

 Master of Public Health Program
University of Missouri

2015-16 MPH STUDENT HANDBOOK

TABLE OF CONTENTS

Helpful Links	3
MPH Academic Policies	3
Academic Integrity	3
Academic Standing	4
ADA Statement	4
Administrative Drop Policy for Online Courses	4
Attendance Policy	5
Course Overload	5
Course Waivers	5
GPA and Probation	5
Grading	5
Grade C or Below Policy	5
Grading Policy for Graduate Certificate Students	6
Intellectual Pluralism Statement	6
Leave of Absence	6
MU Statement of Nondiscrimination	7
Readmission to the MPH Program	7
Student Authentication	7
Student Grievance Policy	7
Time Limitation	8
Withdrawal from the University	8
Graduation Requirements	9
Assistantships, Scholarships & Financial Aid	10
Graduate Assistantships & Fellowships	10
Peace Corps Fellowship	10
Student Opportunities Fund	10
Additional Resources	10
Advising	11
Part-Time Study	11
Duties & Responsibilities of the Students	11
Duties & Responsibilities of the Faculty Advisors	12
Duties & Responsibilities of the MPH Academic Advisor	12
Assignment of Advisors	12
Change of Advisor	13
Registration Checklist	13
Capstone	13
Thesis Option	14
General Guidelines	14
Enrollment	14
Student Responsibilities	15
MPH Internship Requirements & Policies	15
Student Expectations	15
Policy for Pre-Requisites for the MPH Internship	15
Pre-Requisite Waiver Policy	15
Internship Student Checklist	16
Preparing for Internship	16
Starting Your Internship	16
Midterm	17
Final	17

HELPFUL LINKS

Academic Calendar: <http://provost.missouri.edu/academic-calendar/>
Blackboard: <https://courses.missouri.edu/>
Campus Events: <http://calendar.missouri.edu/>
Campus Map: <http://map.missouri.edu/>
Financial Aid: <http://financialaid.missouri.edu/>
GPA Calculator: <http://registrar.missouri.edu/grades-transcripts-records/gpa-calculator.php>
Guidelines for Good Practice in Graduate Education: <http://gradstudies.missouri.edu/academics/scholarly-integrity-ethics/guidelines-good-practice.php> International Center: <http://international.missouri.edu/come-to-mu/students/index.php>
Master of Public Health Program: <http://publichealth.missouri.edu/>
Mizzou Online: <http://online.missouri.edu/>
Mizzou Webmail: <http://webmail.missouri.edu/>
MU Libraries: <http://library.missouri.edu/>
myZou: <https://myzou.missouri.edu>
Office of Research and Graduate Studies: <http://gradstudies.missouri.edu/index.php>
Online Students: <http://online.missouri.edu/studentresources/index.aspx>
Parking: <http://parking.missouri.edu/html/main.cfm>
Student Health Center: <http://studenthealth.missouri.edu/>
The Mizzou Store: <https://www.themizzoustore.com/>
University Registrar: <http://registrar.missouri.edu/index.php>

MPH ACADEMIC POLICIES

ACADEMIC INTEGRITY

Students should familiarize themselves with the standards for academic regulations and academic integrity set forth by the university, a full description of which is available online at: <http://gradstudies.missouri.edu/policies/academic-integrity-ethics.php>. It is the University of Missouri mission to be the steward and builder of a priceless state resource, a unique physical infrastructure and scholarly environment in which our tightly interlocked missions of teaching, research and service work together on behalf of all citizens. Scholarship and teaching are driven by a sense of public service—the obligation to produce and distribute knowledge that will improve the quality of life in the state, the nation and the world. In order to achieve that mission, it is critical that the highest standards of academic integrity are articulated to all members of the University community: faculty, students, and staff. All members of the community have an expectation to interact in a professional manner in those endeavors which promote and facilitate the university's common mission.

The faculty of the MPH Program expect and require original writing for all assignments given. Success in the field of Public Health relies on significant written and spoken communication skills. Articles, research and writing on the internet may be used as reference materials, but should not be used as representative of the student's own writing. Information from the internet should be properly cited in a bibliography, and students can expect to name their sources.

ACADEMIC STANDING

Every student must maintain a 3.0 cumulative grade point average to remain in good standing in the MPH Program. Failure to maintain the requisite of a 3.0 GPA may result in dismissal from the program. All of the University rules and regulations regarding academic probation apply to MPH students. The Office of Research and Graduate Studies Policies and Forms are available at: <http://gradstudies.missouri.edu/policies/index.php>.

