



Innovation

Professionalism

Service

Advocacy

# **CNYMPH Roadmap to Success**

A Student's Guide  
2011-2012

# **Master of Public Health (MPH) and Certificate of Advanced Study (Certificate) in Public Health**



**CENTRAL NEW YORK  
MASTER OF PUBLIC HEALTH**

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# INTRODUCING THE CNYMPH PROGRAM

## Preface

This student handbook is intended as a guide for graduate students in the Central New York Master of Public Health (CNYMPH) Program. It provides information that will be helpful to students, new and current, as they navigate through the various University and Program-specific policies and procedures and degree requirements. **Due to the unique partnership of this program, this handbook is designed to be used in conjunction with the Upstate Medical University, College of Medicine's Student Handbook and Syracuse University Student Handbook available through the links below.** Students are expected to govern themselves according to the policies and procedures pertaining to each campus. This handbook will be revised as necessary and suggestions for additions and changes are always welcome.

### *UMU Student Handbook:*

Upstate Pledge: [http://www.upstate.edu/currentstudents/document/13\\_upstate\\_pledge.pdf](http://www.upstate.edu/currentstudents/document/13_upstate_pledge.pdf)

Student Affairs: [http://www.upstate.edu/currentstudents/document/5\\_services.pdf](http://www.upstate.edu/currentstudents/document/5_services.pdf)

Financial Aid: [http://www.upstate.edu/currentstudents/document/6\\_finance.pdf](http://www.upstate.edu/currentstudents/document/6_finance.pdf)

University Policies: [http://www.upstate.edu/currentstudents/document/7\\_university\\_policies.pdf](http://www.upstate.edu/currentstudents/document/7_university_policies.pdf)

College of Medicine pg. 105: [http://www.upstate.edu/currentstudents/document/11\\_medicine.pdf](http://www.upstate.edu/currentstudents/document/11_medicine.pdf)

Code of Conduct: [http://www.upstate.edu/currentstudents/document/12\\_student\\_code.pdf](http://www.upstate.edu/currentstudents/document/12_student_code.pdf)

### *SU Student Handbook:*

<http://www.syr.edu/currentstudents/publications/pdfs/SU-StudentHndbk-low.pdf>

## Who to Contact and How

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## Who to Contact for What

Contact Person	Pertinent Issue(s)
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<p><b>Donna Bacchi, MD, MPH</b></p>	<p>For questions and/or information related to:</p> <ul style="list-style-type: none"> <li>▪ Program administration</li> <li>▪ Policies and procedures</li> <li>▪ Petitions and Complaints/Grievances</li> </ul>
<p><b>Simone Seward, MPH</b></p>	<p>For questions and/or information related to:</p> <ul style="list-style-type: none"> <li>▪ Program specific issues</li> <li>▪ Fellowships, Graduate Assistantships</li> <li>▪ Career Counseling</li> <li>▪ Accreditation procedures</li> <li>▪ Field Placement &amp; Culminating Experience</li> </ul>
<p><b>Course Directors</b></p>	<p>For questions and/or information related to:</p> <ul style="list-style-type: none"> <li>▪ Specific courses and syllabi</li> <li>▪ Grades and course assignments</li> <li>▪ Class absences</li> </ul>
<p><b>Academic Advisors</b></p>	<p>For questions and/or information related to:</p> <ul style="list-style-type: none"> <li>▪ Plan of Study</li> <li>▪ Career Counseling</li> <li>▪ Academic performance and requirements</li> <li>▪ Research project opportunities</li> </ul>
<p><b>Admissions Office</b>  <b>(315) -464-4570</b>  <b>Email: <a href="mailto:admiss@upstate.edu">admiss@upstate.edu</a></b></p>	<p>For questions and/or information related to the admissions requirements and process, GRE waivers, application status.</p>
<p><b>Financial Aid Office</b>  <b>Phone: 315-464-4329</b>  <b>Email: <a href="mailto:finaid@upstate.edu">finaid@upstate.edu</a></b></p>	<p>For questions and/or information related to financial aid assistance.</p>
<p><b>Bursar's Office</b>  <b>315-464-5148</b>  <b>Email: <a href="mailto:spartanc@upstate.edu">spartanc@upstate.edu</a></b></p>	<p>For questions and/or information related to student accounts, billing, tuition and fees rates, and payment options.</p>
<p><b>Helpdesk</b>  <b>Phone: 315 464-4115</b>  <b>Email: <a href="mailto:helpdesk@upstate.edu">helpdesk@upstate.edu</a></b></p>	<p>For questions and/or information related to email set-up, troubleshooting, and all other computer related services.</p>
<p><b>Parking Office</b>  <b>University Hospital, Rm 1801</b>  <b>(basement)</b>  <b>315-464-4801</b></p>	<p>For questions and/or information related to parking rates, garage locations and permits, shuttles.</p>

## Overview of the CNYMPH Program

The CNYMPH program is a collaborative program established in 2008 between SUNY Upstate Medical University (Upstate) and Syracuse University (SU). The academic programs offered through the CNYMPH program include a **Master of Public Health (MPH)** program and a **Certificate of Advanced Study (Certificate) in Public Health program**.

The MPH is a professional degree and the sentinel credential for public health professionals. With a focus on Public Health Practice and Policy, this professional degree program is a **42-credit hour** graduate program designed to prepare graduates to address the public health challenges and opportunities of our times and to assume leadership roles that will actively engage them in improving the health of communities for the future.

The Certificate program is an exciting way to build a foundation in public health and expand career options, especially for those who have no formal academic training in public health. This **15-credit hour** graduate program is organized to offer a continuous integrated core curriculum centered on the public health competencies in an effort to train working health professionals in the essential functions of public health practice.

With the support of both institutions, the CNYMPH program complements Upstate's mission of continued excellence and outreach in teaching, research and service to the community. It is also a suitable fit with the traditions of SU in education and research and contributes to scholarship in action by helping to build the public health infrastructure in our communities. Building on the strengths of each institution, the CNYMPH program provides a unique experience for furthering the public health infrastructure in the Central New York Region.

### CNYMPH Statement of Values

#### *Open Learning Environment*

The CNYMPH program strives to nurture an open learning environment, where a diverse body of students is allowed the academic freedom to pursue new ideas and develop a sense of lifelong learning through the spirit of inquiry, innovation and creative problem solving.

#### *Service*

The CNYMPH faculty, staff, and students strive to model and embody the spirit of community service, engagement, and collaboration.

#### *Advocacy*

The CNYMPH program seeks to improve the health of its community, its region, and the human population as a whole by striving for social justice, advocating for vulnerable populations, and working collaboratively to reduce health disparities.

#### *Professionalism*

The CNYMPH faculty and staff envelop all of these values in an overarching sense of passion, integrity, and ethical practice.

## **CNYMPH Program Vision Statement**

We prepare public health professionals who are committed to reducing human suffering and improving the health of communities.

## **CNYMPH Program Mission Statement**

To strengthen the public health workforce by preparing professionals to plan, implement, evaluate and advocate for population-based health policies and programs.

## **CNYMPH Program Goals**

The CNYMPH program will achieve its mission through coordinated efforts directed toward three overarching program goals related to education, research, service and outreach.

### ***A) Education***

Our educational goal is to educate a diverse group of professionals with the values, commitment, knowledge, and technical skills necessary to improve population health. This educational goal seeks to develop, provide and assess an educational experience for students that will lead to competence in the fundamental areas of public health necessary for careers in public health practice and policy. Our program has identified 9 educational objectives related to this goal that will be outlined further in this handbook.

### ***B) Research***

Our research goal is to advance knowledge in the public health field by developing an active program of population health research and program evaluation. This goal seeks to create an environment in which faculty and students are encouraged and supported to participate in public health research to meet the needs of the community. Our program has identified 2 research objectives related to this goal that will be outlined further in this handbook.

### ***C) Service and Outreach***

Our service and outreach goal is to develop active community partnerships and collaborative endeavors that contribute to sound public health policies and practices at the local, state, and global levels. This goal seeks to foster applied learning experiences and opportunities among students, faculty, and community partners that validate the knowledge and skills acquired through the didactic MPH experience. Our program has identified 3 service and outreach objectives related to this goal that will be outlined further in this handbook.

## **CNYMPH Program Objectives**

In support of our mission and goals, the program has adopted the following objectives:

### ***Educational Objectives:***

1. To increase the number of qualified, underrepresented students in the program as measured by race, ethnicity, gender, and discipline.
2. To develop a competency-based curriculum in public health practice and policy to ensure graduates enter the public health workforce with relevant public health knowledge and technical skills.
3. To strengthen students' cultural competency by increasing their interests in and commitment to working with diverse populations.
4. To assure students demonstrate proficiency in the core and program-specific public health disciplines at the time of graduation.
5. To develop and implement a system to identify areas for improvement in the MPH curriculum.
6. To collaborate with various local, state, and national agencies to sponsor Public Health Grand Rounds covering a variety of topics that provide faculty, students, and community members with updates and information regarding current research and practice in public health.
7. To increase the number of professionals with advanced training in public health each academic year.
8. To increase the number of concomitant degree programs from baseline to 3 by the end of year 5.
9. To increase the level of interdisciplinary collaboration across Upstate Medical University and Syracuse University.

### ***Research Objectives:***

1. To increase faculty participation in collaborative and interdisciplinary research.
2. To increase opportunities for students to participate in faculty directed research and projects.

### ***Service and Outreach Objectives:***

1. To increase student participation in collaborative public health activities with community agencies annually.
2. To increase faculty participation in community service activities as defined by the Program.
3. To establish or participate in initiatives which contribute to the health of the communities served by the program.

