assistantship-policy/>

### **Scholarships**

The College of Health Professions has a limited number of scholarships and awards available for assistance to students. The online applications for College of Health Professions scholarships and awards are available the second Monday of April of each calendar year on the college web page

(<https://www.ndsu.edu/healthprofessions/scholarships/>). Scholarship application deadline is the Friday after Spring graduation in May.

### **Western Regional Graduate Program (WRGP)**

WRGP allows students who are residents in WICHE states to pay ND resident tuition. These states include Alaska, Arizona, California, Colorado, Hawai'i, Idaho, Montana, Nevada, New Mexico, North Dakota, Oregon, South Dakota, Utah, Washington, Wyoming, and the Commonwealth of the Northern Mariana Islands.

<https://www.ndsu.edu/onestop/accounts/tuition/>

Students are automatically enrolled upon admission. If a student moves while enrolled in a public health program, proof of residency usually by a driver's license is required to ensure WRGP tuition rate is charged appropriately. A scanned copy of the license can be sent to the academic coordinator prior to the start of a semester who will then work with the Registration and Records office to update the residency.

### **Travel support**

The Master of Public Health (MPH) program will make every effort to support MPH student travel to professional conferences and public health activities. To be eligible for travel funds, the student must:

Have an accepted conference paper, poster, professional presentation, or performance/exhibit related to public health

OR

Be an active distance student member of the NDSU Public Health Association (PHA) student organization and organize/facilitate events hosted by the NDSU PHA

Be enrolled in the MPH program (Certificate students are not eligible)

Be in good academic standing with at least one semester of coursework completed

□ Follow all NDSU travel rules and regulations. ***It is the responsibility of the student to ensure they are familiar with these rules and regulations.*** Failure to follow NDSU rules and regulations may result in lack of travel reimbursement: (<http://www.ndsu.edu/fileadmin/policy/516.pdf>).

Complete the Student Travel Fund Request form by clicking here:

<https://na3.docusign.net/Member/PowerFormSigning.aspx?PowerFormId=84919339-8e9b-4902-9424-b593c1045025&env=na3-eu1>

## V. Student Services

### Libraries

<http://library.ndsu.edu/>

The **Main Library** supports the learning and research needs of the students and faculty of NDSU. It also serves the community and general public. The Main Library is located on Albrecht Boulevard.

NDSU has access to other libraries on campus and across the state. The Health Sciences Librarian is the best contact for MPH students to find the appropriate reference materials and their location.

Merete Christianson  
NDSU Dept 2080  
120E Library  
701-231-7965  
[Merete.christianson@ndsu.edu](mailto:Merete.christianson@ndsu.edu)

### Center for Writers

The Center for Writers provides free writing assistance to students, faculty, and staff. Services include strategies for writing proficiently and independently; assistance in reading materials from various disciplines; and assessing student writing.

Additional writing resources can be found at: <https://www.ndsu.edu/cfwriters/>

Two writing courses, ENGL 751 and 752, are elective options within the MPH that focus on writing style and provide a focused approach to writing a big or key paper (e.g. grant proposal or ILE).

### Counseling

The NDSU Counseling Center provides a confidential setting in which students may explore concerns of a personal, academic, or career-related nature; makes referrals; and serves as consultants for faculty and staff. Students in counseling can explore a variety of concerns which may prevent them from functioning at their optimum levels. The center is sensitive to the needs of students of diverse backgrounds, cultures, ethnic groups, ages, and ability, and are LGBTQIA affirming.

<http://www.ndsu.edu/counseling/>

### **Career and Advising Center**

NDSU Career Center is located in Ceres Hall and provides the resources and professional assistance to help students and alumni understand what employers expect and what kind of activities may advance their employability. Teaching students and alumni the job search skills required to successfully compete in today's labor market and connecting those students to employers is the commitment of the Career Center.

<http://www.ndsu.edu/career/>

### **Wellness Center/Health Services**

The purpose of the Wellness Center is to support the academic mission of NDSU by providing an environment where students may learn behaviors conducive to creating healthy lifestyles. Wellness, which is about making healthy lifestyle choices regarding mind, body, and spirit, is the common thread of the Center's programs and services

<http://www.ndsu.edu/wellness/>

The mission of the Student Health Service is to support the academic success of a diverse student population in an atmosphere of health and wellness through education and services. Services provided integrated health promotion, education for prevention of disease, and clinical treatment for illness.