ADA STATEMENT

The University of Missouri Office Of Disability Services provides services and accommodations that help students to participate fully in the learning experience and be evaluated on the basis of their abilities. For disability related accommodations (example: a note taker, extended time on exams, or captioning), please register with the MU Disability Center, S5 Memorial Union, 573-882-4696, and then notify your instructors of eligibility for reasonable accommodations. For all other MU resources for students with disabilities, visit the MU Disability Center at: <http://disabilityservices.missouri.edu>.

ADMINISTRATIVE DROP POLICY FOR ONLINE COURSES

Purpose:

Participation in class discussions and posting is critical for success in an online course. In order to facilitate an online environment that encourages learning and decreases disruption. Students who fail to meet minimum course participation requirements may be administratively dropped from the course.*

Criteria:

The instructor may initiate the administrative drop process if either of the following situations exists:

- A)** The student does not post or otherwise participate in online class by the end of the first week** of the semester, regardless of the number of visits to the course site.
- B)** The student does not post or otherwise participate in online class discussion for two consecutive weeks** anytime during the semester, regardless of the number of visits to the course site.

Process:

The process for administratively dropping a student will be as follows:

- A)** When a student fails to participate in class, the course instructor will first attempt to contact the student via MU email, requesting that the student respond to the email and begin class participation within a specific time frame (e.g., 24-48 hours) or by a specific date/time.
- B)** If the student does not respond to the instructor or begin class participation by the stated time frame, the instructor will notify their administrative department of the administrative drop request and submit a drop request directly to the Office of the Registrar.
- C)** All correspondence between the instructor and student mentioned in this policy should be copied to the student's MPH Faculty Advisor and the MPH Program Academic Advisor.

* Faculty choosing to use this policy should include this information in their course syllabus.

** For summer course offerings, the appropriate timeframe is 1/2 that stated.

ATTENDANCE POLICY

To maintain the academic integrity of our course learning objectives, students are expected to attend and to participate fully in all class meetings. In exceptional circumstances when students need to be absent from a class, they should discuss with the instructor, in advance, any portion of a class meeting they cannot attend.

The instructor reserves the right, to set specific attendance requirements for their courses, which may include no absences. Absence from class diminishes the learning community and may have an adverse effect on a student's grade.

COURSE OVERLOAD

Without special permission of the vice provost/dean of the Office of Research and Graduate Studies, the maximum credit hours in Office of Research and Graduate Studies is 16 each semester or nine for the summer session. Enrollment in nine hours in the fall and winter and four hours in the summer is considered full-time enrollment for graduate students.

COURSE WAIVERS

Incoming students who have completed course work at another college or university may be eligible for transfer credit or waiver of course work, by completing and submitting a "Waiver Request" form with their application. A transfer credit reduces the number of credit hours required to complete the degree program. A waiver of course work leaves unchanged the number of credit hours needed to graduate but allows greater flexibility in a student's plan of study.

GPA AND PROBATION

At the end of each semester, MPH students with a cumulative GPA below 3.0 are placed on probation. If at the end of the following semester the cumulative GPA is 3.0 or better, the probationary status is removed. A student on probation failing to raise the cumulative GPA of 3.0 may, on the recommendation of the program, be allowed a second probationary semester. A student is subject to dismissal upon failure to raise the cumulative GPA to 3.0 by the end of the second probationary semester, or at any time a semester/term or cumulative GPA falls below 2.0.

MPH students must schedule a meeting with their faculty advisor if their cumulative GPA or semester GPA falls below 3.0. Both the student and the advisor need to fill out the "Verification Form for Cumulative/Semester GPA below 3.0". The complete form needs to be sent to the MPH Academic Advisor for the student's file.

GRADING

Graduate students' grades in all courses counting towards their degree may be reported as "A+/-", "B+/-" or "C+/-". No grades of "D" can be given. A grade of "F" means the work has not satisfied the minimum requirements. Grade point averages are calculated using a 4.0 scale. Students must obtain a 3.0 GPA throughout their graduate work to remain in good standing in the Office of Research and Graduate Studies and to graduate.