## CNYMPH Curriculum and Competencies

The purpose of the CNYMPH program is to equip students with the knowledge, skills, and abilities that allow for delivery of the Ten Essential Public Health Services (Appendix I) in a way that is culturally competent and effective. Therefore, the CNYMPH curriculum for both the MPH and the Certificate program is designed to provide a broad overview of core areas that are germane to public health practice and policy. Mastery of skills is a cumulative process that starts from the time of acceptance to the program and extends throughout the student's educational experience. The curriculum for both MPH and the Certificate includes the following **five core areas** defined by the Association of Schools of Public Health (ASPH)<sup>1</sup>.

By the end of the program, each graduating student should gain mastery over the following:

- **Biostatistics** – the ability to develop and apply statistical reasoning and methods in addressing, analyzing and solving problems in public health, health care, and population-based research.
- **Epidemiology** – the ability to study patterns of disease and injury in human populations and apply this study to the control of health problems.
- **Environmental Health** – the ability to study the environmental factors (biological, physical and chemical) that affect the health of a community.
- **Health Policy & Management (Public Health Administration)** – the ability to utilize the fundamentals necessary to approach the management of the public health enterprise. This multidisciplinary field of inquiry and practice is concerned with policies related to the delivery, quality and costs of health care and how it impacts the health of populations.
- **Social & Behavioral Sciences** – the ability to address the behavioral, social and cultural factors related to individual and population health and health disparities over the life course.

With a program focus on Public Health Practice and Policy, the MPH curriculum includes four additional program-specific courses that provide training in the following areas:

- **Public Health Practice and Professionalism** – the ability to demonstrate ethical choices, values and professional practices implicit in public health decisions; to consider the effect of choices on community stewardship, equity, social justice and accountability; and to commit to personal and institutional development.
- **Public Health Policy** – the ability to assume a policy approach to the structure, process and outcomes of health services including the costs, financing, organization, outcomes and accessibility of care.
- **Program Planning & Evaluation** – the ability to plan for the design, development, implementation, and evaluation of strategies to improve individual and community health.
- **Research Methods** – the ability to identify specific research methods applicable to studying different aspects of public health and services.

## CNYMPH Competencies

Many professionals concerned about public health workforce development have recognized the importance of competencies and KSA's (knowledge, skills, and abilities) as a way to describe what a student needs to know, and how that knowledge is assessed at the end of an educational program<sup>2</sup>. For 21st century public health practice, there is agreement that specific competency sets should be developed consistent with the core competencies for public health practice described jointly by academics and practitioners of public health<sup>2</sup>. As a program, we strive to incorporate many of these recommendations from national agencies to build a stronger public health workforce and therefore have shifted towards a competency-based curriculum.

### *What is a Competency?*

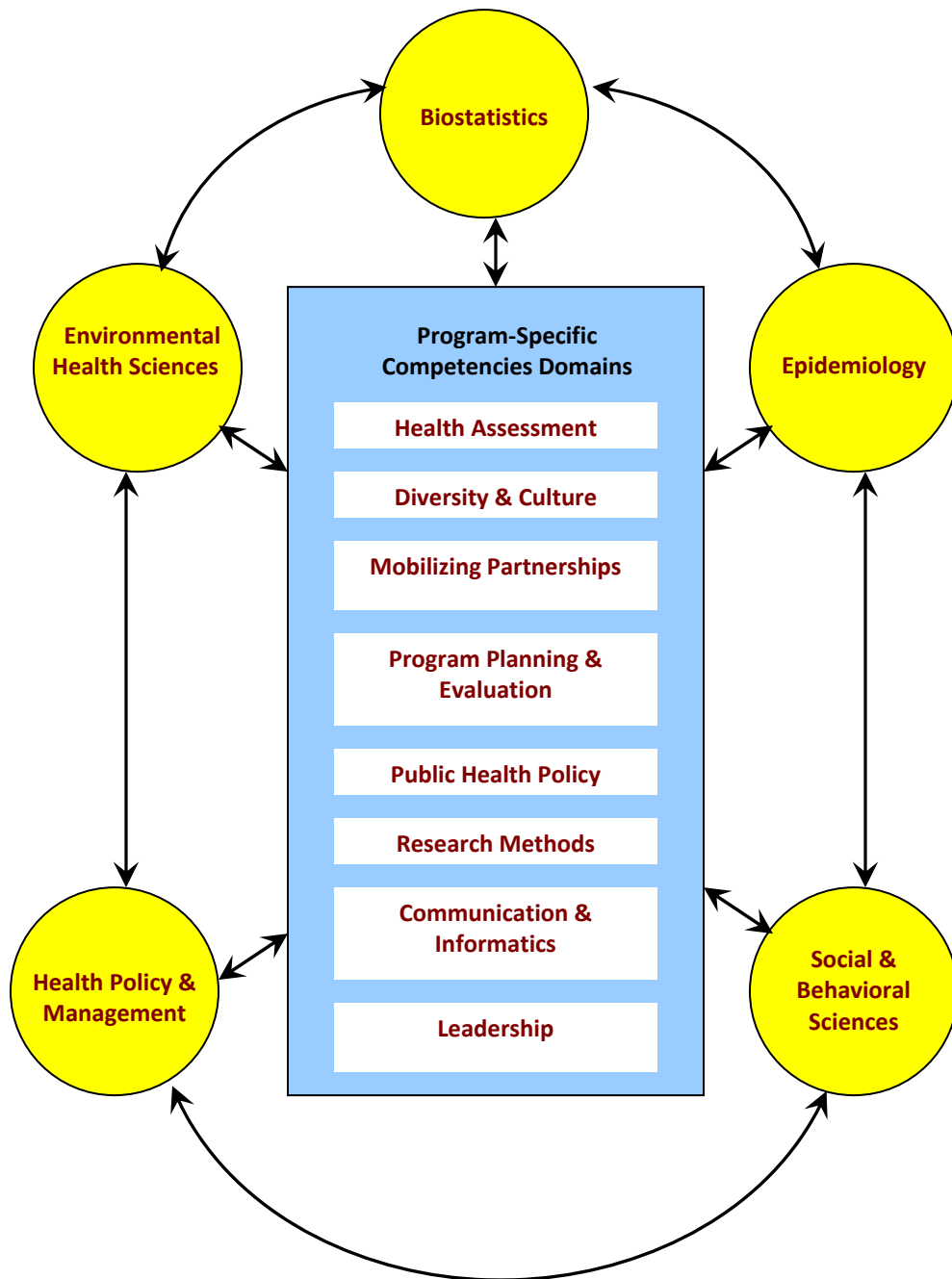
Competencies are statements of the characteristics that graduating students should demonstrate indicating that they are prepared to perform and function independently in professional practice. These competencies represent the integration and application of learned facts, translation of knowledge into skills, needed to serve the community and profession. In other words, competencies are **applied skills and knowledge** *that enable people to perform work*<sup>2</sup>.

### *Core and Program-Specific Competency Domains/Areas*

The CNYMPH program has identified 13 competency domains or areas (5 Core and 8 Program-Specific) that a graduating student should master, enabling them to carry out the Ten Essential Public Health Services. These competencies are not taught as a whole, i.e. in a single course, but rather their components are integrated throughout the curriculum. Several courses usually assist in the attainment of each competency through learning experiences in the disciplines of public health. These learning experiences include coursework, seminars/grand rounds, applied research, a field placement, and a culminating experience. The first year of the MPH and the Certificate curriculum consists primarily of mastering foundation facts, knowledge and basic skills. In the second year, and definitely by program completion, these various educational experiences culminate in higher level application of these concepts in real-practice situations (Field Placement and Culminating Experience).

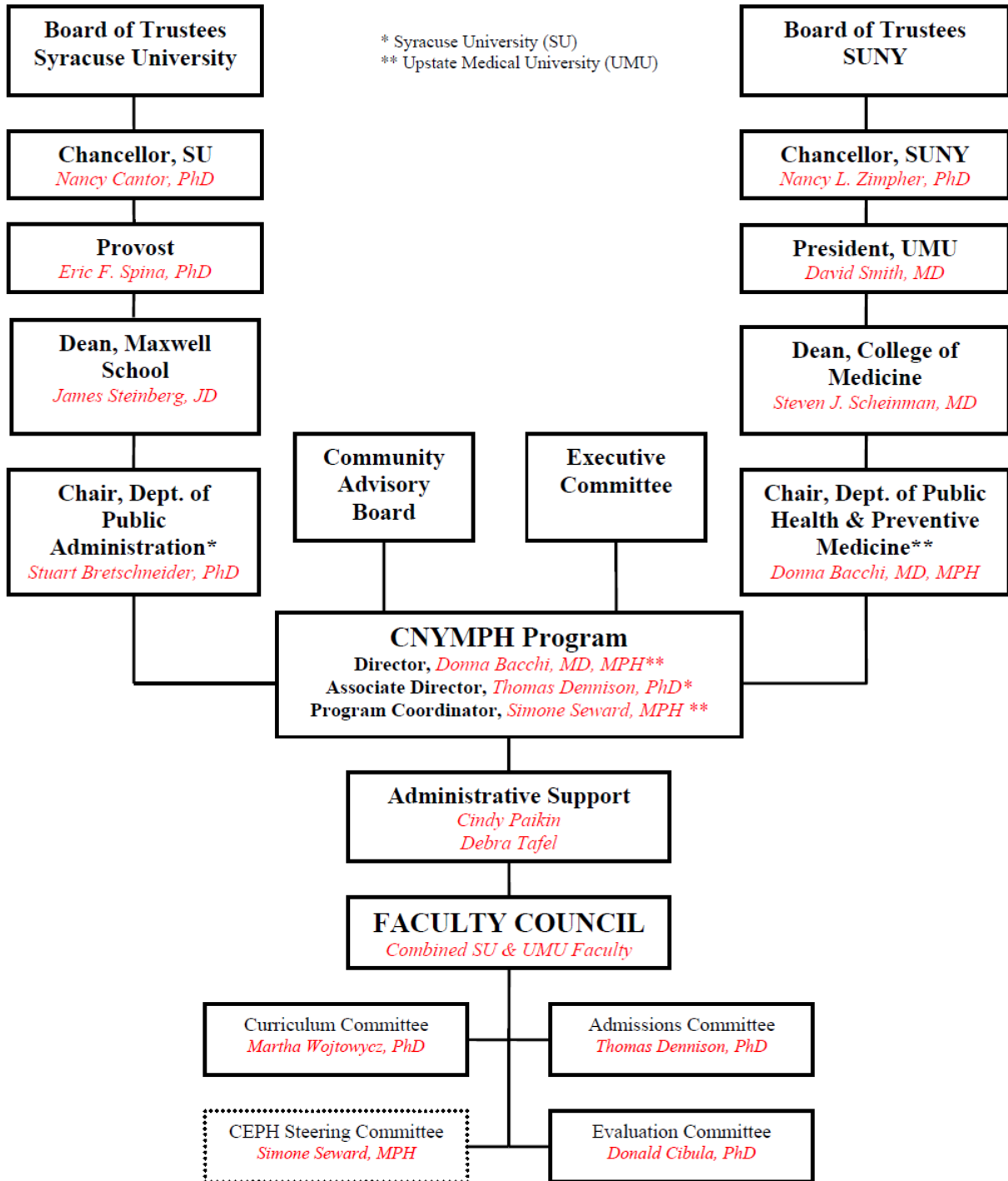
The Program's competency-based curriculum aligns with the five core competency domains developed by the Association of Schools of Public Health (ASPH)<sup>1</sup>. These domains represent the sub-disciplines in which every public health professional should have a certain level of understanding and competency since they permeate efforts to assess health risks, monitor populations, and implement preventions strategies. **Upon graduation from the CNYMPH Program, students in the Certificate program should be able to demonstrate mastery of the core competency domains.**