<http://www.ndsu.edu/studenthealthservice/>

### **Multicultural Affairs/International Office**

International students are given an international advisor in addition to their academic advisor in the MPH program. Contact your student advisor in the Office of International Programs for all the regulations regarding your international student status.

<http://www.ndsu.edu/international>

<https://www.ndsu.edu/multicultural/>

For practicum experiences abroad, NDSU students are to complete a special application online at the International Office website. The deadline for the application and associated materials is March 1 for the next academic year.

## **VI. MPH Committees and call for student involvement**

### **NDSU Student Public Health Association (PHA)**

The purpose of the NDSU Public Health Association is to strive to meet the public health needs of the community through the multidisciplinary collaboration of NDSU students, faculty and staff with the goals of promoting health, preventing disease, and improving the quality of life. Students interested in becoming members can go to

<https://myndsu.ndsu.edu/organization/publichealthassociation> for more information.

### **North Dakota Public Health Association (NDPHA)**

The NDPHA is an organization that gives a voice to public health matters and provides opportunities to partner, create new vision, and be an instrument affecting the health status for citizens all across the state. It is a conduit to bring together persons interested in public health for the purpose of fostering a better understanding of public health problems and practices and to facilitate the interchange of ideas relating to methods for solutions of these problems. NDPHA aids in the promotion of state and local legislation in the interest of public health with particular focus on the interrelationship between health and quality of life. <http://www.ndpha.org/>

As a student in the MPH program you are eligible for a free membership to the NDPHA.

### **American Public Health Association (APHA)**

#### **Student Membership**

Individuals must be enrolled in a degree program. Qualifying student should be taking at least 6 credit hours (undergraduate degree) or 3 credit hours (graduate degree) per semester or comparable credits in a quarter system. Student membership is available for up to six years per degree. Students must provide [proof of status](#) to qualify for membership.

Questions? Contact APHA's Membership Department [via email](#) or 202-777-2400. <https://www.apha.org/membership/student-membership>

### **MPH Curriculum Committee**

The MPH Curriculum Committee is charged with curriculum development. This committee consists of representatives from each specialization and one current student. The student position is to serve as the voice for curriculum operations of the MPH program.

### **MPH Assessment and Accreditation Committee**

This committee serves to conduct assessment activities for the department and MPH program. It also serves to gather and analyze data for accreditation reporting as well as assists with the self-study process. The student position is to serve as the liaison with the current student body regarding all aspects of accreditation and assessment functions.

### **Dean's Liaison Committee**

The Dean's Student Liaison Committee shall consist of the Associate Dean of Student Affairs, who shall be chair, and one student representative from each of the following areas: first year, second year, third year, and fourth year of the pharmacy professional program; first year, second year, and third year of the nursing professional program; two allied sciences professional students; one master of public health student; as well as one representative from each of the following student organizations: Academy of Students in Pharmacy, American Society of Health System Pharmacists, College Ambassadors, Kappa Psi, Kappa Epsilon, Rho Chi, Phi Lambda Sigma, Native American Pharmacy Program, National Community Pharmacists Association, Christian Pharmacists Fellowship International, American Association of Pharmaceutical

Scientists, Sigma Theta Tau, the Student Nurses Association, and the Public Health Association. Student representatives from each group will be elected annually by their respective class or student organization. The purpose of the Dean's Student Liaison Committee is to provide students with an opportunity to interact directly with the Dean's Office, to exchange information, to advise the Dean on student organization budget requests, and to problem-solve on matters of interest and concern to students.

## VII. Acknowledgement

I have read the *2020-2021 Public Health Student Handbook* and agree to abide by the Policies and Procedures contained therein. I understand that policies and procedures may change throughout the duration of my program of study and that I will be made aware of these changes by Program Administration and held accountable to these policy and procedural changes.

---

Signature

Student ID #

Date

---

Print Name