GRADE C OR BELOW POLICY

Graduate Certificate Students must earn a grade of B or above in each of their four courses in order for those courses to be eligible for transfer into the MPH program. Students who do not achieve a B or better in any or all Graduate Certificate courses may still submit a formal application to the

Master of Public Health Program. Students who earn the grade of F in any course taken toward the Graduate Certificate in Public Health will not be permitted to continue in the program.

Degree-seeking MPH Students earning a grade of C or below in one of the MPH courses, either required or elective, are required to schedule an appointment with their faculty advisor to review the student's academic progress in the program.

MPH Students earning a grade of a C or below MUST schedule an appointment with their faculty advisor. Both the student and the faculty need to fill out and sign a [Verification Form for "Grade of C or Below" form](#). The completed form must be sent to the MPH Academic Advisor for the student's file.

GRADING POLICY FOR GRADUATE CERTIFICATE STUDENTS

In order to be recommended for admission into the Master of Public Health Program following the completion of the Graduate Certificate in Public Health, students must earn a B or better in each Graduate Certificate course taken or attempted at the University of Missouri. Students who do not achieve a B or better in any or all Graduate Certificate courses must submit a formal application, through the ApplyYourself webcenter, for consideration of admission to the Master of Public Health Program. Students who earn the grade of F in any course taken toward the Graduate Certificate in Public Health will not be permitted to continue in the program.

INTELLECTUAL PLURALISM STATEMENT

The University community welcomes intellectual diversity and respects student rights. Students who have questions concerning the quality of instruction in this class may address concerns to either the Departmental Chair, Divisional Leader or Director, or the Office of Students Rights and Responsibilities (<http://osrr.missouri.edu/>). All students will have the opportunity to submit an anonymous evaluation of the instructor(s) at the end of the course.

LEAVE OF ABSENCE

Students undertaking graduate work are expected to pursue their studies according to a systematic plan each year whether registered for full time or part-time study. Students who cannot maintain continual enrollment may request in writing a Leave of Absence from the MPH Program. The letter must be address to the student's faculty adviser and to the MPH Program Director informing them of the student's intent, the reason requesting leave and the expected duration. After approval of the leave at the academic program level, the MPH Program Director and the student will submit letters to the Vice Provost/Dean of the Office of Research and Graduate Studies. The MPH Program Director's letter will verify that the academic program has been informed and that a leave of absence has been approved. The letter from the student will provide an explanation for the request as well as the anticipated departure and return date.

International students in F-1 and J-1 nonimmigrant status must also obtain authorization from the International Center prior to the initiation of a Leave of Absence and before returning to campus to ensure compliance with current SEVIS regulations and visa restrictions. F-1 and J-1 students approved for a leave of absence may not remain in the United States during the leave period unless authorized by the International Center. For students who must depart the United States, leave periods exceeding five months will necessitate updated student immigration documentation for

re-entry. All international students considering a leave of absence should meet with an international student adviser to determine the appropriate steps to safeguard their immigration status.

MU STATEMENT OF NONDISCRIMINATION

The University of Missouri does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, age, disability or status as a protected veteran. Any person having inquiries concerning the University of Missouri's compliance with implementing Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 or other civil rights laws should contact the Associate Vice Chancellor of Human Resource Services, University of Missouri-Columbia, 1095 Virginia Avenue, Room 101, Columbia, MO 65211, 573-882-4256, muhrs@missouri.edu, or the Assistant Secretary for Civil Rights, U.S. Department of Education.

READMISSION TO THE MPH PROGRAM

Students who are absent from the MPH Program for more than two semesters, and who seek readmission into the program must file a "[Reactivation Form](#)". Students will be required to meet with the MPH Academic Advisor to develop a plan for degree completion within designated time limits. Updated information such as MPH application, references, and transcripts may be requested as a condition for re-admission.

STUDENT AUTHENTICATION

As an accredited member of the North Central Association of Higher Learning Commission (NCAHLF), it has been established that giving students unique PawPrints for logging into the blackboard courses serves as an authentication for the student.

STUDENT GRIEVANCE POLICY

The Master of Public Health program is part of the University of Missouri Office of Research and Graduate Studies and must comply with both the University of Missouri and University of Missouri System, regulations. Regulations designed to support equal opportunity for all enrolled students and applicants are available on the University of Missouri System website at: http://www.umsystem.edu/ums/rules/collected_rules/grievance/ch390/grievance_390.010

Rights of Online Students

- A clear and complete syllabus to explain the course, the learning objectives, the grading criteria, and the course policies.
- Clear instructions and deadlines for assignments and learning activities.
- Timely feedback from your instructor on questions and on assignments.
- Course materials that are accessible and open correctly in the course site.