In addition to the five core competency domains, the MPH curriculum is further supported by eight program-specific competency domains (see diagrammatic representation below)<sup>3</sup>. The eight program-specific competency domains represent the skill areas that transcend the disciplines and must be ingrained in effective public health practice and policy development. **Upon graduation, students in the MPH program should be able to demonstrate mastery of core and program-specific competencies.** Please refer to Appendix II for a list of core and program-specific competency domains and specific corresponding competencies.



Adopted from the ASPH Education Committee. June 2006. Master of Public Health Core Competency Development Project. Version 2.3

# CNYMPH PROGRAM ORGANIZATIONAL STRUCTURE



## **CNYMPH Program Organizational Structure**

The CNYMPH Program is administratively housed in the College of Medicine's Department of Public Health and Preventive Medicine at Upstate, but represents a collaborative venture between Upstate and SU. The Director, Donna Bacchi, MD, MPH, and Associate Director, Thomas Dennison, PhD of the CNYMPH Program each represent their individual institution and report through their respective lines of communication to higher-level university officials and boards.

### ***Governance and Responsibility***

Governance of the CNYMPH Program is a shared responsibility between Upstate Medical University and Syracuse University through their respective governing boards. The governance of the Program also occurs in collaboration with faculty, staff and students, primarily through the following committees:

1. Faculty Council
2. Community Advisory Board
3. Executive Committee
4. Admissions Committee
5. Curriculum Committee
6. Evaluation Committee
7. CEPH Self-Study Steering Committee (Ad Hoc)

## **Committee Structure and Student Participation**

### **Faculty Council**

The Faculty Council is the main governing resource for the CNYMPH Program. The charge of this committee is to formulate, recommend, and implement policies governing faculty and students. In addition, it serves as a deliberative body on educational and administrative matters of the program. Specifically, the Council will serve:

- To determine the goals and objectives of the program and ensure alignment with the overall mission and values of both institutions.
- To provide a means for the faculty to exercise its rights and obligations and participate significantly in the initiation, development and implementation of policies and procedures.
- To approve new faculty appointments to the CNYMPH program
- To ensure the overall coordination of the CNYMPH Program activities between the partner institutions.

The Faculty Council consists of faculty members (core and affiliated) from within the two partner institutions and administrative staff. This committee meets monthly.

### **Community Advisory Board (CAB)**

The Advisory Board was established to provide input on a range of issues related to the CNYMPH program. The mission of the Advisory Board is to assist in marshalling the resources of the participating institutions, the community and the region in support of the CNYMPH program and to offer guidance in program design and planning. Specifically, the Advisor Board will provide advice related to:

- Identification of and collaboration with community organizations willing and able to provide practical experiences for the students;
- Development of linkages with academic programs at both institutions to enrich the experience of students studying health and medical services issues;
- Development of linkages with academic programs that may be a source of recruitment of students; and
- Assessment of the content of the curriculum and other experiences available to the students to ensure that the experience is relevant and draws on available resources.

The Advisory Board is appointed by the President of Upstate Medical University and the Provost of Syracuse University in consultation with the Deans of Colleges participating in the CNYMPH program. The Advisory Board consists of 15 members from within and outside of the two partner institutions. This committee meets twice a year.

### **Executive Committee**

The Executive Committee was established to provide input and guidance to support the administration of the program. This committee is charged with overseeing program policy, ensuring adherence to the contract between Upstate and SU, and acting upon issues and concerns relevant to the program, faculty, students and staff. The Executive Committee consists of 13 members from within the two partner institutions. This committee meets three times a year.

### **Admissions Committee**

The Admissions Committee is charged with overseeing the admissions process for entry into the CNYMPH Program. The Committee has decision-making authority regarding individual applicants and the establishment of admissions policies and procedures. Specifically, the Committee will:

- Recommend standards of admission for CNYMPH candidates, review completed applications, and approve candidates for admission.
- Execute strategies to attract and recruit a diverse student population appropriate to the study and practice of public health

This committee meets monthly.

### **Curriculum Committee**

The Curriculum Committee is charged with ensuring the curriculum meets and/or exceeds the current standards of public health education. This committee will make recommendations and bring forth curricular matters to the larger CNYMPH faculty. This committee meets monthly.

**Evaluation Committee**

The CNYMPH Evaluation Committee is charged with monitoring and evaluating student and program performance, developing and assessing program competencies and tracking alumni progress in relation to our mission, goals and objectives. The Committee reports findings to the Faculty Council, to be used for program planning & CEPH accreditation. This committee meets monthly.

**CEPH Self-Study Steering Committee (Ad Hoc)**

The CEPH Self-Study Steering Committee is an ad hoc committee charged with providing recommendations on issues related to the development, management and review of the CNYMPH CEPH Self-Study and the accreditation process. This committee meets monthly or as needed.

**Student Participation on Committees**

Students are strongly encouraged to serve as representatives on any of the committees listed above except the Faculty Council. Each academic year, students will be notified of the opportunity to serve on a Program committee. Interested students will be asked to identify and rank order committee on which they would like to serve. Based on student interest, a student representative (and an alternate) for each committee will be appointed by the Director of the CNYMPH Program. The student representative will serve one (1) term (September through May) with the option to be reappointed for a second term.

# ADMISSIONS PROCESS AND STANDARDS

The CNYMPH Program accepts applications for Fall admissions only. Applicants will submit a single, online application to Upstate to be reviewed by the CNYMPH Admissions Committee. Applications and all accompanying materials are due in the Spring each year for admission to the Fall semester of that same year. Upon acceptance, applicants will become students at both sponsoring universities and will receive both a Upstate and SU student ID badges, allowing privileges to both university campuses and services.

## MPH Program Admission Standards

For consideration into the MPH Program, the following admission standards apply:

- Baccalaureate degree from an accredited institution;
- Minimum GPA's at or above a 3.0 (4.0 scale);
- Minimum GRE test scores at the median (mid 500's on both levels and 4.5 on the analytic). The graduate entrance examination must have been taken within five (5) years of the application submission date. Under certain circumstances, a waiver of the GRE requirement will be considered;
- Minimum TOEFL scores of 600 written exam/250 CBT/100 IBT (revised 1/07) are preferred;
- Official transcripts from all previous postsecondary courses;
- A written statement of career goals and health-related experience as it applies to public health;
- One public health essay as described in the application packet;
- Three letters of recommendation from individuals who know the applicant in an academic or professional capacity. This does not include personal friends and family;
- Appropriate completion of the online admission application; and
- A non-refundable application fee of \$65.00.

**International Students:** Applicants who have completed all or part of their education abroad will have a course-by-course educational credential evaluation done by an approved agency accredited by the World Education Services ([www.wes.org](http://www.wes.org)).

## **GRE Scores/Waivers Equivalent**

MPH Applicants who wish to pursue a waiver must submit a letter to the CNYMPH Admissions Committee outlining the reason for the request of waiver. A waiver may be granted to those applicants who meet the following criteria:

- Medical College test (MCAT) score of 26 or above is preferred;
- Dental Admission Test (DAT) score of 17 or above is preferred;
- Graduate Management Admission Test (GMAT) of 550 or above is preferred;
- Law School Admission Test (LSAT) score of 150 or above is preferred;
- Optometry Admission Test (OAT) score of 70 or above is preferred;
- United States Medical Licensure Exam (USMLE) step 2 or 3;
- Earned master's degree and relevant experience in the public health/health care field (must submit full transcript of studies); or
- Earned doctoral degree from a Council for Higher Education (CHEA) regionally accredited college or university (must submit full transcript of studies).

GRE waiver is at the discretion of the CNYMPH Admissions Committee after review of the applicant's full application and supporting documents (as described above). Proof of current licensure must be submitted for all allied health professionals.

## **Certificate Program Admission Standards**

For consideration into the Certificate Program, the following admission standards apply:

- Baccalaureate degree from an accredited institution;
- Minimum GPAs at or above a 3.0 (4.0 scale);
- Field Experience: Applicants should have 5 or more years of professional experience in the health sector;
- Minimum TOEFL scores of 600 written exam/250 CBT/100 IBT (revised 1/07) are preferred;
- Official transcripts from all previous postsecondary courses;
- One public health essay; described in the application;
- Two letters of recommendation from individuals who know the applicant in an academic or professional capacity. This does not include personal friends and family;
- A Resume or CV;
- Appropriate completion of the admission application and payment of a non-refundable application fee of \$65.00;

**Please note:** It is strongly recommended that students applying to both the MPH and the Certificate program have a basic foundation in biological and math concepts.

## **Deferral of Admission**

Accepted applicants to the CNYMPH Program may defer their admission for a **maximum of one year**. A formal, written request must be submitted to the Program Director, and a copy to the Admissions Office, prior to the first day of the semester in order for the deferral to be granted. Only under extraordinary circumstances are requests deferred beyond one year.

## **Transfer of credits into the CNYMPH program**

Graduate credit(s) earned outside of the CNYMPH Program that students would like to apply toward their degree are subject to the *Transfer of Credit* Policy (see section on Policies and Procedures on [page 29](#)).

Upon acceptance, **MPH students** may petition to transfer up to **six (6) graduate credits** from another CHEA regionally accredited college and/or university into the CNYMPH program. **Certificate students** may petition to transfer up to **three (3) graduate credits** from a CEPH accredited program or school of Public Health. Approval of the credits to be transferred is at the discretion of the program.

# PROGRAM GUIDELINES & REQUIREMENTS

## MPH Program Requirements

### *Curricular Structure*

A minimum of **42 credits** is required for the MPH degree consistent with the accreditation criteria for public health programs established by the Council on Education for Public Health (CEPH). All students are required to complete five (5) core courses, four (4) program-specific courses, three (3) elective courses, a field placement (practicum), and a culminating experience. The curricular structure is outlined below:

### **Five (5) Core Courses (15 credits):**

- MPHP 601 Principles of Epidemiology (3 credits)
- MPHP 602 Principles of Biostatistics (3 credits)
- MPHP 603 Principles of Environmental Health (3 credits)
- MPHP 604 Social & Behavioral Dimensions of Public Health (3 credits)
- MPHP 607 Public Health Administration (3 credits)

### **Four (4) Program-Specific Courses (12 credits):**

<p><b>Category 1: Practice</b> (3 credits) MPHP 605 Public Health Practice</p>	<p><b>Category 2: Policy</b> (3 credits) Students must take <b>one (1) course</b> from below: MPHP 606 Public Health Policy <b>or</b> MPHP 676 Global Health Policy</p>
<p><b>Category 3: Program Planning &amp; Evaluation</b> (3 credits) MPHP 660 Program Planning &amp; Evaluation</p>	<p><b>Category 4: Research Methods</b> (3 credits) Students must take <b>one (1) course</b> from below: MPHP 657 Survey Research Methods in Public Health <b>or</b> MPHP 642 Mixed Methods Research in Public Health <b>or</b> MPHP 656 Health Services &amp; Outcomes Research</p>

### **Two (2) Applied Courses (6 credits):**

- MPHP 698 Field Placement (3 credits)
- MPHP 699 Culminating Experience (3 credits)

### **Three (3) Elective Courses (9 credits):**

A list of approved MPH elective courses (3 credits) is available to students from both Upstate and SU. The elective course offerings are organized around Applied Methods and Content Electives.

## **Field Placement (MPHP 698)**

The Field Placement is a graduate-level, **200-hour** practicum that immerses the student in one or more aspects of public health practice and policy under the guidance and supervision of a field supervisor. This 3-credit practicum is a planned and evaluated field experience that provides the student with an opportunity to apply the population-based skills, public health concepts and practices learned in the classroom in a professional public health environment. The student gains first-hand experience with areas of public health and the host agency receives the benefit of a highly motivated individual who is eager to work in the field of public health.

The Field Placement may include, but is not limited to: community health education, health promotion, needs assessments, program planning, program organization or management. The experience is expected to reinforce the student's public health coursework and training.

Therefore, **students must have satisfactorily completed all 5 core competency courses, Public Health Practice (MPHP 605), and Program Planning and Evaluation (MPHP 660) prior to enrolling in MPHP 698.** For more information about this requirement, please review the Field Placement and Culminating Experience Handbook located on the CNYMPH Blackboard site.

## **Field Placement Planning Workshop**

The field placement will be planned and coordinated by the student and the Course Director with input from the student's academic advisor. **Students are expected to complete the Field Placement Planning Workshop the semester prior to conducting their Field Placement.**

This workshop requires the completion of 4 modules and submission of a signed *Field Placement Proposal and Agreement (FPPA)* by the deadlines determined by the course director. For example, if a student plans to conduct the Field Placement during the Summer 2012, you must enroll in the Preparation Course in Spring 2012.

## **Culminating Experience (MPHP 699)**

The **Culminating Experience (CE)** is a requirement for graduation for all MPH students. The CE includes a **Capstone project, a written final product, and an oral presentation.** The Capstone project may or may not be linked to the field placement experience. The CE will be used as one means by which faculty judge whether the student has mastered the body of public health knowledge and can demonstrate proficiency in the required public health competencies. The CE must be completed in the final semester, but can start in earlier semesters.

The CE requires the student to synthesize and integrate knowledge acquired in coursework and other learning experiences (including the field placement), and to apply theory and principles to a significant public health concern that approximates some aspect of professional practice. The MPH student is required to take an organized, scholarly approach to the topic, and produce a publishable, quality final product relating to the outcomes of the project. The product should be clear, concise, accurate and valid. For more information about this requirement, please review the Field Placement and Culminating Experience Handbook located on the CNYMPH Blackboard site.

## **Certificate Program Requirements**

### ***Curricular Structure***

This certificate introduces health professionals from a range of backgrounds to the key elements of public health. The curriculum has been designed to reflect the interrelationship between public health practice and research in an effort to train current and future practitioners in the core public health functions.

This certificate program is designed for part-time study to accommodate the working professional. The abbreviated training allows interested students who are either unable to pursue a master degree, or interested in augmenting on-the-job training with core public health principles. The certificate can be completed within a three semester (Fall, Spring, Summer) block with admission during the fall semester. All requirements for the certificate program must be completed within a period of five years from entry into the program.

### **The five (5) required Core courses are:**

- MPHP 601 Principles of Epidemiology (3 credits)
- MPHP 602 Principles of Biostatistics (3 credits)
- MPHP 603 Principles of Environmental Health (3 credits)
- MPHP 604 Social & Behavioral Dimensions of Public Health (3 credits)
- MPHP 607 Public Health Administration (3 credits)

### **Transitioning from the Certificate to the MPH Program**

Students who have successfully completed the Public Health Certificate program and desire to pursue the MPH degree would need to submit a formal application to enter the MPH Program. **Acceptance into and completion of the Certificate program does not guarantee admission into the MPH program.**

If accepted into the MPH program, all of the courses completed in the Certificate program may be applied toward the MPH degree.

## **Student Professionalism**

Professionalism is a cornerstone of the profession. Student enrollment in the CNYMPH Program demands a level of professionalism that ensures high ethical standards and performance. Students will be held to the ASPH standard of professionalism which requires “the ability to demonstrate ethical choices, values and professional practices implicit in public health decisions; consider the effect of choices on community stewardship, equity, social justice and accountability; and to commit to personal and institutional development.”<sup>3(p11)</sup>

CNYMPH students are expected to present themselves in a professional manner while in class, performing fieldwork or research associated with any CNYMPH courses. A student’s level of professionalism may be evaluated at any time during the program. Faculty and staff in the CNYMPH program may submit reports regarding either unprofessional or exemplary professional behavior. These reports will be submitted to the Director of the program who will compile and evaluate these "incident reports" make recommendations as appropriate. In cases of unprofessional behavior, such action may range from restrictions or counseling to suspension or dismissal, depending on the severity of the infraction. In cases of positive reports of professionalism, advisors will be informed so that students may receive recognition for their commitment.

## **Math Proficiency Examination**

Upon acceptance, all CNYMPH students will be required to take the **Math Proficiency Examination**. The purpose of the examination is to determine the student’s comprehension of mathematical principles basic to the successful completion of the MPH and Certificate program. Students are expected to sit for the exam on one of the established dates and times each year. Exceptions will be made on an individual basis.

Students who do not obtain a passing score (70%), will be required to take the **Math Refresher Course** offered in the Summer each year. At the end of the refresher course, students must retake and pass the exam. Students are required to remediate the deficiency before completing the Program and prior to enrolling in MPHP 602 - Principles of Biostatistics. Students who fail the exam may opt to study independently and retest at any time during the year.

## **Writing Proficiency Assessment**

Accepted CNYMPH students will have their proficiency in writing assessed. The written work submitted with the application (personal statement and public health essay) will be submitted to Syracuse University’s Writing Center for assessment by an independent editor. If this review suggests that focused work on writing skills is needed, a personalized plan will be developed with the student. Professional writing is expected in course assignments. Grades will reflect writing competency.

## Academic Advisement

All first-year students are assigned to an academic advisor who will assist them with completing a *Plan of Study* in the first semester of matriculation. Academic advisors may not necessarily be in the student's area of interest, however all faculty members serving as advisors are equipped to advise any student, regardless of an academic match. Students may elect to switch advisors after a specific area of interest has been identified as long as that advisor has granted permission.

Advisors will be given a list of their advisees; however **it is up to the student to initiate contact and set-up an appointment for a meeting**. Students will work with their advisor each semester to: a) complete and/or update a plan of study, b) register for the appropriate courses and, c) monitor their progress in the program.

### *Plan of Study/Guided Curriculum*

At the start of matriculation, the student and advisor will complete a Plan of Study. This Plan (also called Guided Curriculum) will outline the timeframe and sequence for completion of required courses. The Plan of Study template is located on the CNYMPH blackboard site.

The Plan of Study will be reviewed by the student and the advisor each semester. Any changes will be discussed and the Plan of Study will be updated and placed in the student's file.

## Student Orientation

Student orientation is held in August each year and is **mandatory for all new students (MPH and Certificate)**, regardless of academic status (full-time or part-time). The CNYMPH orientation is a two day event that covers a range of topics and information including academic advisement, tours of the Upstate and the SU campus, field placement and culminating experience information, as well as an opportunity to interact with faculty and current students during the field placement poster symposium.

Students will receive their Upstate and SU ID badges as well as their health screening during orientation. Students requiring parking services will need to contact the Parking Office located in the basement of University Hospital. Please refer to the CNYMPH website for specific information regarding the orientation schedule.

## Student Email Accounts

Upon matriculation, all CNYMPH students will be issued two email accounts: one from Upstate (example [SmithJ@upstate.edu](mailto:SmithJ@upstate.edu)) and one from SU ([SmithXJ@syr.edu](mailto:SmithXJ@syr.edu)). **Students are required to use their Upstate email account as the primary method of communication with the Program.** Students wishing to use gmail, yahoo, SU email or any other email provider must forward their Upstate email account to their desired email address. The Program is not responsible for messages not received in a timely manner. Please contact the Upstate Helpdesk at 464-4115 for instructions on forwarding the Upstate email address.

## The Blackboard System

The CNYMPH Program utilizes the Upstate Blackboard system ([bb.upstate.edu](http://bb.upstate.edu)) to post useful information about the program including frequently used forms, course schedules, course descriptions, policies and procedures, etc. **All forms mentioned in this handbook can be found on Blackboard under the MPH Program tab.**

To find the necessary information and forms, go to:

- 1) <http://bb.upstate.edu>
- 2) Enter Username and Password and Log in
- 3) Click on “CNYMPH Program”

Most courses offered through the CNYMPH Program will utilize a Blackboard System. Course directors use this portal to post syllabi, assignments, reading materials, quizzes, etc. However, the Blackboard system on Upstate Campus differs from that of SU. Courses offered on the Upstate Campus will use <http://bb.upstate.edu>. Courses offered on the SU campus use a different portal – MySlice.

**Please check with the course director for each course you are taking to ensure you are using the correct portal.** For Blackboard Support at Upstate, please contact Online Learning at (315) 464-8561.

## CITI IRB Training

SUNY Upstate Medical University (Upstate) is guided by the ethical principles regarding all research involving human subjects as set forth in the report of the National Commission for the Protection of Human Subjects of Biomedical and Behavioral Research entitled "Ethical Principles and Guidelines for the Protection of Human Subjects of Research" (The Belmont Report).

All faculty, staff and students who participate in the conduct of research involving human subjects, are required to successfully complete the web based education program, CITI (Collaborative Institutional Training Initiative). Certification of completion for the initial CITI training program is valid for three years. Re-certification through the CITI continuing education program is required every three years thereafter. **This requirement will typically be completed as a component of MPHP 601- Principles of Epidemiology.**

## **Family Educational Rights and Privacy Act (FERPA)**

Confidential files charting the academic progress of each student will be maintained according to the Family Educational Rights and Privacy Act (FERPA). The files will be housed and maintained within the Department of Public Health and Preventive Medicine at UMU.

FERPA affords students certain rights with respect to their education records. These include:

1. The right to inspect and review the student's education records within 45 days of the date the University receives a request for access.
2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
4. The right to refuse to designate any information as directory information. Directory information may be disclosed without prior written consent. Upstate has designated student's name, mailing address, telephone number, program, class year, and Upstate email address as directory information.
5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by State University to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
600 Independence Avenue, SW  
Washington, DC 20202

For more information on the FERPA guidelines, please visit the website below or contact the Registrar's Office at UMU: <http://www.upstate.edu/currentstudents/support/rights/ferpa.php>

## **Registration and Enrollment**

All matriculated students in the CNYMPH Program will need to enroll in courses during the open enrollment period at Upstate using their user ID and password. Students should contact their advisor for assistance in selecting appropriate courses for their program of study. The dates for all open enrollment periods are announced via email. A list of MPHP courses with course descriptions is available on the CNYMPH Blackboard site. Students may enroll in courses online using “MyUpstate,” except for the following courses: MPHP 697 – Independent Study; MPHP 698 – Field Placement; and MPHP 699 – Culminating Experience. These courses require a formal proposal and prior approval from the program.

### **Full-time and Part-time Enrollment**

A minimum of 9 graduate credits is required to be considered a full-time student and eligible for financial aid. Any student registering for less than 9 credits is considered a part-time student. Students can only register for a **maximum of 12 credits per semester**. Full-time students may take up to 2 years to complete the program. Part-time students have up to 5 years to complete the program.

### ***Adding a Course***

Subject to the approval of the course instructor, a student may add a course within 7 days of the start of the course by filing an Add/Drop form with the Registrar. The Add/Drop form may be obtained at the Upstate Registrar’s Office and requires the signatures of the student, their advisor as well the course director for the course they wish to add.

### ***Dropping a Course***

Students must follow the CNYMPH academic calendar and schedule for dropping courses. Students must use an Add/Drop form from the Upstate Registrar’s Office and obtain signatures from the course director for the course they would like to drop as well as their advisor. Non-attendance or notification to the course director of the intent to drop a course does not constitute dropping the course. Students must submit the signed Add/Drop form to the Registrar by the deadline in order to be dropped from the course. A student dropping a course shall incur tuition liability in accordance with the schedule set by the CNYMPH Program.

### ***Withdrawing from a Course***

Following the academic drop time period, a student may still withdraw from a course. Students must follow the same procedure for dropping a course outlined above. The symbol ‘W’ (withdrew) will automatically be recorded on the transcript for a student who withdraws prior to the completion of the course. A student’s failure to withdraw properly from a course does not preclude the instructor from submitting a grade for the student on the basis of the work previously submitted. Un-submitted work counts as a zero in calculating a student’s grade in a course. **Students who withdraw from a required course will have to retake the course at a later time.**

### ***Enrolling in Independent Study (MPH Students only)***

If a student wishes to undertake a research project or assist a faculty member with a project and receive credit for such work, the student may wish to enroll in independent study (MHP 697). The student must complete the *Independent Study Proposal Form* outlining the course objectives, competencies, activities and method of evaluation and obtain the necessary approval and signatures. The student must register under the section of the course director who will be assigning the student's letter grade. The course director may also set their own expectations for the independent study.

### ***Enrolling in a Non-MPH Elective (MPH Students only)***

If a student wishes to enroll in a course outside of the approved MPH elective courses, the student must obtain **advance approval from their academic advisor**. The student should follow the *Policy and Procedure for Adding a Non-MPH Elective* listed under the **Administrative Policies and Procedures** section on [page 30](#).

## **Public Health Grand Round Series**

The Department of Public Health and Preventive Medicine, which houses the CNYMPH program, offers an annual series of Public Health Grand Round lectures on current research and practice in public health. This lecture series is intended for faculty, students, and community members and serves as a vehicle to:

- Provide relevant information to the public health community in Central New York,
- Encourage networking among the public health practitioners in Central New York, and
- Build collaborative relationships between the CNYMPH program and the Central New York community.

Generally, there are six (6) one-hour Grand Round lectures scheduled during the academic year. Announcements about the Grand Round lecture series will be distributed via existing list serves and will be posted on the CNYMPH Blackboard site and the website. CNYMPH Students are strongly encouraged to attend Grand Round lectures.

# CNYMPH PROGRAM POLICIES & PROCEDURES

## Academic Standards

To be considered in good academic standing, a graduate student in the CNYMPH Program must maintain a **cumulative Grade Point Average (GPA) of 3.0 or higher**.

1. Each semester, a student's academic performance is monitored by the course director and the program administration to determine their ability to successfully complete the course and to continue in the program. When the student's academic performance does not meet these standards, the following actions may be taken:
  - a. **Required Course Early Warning Alert /Academic Deficiency** - At midpoint each semester, students will be notified by the course director if their academic performance in a required course (core, program-specific, field placement and culminating experience) falls below a grade of 'B' or Satisfactory 'S'.

The student and course director will meet to discuss a plan to improve the student's academic performance. Students may also be referred to Academic Support Services at Upstate or the Writing Center at SU for further assistance. At the end of the semester, if the student's academic performance in a specific required course does not improve to at least a grade of 'B' or Satisfactory 'S', the student will be reviewed by the program administration and notified, in writing, that their academic standing is at risk. The student will receive a notice of **Academic Deficiency**.
  - b. **Academic Probation** - Students will be placed on **academic probation** when:
    - i. The student has received a notice of Academic Deficiency for two or more required courses, **or**
    - ii. The student's cumulative GPA falls below 3.0.
  - c. **Academic Dismissal** - Students with a cumulative GPA below 3.0 for two consecutive semesters will be considered for dismissal from the program.
2. Students placed on Academic Probation will be required to **develop a remediation plan** with their academic advisor in order to successfully continue in the program. The remediation plan may include retaking a course.
3. Students who receive a grade of 'F' in a core or program-specific or a grade of 'U' for Field Placement or Culminating Experience **will be required** to repeat the course and they must officially register for the course. The initial grade will remain on the student's transcript and all courses (included the repeated course) will be used to calculate the student's cumulative GPA.
4. Any graduate student, whether full-time or part-time who does not register for course work for two (2) consecutive semesters (excluding summer session) and who fails to formally request a leave of absence for that period will be automatically withdrawn from the MPH program at the end of the second semester.

## Core MPH Courses

Core course requirements of the CNYMPH may be fulfilled with a transfer of credit, waiver or substitution under the following circumstances:

- Students who have previously completed a core course at a CEPH accredited program or school may request to have the course transferred into the CNYMPH Program as long as the course meets the “*Transfer of Credit, Course Waiver and/or Substitution*” requirements. Specifically, the course must meet the following criteria:
  - The course must have been completed within the last 7 years. If the course was completed more than 7 years ago, currency through practice in subject area must be demonstrated.
  - A grade of ‘B’ or better must have been earned; and
  - The syllabus must demonstrate equivalency with the CNYMPH core course.

Matriculated students who propose to take a core course at another institution must have pre-approval consistent with the *Transfer of Credit policy* stated below.

## Course Waiver/Substitution

Upon acceptance, students may request a course waiver or substitution if they can demonstrate they have substantial, relevant previous experience and/or coursework related to the course content. Students must complete and submit the *Course Waiver Request Form*, which can be found on the CNYMPH Blackboard site. **All course waiver or substitution requests will be considered on an individual basis at the discretion of the Program Director.** A course waiver does not result in an award of credit. Students who are granted waivers must take courses (substitution) to replace the credits from which they have been waived. Students should consult with their advisors regarding appropriate courses. Please note, the field placement and culminating experience **cannot** be waived for MPH students.

## Transferring Credits into the CNYMPH Program

Any graduate-level courses taken outside of the CNYMPH Program that students would like to apply toward their degree program are subject to the CNYMPH Transfer of Credit Policy. Upon acceptance, MPH students may request to transfer up to **six (6) credit hours** into the degree program; certificate students may request to transfer up to **three (3) credit hours**. Acceptance of transfer credits is at the discretion of the program and is dependent on the following criteria. The transferred course(s) must:

1. Be classified as a graduate-level course
2. Have been taken within seven (7) years of application
3. Be from a CEPH accredited Program or school, for a core course
4. Have received a grade of B or better
5. Be equivalent to one of the required core courses, if meant to replace a core requirement
6. Meet the program’s degree requirements, if meant to count towards fulfilling an elective requirement (MPH students only)

If a course was taken more than 7 years ago, the student may still petition for course approval by providing additional documentation of activities (i.e. continuing education units) to demonstrate current knowledge and expertise in the subject area.

Current students must obtain **pre-approval** to take courses outside of the CNYMPH program in upcoming semesters. All courses for anticipated transfer of credit must meet criteria 1, 3, 4, 5 and 6 of the above mentioned list. Once the course(s) has been pre-approved by the program, the student may transfer the credits after satisfactory completion of the course.

Students must complete and submit the *Transfer of Credit Request Form*. All requests will be considered on an individual basis. The student will receive written notification of the final decision. Grades assigned to the transferred courses will not be included in the student's cumulative GPA.

### **Adding Non-MPH Elective to Plan of Study (MPH Students Only)**

Students may petition to take **one course (3 credits)** outside of the approved list of MPH electives that will satisfy one of the required electives for the program. Students must complete and submit the *Request for Adding Non-MPH Elective* form demonstrating that the course will enhance their plan of study. The request form must be approved and signed by the advisor and the chair of the curriculum committee prior to enrollment in the course. Please contact your advisor, in advance, to discuss plans for adding a Non-MPH Elective.

### **Incomplete Work**

A grade of Incomplete (I) may be assigned to a student when:

- a student has been unable to complete all of the requirements of a course due to reasons beyond the student's control (e.g., medically documented illness) or other unforeseeable and compelling circumstance,
- the student has informed the course director, in writing, of the circumstance(s), and
- the student has obtained the written permission of the course director to postpone completion of specific course requirements beyond the semester in which the course was taken.

The student and the course director must complete and submit a *Request for a Grade of Incomplete* form. A letter grade of 'I' will be assigned to the student for the semester in which the incomplete was earned and will be removed upon earning a grade.

A grade of Incomplete (I) may be changed to a grade in one of two ways:

1. If the student satisfactorily completes the outstanding course requirements specified on the *Request for a Grade of Incomplete* form by the date agreed upon with the course director (but cannot exceed more than 1 semester).
2. If the student fails to complete the course requirements in accordance with the terms of the *Request for a Grade of Incomplete* form to the satisfaction of the course director, the

## **Academic Complaints**

The CNYMPH Program is committed to ensuring that students have a positive student experience. The Program constantly monitors and evaluates its academic courses, administrative systems and student support services with the intent to improve their quality. There are formal and informal mechanisms that exist within the Program structure to ensure that complaints are dealt with in a fair, timely and effective manner.

To file a formal academic complaint regarding a grade or course policy, the student must provide a written statement detailing his/her complaint initially to the Course Director of the course. If unresolved, the statement of complaint will be forwarded to the Program Coordinator, who will then communicate the complaint to the Program Director. For complaints related to the program or administration, the student must provide a written statement to the Program Director.

Students may also voice their concerns and/or complaints informally to the student representatives on the Curriculum Committee and/or Evaluation Committee. The student representative will bring forth the complaint or concern to the appropriate committee for discussion and resolution.

## **Leave of Absence**

### ***Requesting a Leave of Absence***

Any student desiring a leave of absence must request a leave in writing by either formal letter or email to the Program Director with a copy to their academic advisor. The student must also complete the *Request for Withdrawal, Transfer or Leave of Absence* form located on the CNYMPH Blackboard site. The request should include:

- a. Length of time desired for the leave (up to one year); and
- b. Reason(s) for the request

The student should continue coursework (barring any emergency) until the leave of absence is approved. A student on leave may not register for new courses; complete courses previously registered for or do remedial work (such as take a re-examination for the course).

### ***Returning from a Leave of Absence***

A student who desires to return from a leave of absence must:

1. Notify the Office of the Registrar at least two month before the expected return date.
2. Meet with their advisor to schedule courses for the next semester and review their plan of study.
3. Notify Student Health and update health record, if necessary.

Failure to return from a leave of absence or formally extend the leave will result in an administrative withdrawal (terminal separation) from the CNYMPH Program.

## **Non-Matriculated Students**

Non-matriculated students may take a maximum of **two (2) MPH courses (6 credit hours)** with permission of the instructor. For those non-matriculating students who may have an interest in applying to the MPH or the Certificate program, it is strongly suggested they take any of the core courses.

Individuals who wish to take courses on the Upstate campus (i.e. Principles of Epidemiology, Principles of Biostatistics) as a non-matriculated student must register at the **Upstate Office of the Registrar** and will pay the prevailing SUNY tuition rate.

Individuals who wish to take courses on the SU campus (i.e. Principles of Environmental Health; Public Health Administration; Social and Behavioral Dimensions of Public Health) as a non-matriculated student must register through **University College at SU** and will pay the SU tuition rate.

If the non-matriculated student subsequently wishes to apply to either the MPH or the Certificate program, s/he must complete the formal application process (detailed on website), and be accepted based on the delineated criteria. Credits from the courses taken as a non-matriculated student will apply to the student's program of study. An application to become a matriculated student does not guarantee admission.

### ***Remitted Tuition Benefits***

Non-matriculated students using remitted tuition benefits (from Upstate or SU) must go through the Registrar's Office at their home institution.

## **Auditing Courses**

Students auditing a course must pay a \$50.00 audit fee if they are not enrolled in any other courses at SUNY Upstate Medical University. Students must obtain permission of the instructor to audit a course. Students cannot audit if the course has reached capacity with students enrolled for credit, permission by the instructor is not granted, or the course is listed as 'no audit permitted.'

# ASSESSING COMPETENCY OF MPH STUDENTS

## Assessment Methods

Student performance and competency is evaluated using multiple measures: course examinations and grades, class participation, and fieldwork and Culminating Experience assessments.

Individual course performance and GPAs: Students are graded based on an established grading system to reflect the quality of their work on course assignments. The program administration monitors grades and GPAs each semester to identify students with deficiencies (grades lower than B, or U) and communicates with the students and advisors if remediation is needed.

Experiential learning assessment: Students are required to complete a semester-long field placement. The student will complete a competency-self-assessment prior to the field placement. The student's performance will be monitored and evaluated by the Field Placement Course Director with input from the field supervisor. The field placement is graded as S/U; students receiving a U are required to remediate the deficiency.

Culminating Experience (CE) assessment: Students are required to complete all three (3) components of the CE outlined on [page 21](#). At the completion of the CE, faculty members will convene to determine if the student has sufficiently demonstrated mastery of the CNYMPH Program competencies. The CE is graded as S/U; students receiving a U are required to remediate the deficiency in order to graduate.

## Grading System

Instructors assign a letter grade reflecting the performance of each student in the course. Grade points are assigned to each letter grade on a 4.0 system. Cumulative grade point averages are calculated each semester, according to the point system below.

CNYMPH Program Grading System	
Letter Grade	Grade Point
A	4.00
A-	3.67
B+	3.33
B	3.00
B-	2.67
C+	2.33
C	2.00
C-	1.67
F	0.00
I (Incomplete)	0.00
W (withdraw)	0.00
WF(withdraw/failing)	0.00
S Satisfactory	N/A
U Unsatisfactory	N/A

# ADVANCEMENT TO CANDIDACY

## MPH Graduation Requirements

Students must meet all of the following CNYMPH graduation requirements before they may advance to candidacy for the MPH degree:

1. Be in good academic standing (not on academic or disciplinary probation at the time of graduation).
2. Have registered for, and successfully completed, all required course work (including field placement) in the MPH curriculum.
3. Have registered for, and successfully completed the Culminating Experience.
4. Have completed a minimum of 42 credit hours by the time of graduation
5. Have satisfactorily remediated any academic deficiencies.
6. Have a cumulative GPA of 3.0 (B) on a 4.0 scaled.
7. Have no disciplinary charges in progress or pending.
8. Have satisfied all financial obligations to SUNY Upstate Medical University.
9. Have completed a financial aid exit interview (if applicable).
10. Have completed all course and program evaluation forms.

Once the student has met all the above requirements for graduation, the student must apply for graduation at the start of the semester in which s/he expects to graduate. For example, students expecting to graduate in December, 2011 must apply for graduation in August, 2011; students expecting to graduate in May or August 2012 must apply for graduation in January 2012.

Students must complete the *Application for Graduation Form*, found on the CNYMPH Blackboard site.

## Degree Certification

Students who complete all MPH degree requirements will be certified for graduation and receive a diploma signed by both SUNY Upstate Medical University and Syracuse University. Students who complete all the Certificate requirements will also receive a diploma signed by both SUNY Upstate Medical University and Syracuse University.

## Commencement

The Commencement Ceremony for the MPH candidates will be held at Upstate and occurs only once a year in **May**. Commencement is the occasion for recognition of graduates by the College of Medicine and conferring of the degree. Graduating students will receive notification via email regarding the process for ordering regalia and other matters pertaining to the ceremony.

# STUDENT RESOURCES AND SERVICES

## Tuition (Semester) & Fee Rates for Matriculated Students

- **Tuition Rates and Fees are subject to change without notification. Please check the website for up-to-date information**
- Students' tuition charge is at the SUNY graduate rate.
- Students will be charged additional SU fees in addition to UMU fees for:
  - **Credits 9-12: SU Student health fee -- \$ 294.**
  - **Credits 3-12: SU activity fee -- \$ 40.**

	NYS Resident	Non-Resident
<b>Graduate Tuition (12 credits)</b>	\$4,185.00	\$6,890.00
Per Credit 1-11	\$349.00	\$574.00
<b>College Fee</b>		
12+ Credits	\$12.50	\$12.50
Per Credit Hour 1-11	\$.85	\$.85
<b>Student Activity Fee</b>		
<i>Full-time/per semester</i>	\$65.00	\$65.00
Family membership is an additional \$35.00 fee.		
<i>Part-time/per semester</i>		
9-11 Credit Hours	\$65.00	\$65.00
6-8 Credit Hours	\$32.50	\$32.50
5 Credit Hours/or less	\$16.25	\$16.25
<b>Health Service Fee</b>		
<i>Full-time</i>	\$95.00	\$95.00
<i>Part-time — Per Credit Hour</i>	\$7.95	\$7.95
<b>Technology Fee</b>		
Full-time	\$82.50	\$82.50
Part-time — Per Credit Hour	\$ 6.90	\$ 6.90
<b>Disability Insurance Fee</b>		
Per Year	\$65.00	\$65.00

Financial Aid and Financial Aid counseling for students will be provided through the financial aid office at Upstate at **(315) 464-4329, Campus Activities Building, Room 208.**

## Student Health Insurance and Fees

Health insurance is mandatory for all full-time and part-time Upstate Medical University students and must be in effect, without any lapse in coverage while you are a student here. Health insurance for Upstate students is also available through Student Services. This coverage is through Excellus BlueCross BlueShield. Students are required to complete the health insurance form during fall registration, and provide the insurance policy number to Student Health. Student Health should be kept informed of any changes in health insurance.

The student health fee is mandatory and supports the services provided by Student Health at Upstate. Students may also be charged an additional mandatory health fee when they register for 9 or more credits of SU courses (for example, if a student registers for Principles of Environmental Health, Public Health Policy, and Social & Behavioral Dimensions of Public Health in the Spring semester). Please contact the **Bursar's Office at Upstate** with any questions about student accounts, fees, billing, and payment.

### *Student Health Services (Upstate)*

**Location: Jacobsen Hall 4th Floor**

**175 Elizabeth Blackwell Street**

**Syracuse, New York 13210**

**Phone: (315) 464-5470**

**Fax: (315) 464-5471**

**<http://www.upstate.edu/currentstudents/>**

**OR**

### *Health Services (SU)*

**Location: 111 Waverly Ave**

**Syracuse, NY 13244**

**Phone: (315) 443-9005**

**Fax: (315) 443-9010**

**Email: [healthservices@syr.edu](mailto:healthservices@syr.edu)**

**<http://health.syr.edu/>**

## Lerner Fellow/Graduate Assistantship

The Lerner Fellow is a graduate assistant at Syracuse University with a one-year appointment that begins with the Fall semester and extends through the end of the Spring semester. A stipend of \$12,000 is provided. Fellows also receive tuition support for 24 credits in the CNYMPH program. Fellows must be prepared to commit 20 hours of work per week, scheduled around coursework and the needs of the community partners. **Only matriculated incoming and current full-time students are eligible to apply.**

## Community Outreach & Volunteer Opportunities

### *Community Outreach & Global Health Education (Upstate)*

Affectionately called "COGHE" (pronounced cog-hee), this office serves as a resource for students interesting in becoming more involved in the Syracuse community. This office organizes and facilitates local volunteer and educational opportunities for SUNY Upstate students at schools, clinics, and other community organizations. These outreach activities in the many diverse neighborhoods of Syracuse allow students to gain insight into a spectrum of socioeconomic and cross-cultural parameters that may impact the population with whom they may be working.

For more information, please contact **Dr. Susan Stearns** or visit the website at:

**<http://www.upstate.edu/currentstudents/academic/outreach/>**

## Student Counseling Services

Counseling and psychological assistance are available to students experiencing academic stress-related or any other personal difficulties that can interfere with school performance. Counseling services are available to all students free of charge and are confidential. An Impaired Students Assistance Program, for drug and alcohol dependency, is available to all students. This program is voluntary and strives to protect the at-risk student, providing treatment while assisting the student in continuing their educational goals.

Students have the option of using Student Counseling Services at both SU and Upstate:

**Student Counseling Center (Upstate)**

**OR**

**Counseling Center (SU)**

**713 Harrison Street, Room 311**

**200 Walnut Place**

**Syracuse, NY 13210**

**Syracuse, NY 13210**

**Phone: (315) 464-3120**

**Phone: (315) 443-4715**

**Fax: (315) 464-3163**

**<http://counselingcenter.syr.edu/>**

**<http://www.upstate.edu/currentstudents/>**

## Career Counseling Services

Career development for students in the CNYMPH Program is offered on an individual basis through assigned academic advisors. Students are encouraged to discuss their career interests with their advisors. Students also have the option of using Career Counseling Services at both SU and Upstate.

*Career Development & Career Resources (Upstate)*

**Contact: Sharon Huard, Director, Student Support Services**

**Location: 201 Campus Activities Building**

**Phone: (315) 464-8855**

**Email: [stuserve@upstate.edu](mailto:stuserve@upstate.edu)**

**<http://upstate.edu/currentstudents/career/>**

*SU Career Services*

**OR**

*Maxwell Center for Career Development*

**Schine Student Center, Suite235**

**202 Maxwell Hall**

**303 University Place**

**Syracuse, NY 13244-1090**

**Syracuse, NY 13244-2070**

**Phone: (315) 443.5453**

**Phone: (315) 443-3616**

**Fax: (315) 443.3826**

**Fax (315) 443-2805**

**Email: [careers@maxwell.syr.edu](mailto:careers@maxwell.syr.edu)**

**Email: [careers@syr.edu](mailto:careers@syr.edu)**

**<http://www.maxwell.syr.edu/career/>**

**<http://careerservices.syr.edu/masters/>**

Students are also encouraged to use the public health job portal on the CNYMPH website when searching public health jobs. <http://www.upstate.edu/cnymph/resources/jobs.php>

Useful career information and job search tools are also posted on the CNYMPH Blackboard site.

## **Semester Schedules**

The CNYMPH program follows the SU semester schedule for start and end dates and breaks. **Students are advised to only follow the CNYMPH Academic Calendar which can be found on the CNYMPH website and blackboard.** Students should also refer to the course syllabi and pay close attention to the announcements posted on Blackboard and email for additional dates, deadlines, breaks and holidays.

## **Student Records and Transcripts**

Matriculated CNYMPH students will register for all courses at Upstate. All official records and transcripts will be coordinated through the Registrar at Upstate.

Registrar's Office: 464-4604  
Campus Activities Building, Room 203

The Upstate Bursar will be performing the billing process.  
Bursar's Office: 464-5148  
Campus Activities Building, Room 200

## STUDENT CODE OF CONDUCT AND JURISDICTION

Under a contract between Syracuse University and the State of New York, Syracuse University and Upstate Medical University provide instruction, student support services and library and computer services to students enrolled in the joint CNYMPH program. The following principles define the relationship between MPH students and both institutions with regard to academic and personal conduct, and the jurisdiction of Upstate and SU judicial systems. In all cases involving Upstate and Syracuse University judicial processes, open and full communication between the two campuses shall be pursued to promote the equitable and timely disposition of Code of Student Conduct violations.

### *Academic Misconduct*

CNYMPH students enrolled in Upstate's courses are subject to the jurisdiction of the Upstate Medical University Code of Student Conduct. All cases of academic dishonesty involving MPH students in Upstate courses are handled by the Upstate Judicial System. Certain sanctions, e.g., an F on an exam or in a course, or prohibition from further registration at Upstate Medical University, shall be administered directly by Upstate Medical University.

CNYMPH students enrolled in Syracuse University courses are subject to the jurisdiction of the Syracuse University Code of Student Conduct. All cases of academic dishonesty involving CNYMPH students in SU courses are handled by the Syracuse University Judicial System. Certain sanctions, e.g., an F on an exam or in a course, or prohibition from further registration at Syracuse University, shall be administered directly by SU and communicated to the proper administrative body at Upstate.

For more serious violations, the sanctions of suspension or dismissal will be determined and levied through a collaborative process involving the judicial officials of both institutions.

### *Personal and Social Misconduct*

While CNYMPH students are subject both to the Upstate Judicial System and to the Syracuse University Judicial System, in most cases disciplinary consequences should not be imposed by each institution but rather through a coordinated process between institutions. Only where the institutions are unable to reach consensus on sanctions or other actions, despite appropriate consultation, will each institution determine its sanction independent of the other.

Incidents arising on Upstate Property: Upstate Code of Student Conduct violations occurring on Upstate Medical University owned, operated, or controlled property will be adjudicated by the Upstate Judicial System.

Incidents arising on SU Property: Syracuse University Code of Student Conduct violations occurring on SU owned, operated, or controlled property will be adjudicated by the Syracuse University Judicial System.

Incidents occurring on property other than that owned by Upstate Medical University or SU: Code of Student Conduct violations occurring on property other than that owned, operated, or controlled by Upstate or SU, will be adjudicated by the Upstate judicial system.

All judicial action, irrespective of institution, involving CNYMPH students will be recorded and maintained by the Upstate Medical University Judicial Coordinator.

## **Plagiarism**

Plagiarism is the misrepresentation of someone else's work as one's own. It may be intentional or unintentional, reflecting busyness, laziness, or dishonesty. The intent or reason for plagiarism doesn't matter. It is the student's responsibility to understand and avoid it.

### ***What can I do to avoid plagiarizing?***

#### **Two things:**

1. Document. Specifically:
  - If using someone else's words (either a key phrase or more than three consecutive words), enclose them in quotation marks, flag the words with a reference number, and use an endnote to give the reference. The endnote must include the exact page number, so someone who wants to find the full quote can go right to the exact page.
  - If paraphrasing someone else's ideas, information, or data, still flag the information with a reference number and use an endnote to give the reference, with the exact page number.
2. Ask. When in doubt, ask the course director or consult the Writing Center at SU.

Most information about the University's policies for dealing with academic dishonesty and other unprofessional conduct can be found in the chapter on Student Code of Conduct and Related Policies. [http://www.upstate.edu/currentstudents/document/12\\_student\\_code.pdf](http://www.upstate.edu/currentstudents/document/12_student_code.pdf)

## **SafeAssign®**

SafeAssign® compares submitted assignments against a set of academic papers in several different databases to identify areas of overlap between the submitted assignment and existing works. SafeAssign is used to prevent plagiarism and to create opportunities to help students identify how to properly attribute sources.

# COUNCIL ON EDUCATION FOR PUBLIC HEALTH (CEPH)

## Accreditation Process

The Council of Education for Public Health (CEPH)<sup>4</sup> is the independent agency recognized by the US Department of Education to accredit graduate schools of public health and certain public health programs outside of the schools of public health. CEPH assists schools and programs in evaluating the quality of their instructional, research, and service efforts, and grants accreditation to those schools and programs that meet its published criteria. These schools and programs prepare students for entry into careers in public health.

CEPH's accreditation procedures require that the program undertake a self-evaluation, submit a self-study document and host a team of qualified peer reviewers who validate the self-study during an on-site visit to the campus. The CNYMPH Program has been approved to commence the comprehensive self-study process. The entire accreditation process may take up to three years and we expect to receive a favorable decision by June 2014.

## Why is Accreditation Important to CNYMPH?

The following benefits, taken in part from the CEPH website, are just some of the many benefits of accreditation:

1. For the public, accreditation promotes the health, safety and welfare of society by assuring competent public health professionals.
2. For prospective students and their parents, accreditation serves a consumer protection purpose. It provides assurance that the school or program has been evaluated and has met standards established by and with the profession.
3. For prospective employers, it provides assurance that the curriculum covers essential skills and knowledge needed for today's jobs.
4. For graduates, it promotes professional mobility and enhances employment opportunities in positions that base eligibility upon graduation from an accredited school or program.
5. For public health workers, it involves practitioners in the establishment of standards and assures that educational requirements reflect the current training needs of the profession.
6. For the profession, it advances the field by promoting standards of practice and advocating rigorous preparation.
7. For foundations and other private funding sources, it represents a highly desirable indicator of a program's quality and viability.
8. For faculty members and administrators, the accreditation process promotes ongoing self-evaluation and continuous improvement, and provides an effective system for accountability. It also ensures that the Faculty puts into place, and monitors, policies and procedures that enhance teaching and learning, research development and productivity, and community service.

9. Accreditation will enhance the national and international reputation of the CNYMPH program.

### **Student Participation is Critical**

As the self-study process unfolds there will be numerous opportunities for students to be involved. At various times faculty, staff, students, alumni, and members of the community will be contacted to provide information for the self-study report. We encourage all students to take an active interest in the accreditation self-study process, to engage fully in the opportunities for documentation review, and to provide feedback at any time.

For more information on CEPH or the accreditation process, please visit:

[www.ceph.org](http://www.ceph.org)

## APPENDIX I: Ten Essential Public Health Services

The **Ten Essential Public Health Services**<sup>5</sup> provide the fundamental framework of the public health activities that should be undertaken in all communities.

The Core Public Health Functions Steering Committee developed the framework for the Essential Services in 1994. This steering committee included representatives from US Public Health Service agencies and other major public health organizations.

The Essential Services provide a working definition of public health and a guiding framework for the responsibilities of local public health systems.

1. **Monitor** health status to identify community health problems.
2. **Diagnose and investigate** health problems and health hazards in the community.
3. **Inform, educate, and empower** people about health issues.
4. **Mobilize** community partnerships to identify and solve health problems.
5. **Develop policies and plans** that support individual and community health efforts.
6. **Enforce** laws and regulations that protect health and ensure safety.
7. **Link** people to needed personal health services and assure the provision of health care when otherwise unavailable.
8. **Assure** a competent public health and personal healthcare workforce.
9. **Evaluate** effectiveness, accessibility, and quality of personal and population-based health services.
10. **Research** for new insights and innovative solutions to health problems.

To find out more about how these services were developed, please visit:  
<http://www.cdc.gov/nphpsp/essentialServices.html>

## APPENDIX II: Core and Program-Specific Competencies

<i>Core Competency Domain</i>	<b>Upon graduation from the CNYMPH Program, a student with an MPH should be able to...</b>
<b>Biostatistics</b>	<p>A.5. Apply descriptive techniques commonly used to summarize public health data.</p> <p>A.9. Interpret results of statistical analyses found in public health studies.</p> <p>A.10. Develop written and oral presentations based on statistical analyses for both public health professionals and educated lay audiences.</p>
<b>Environmental Health</b>	B.2. Describe genetic, physiologic and psychosocial factors that affect susceptibility to adverse health outcomes following exposure to environmental hazards.
<b>Epidemiology</b>	<p>C.3. Describe a public health problem in terms of magnitude, person, time and place.</p> <p>C.8. Communicate epidemiologic information to lay and professional audiences.</p> <p>C. 9. Draw appropriate inferences from epidemiologic data.</p>
<b>Health Policy &amp; Management</b>	D.4. Discuss the policy process for improving the health status of populations.
<b>Social &amp; Behavioral Sciences</b>	<p>E.2. Identify the causes of social and behavioral factors that affect health of individuals and populations.</p> <p>E. 6. Describe the role of social and community factors in both the onset and solution of public health problems.</p>
<i>Program-Specific Competencies Domain</i>	<b>In addition, upon graduation from the CNYMPH Program, a student with an MPH should be able to...</b>
<b>Monitor Health Status</b>	<p>P.1. Identify the populations bearing a disproportionate burden of disease.</p> <p>P.2. Assess public health resources and assets available to meet community and population needs.</p>
<b>Cultural Competence</b>	P.3. Describe how to appropriately address cultural competency issues for a population.
<b>Mobilize Community Partnerships</b>	<p>P.4. Identify strategies to implement, maintain, and evaluate partnerships designed to achieve community health goals.</p> <p>P.5. Advocate for policy to improve public health.</p>
<b>Program Planning &amp; Evaluation</b>	<p>P.6. Identify the key components of health care delivery and financing of public health services.</p> <p>P.7. Use principles of ethical analysis in evaluation of public health policy</p>

	<p>and practice.</p> <p>P.8. Apply principles of program planning, including design, implementation, budgeting and evaluation.</p>
<b>Public Health Policy</b>	<p>P.9. Explain the impact, relevance, and interactive nature of the US public health policies and practices and global health.</p> <p>P.10. Apply key elements of policy and economic analysis to public health services and public health policy.</p>
<b>Research</b>	<p>P.11. Apply appropriate qualitative and quantitative methods to public health planning, development, evaluation and research.</p>
<b>Communication &amp; Informatics</b>	<p>P.12. Demonstrate ability to communicate public health information tailored to the target audience.</p> <p>P.13. Demonstrate proficiency and application of information management technology and communication tools to improve the public health.</p> <p>P.14. Use software to analyze public health data.</p>
<b>Leadership</b>	<p>P.15. Demonstrate team building, negotiation, and conflict management skills.</p>

## **References**

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<sup>1</sup> Association of Schools of Public Health (ASPH). MPH Core Competency Model. Available at: <http://www.asph.org/document.cfm?page=851>.

Accessed on August 1, 2011.

<sup>2</sup> Association for Prevention Teaching and Research (APTR). Competency-To-Curriculum Toolkit. Available at: <http://www.aptrweb.org/resources/curriculum.html>.

Accessed August 1, 2011

<sup>3</sup> Association of Schools of Public Health (ASPH). Model and Definition. Available at: <http://www.asph.org/document.cfm?page=929>

Accessed August 1, 2011.

<sup>4</sup> Council on Education for Public Health (CEPH) website. Available at: <http://www.ceph.org/>.

Accessed August 3, 2011.

<sup>5</sup> Centers for Disease Control and Prevention (CDC). National Public Health Performance Standards Program (NPHPSP). 10 Essential Public Health Services. Available at:

<http://www.cdc.gov/nphpsp/essentialServices.html>.

Accessed August 5, 2011.