Responsibilities of Online Students

- Read the syllabus, read all assigned materials and to complete all assigned learning activities.
- Complete all graded assignments in advance of the deadline (to avoid any technical glitches that might occur).
- Schedule adequate study and work time for your online course.
- Ask the instructors questions when you are confused.
- Check your MU email account regularly for instructor communications.
- Treat all members of the class and the instructor with respect.
- Maintain academic honesty and integrity in completing your work.

Online Student Concerns

- The first place to go with concerns about grading, course communications, or difficulties with an instructor is first with the instructor him/herself. Contact your instructor directly to discuss your concerns.
- At that point, if you still do not feel that the issue has been addressed, please contact the MPH Program Director, Lise Saffran.
- Do *not* contact Mizzou Online for course/instructor issues; contact the MPH program directly.
- The MPH program does take students' end-of-semester evaluations very seriously and this is an appropriate place to provide feedback on a course or instructor.

Grade appeals relevant to MPH students are detailed on the website of the Office of the Registrar at the University of Missouri (<http://registrar.missouri.edu/policies/grade-appeals.php>).

This procedure details a process that begins with the student meeting directly with the instructor of the course first, with subsequent steps, if necessary, including the initiation of an investigation by the department chair.

Instances of suspected academic dishonesty are regarded seriously within the MPH Program.

Instructors suspecting an incident of plagiarism or any other form of academic dishonesty are advised to consult the guidelines offered by the Office of the Provost (<http://osrr.missouri.edu/guidelines/procedure.html>).

The guidelines offered by the University of Missouri System in addressing Student Disciplinary Matters include information on filing for a Petition for Review by the University Chancellor and can be found at: <http://www.umsystem.edu/ums/departments/gc/rules/grievance/390/010.shtml>.

No grade is assigned to a student who ceases, for any reason, to be a member of a course before the 26th day of a semester, or an equivalent period of time in a summer session. A student who officially drops a course on or after the 26th day and who is doing failing work is assigned the grade F. If the quality of the student's work is not judged to be failing at the time of the drop, the instructor may assign a grade of W (withdraw). Current regulations and time schedules for adding/dropping courses or changing status of enrollment are included in the Schedule of Courses each semester or session.

TIME LIMITATION

All the requirements for the master's degree must be completed within eight consecutive calendar years after matriculation as a graduate student, including any leaves of absence. Any graduate student who fails to complete the requirements within the eight year limit for his or her degree program will be subject to separation from further study unless granted an extension by the Dean of the Office of Research and Graduate Studies with the recommendation of the faculty adviser or advisory committee and approved by the department chair.

WITHDRAWAL FROM THE UNIVERSITY

A student who wishes to withdraw from the Term (University) must process the appropriate [Term Withdraw Form](#) in the dean's office of the school or college in which they are registered. For more information on deadlines for withdrawing from the term visit: [MU Academic Calendar](#).

GRADUATION REQUIREMENTS

Master of Public Health (MPH) Degree Requirements/Acceptable Progress toward the Degree:

The University confers the MPH degree upon the fulfillment of the following requirements:

1. For the regular program, completion of 45 hours of graduate credit is required. Maintenance of a cumulative GPA of 3.0 or better.
2. Demonstration of “reasonable progress toward the degree” is given by maintaining participation in the MPH program for at least 3 credit hours in each regular Academic Semester (Fall & Spring).
3. The MU Office of Research and Graduate Studies requires that the faculty in academic units review the progress of every graduate student each year. Students about whom concerns have been raised will be notified about the nature of these concerns and how these concerns will be addressed. Students who are deemed to be progressing successfully will not be notified. Any student may discuss their progress individually with their advisor at any time.
4. In conjunction with the advisor, a development of a Plan of Study that allows for the completion of all work required for the MPH degree within eight years of the initiation of the course work.
5. Hours required for the MPH degree must be completed in courses with University catalog numbers of 7000 or above.

MU Office of Research and Graduate Studies Graduation Requirements:

1. Students must maintain a 3.0 GPA throughout their graduate work to remain in good standing in the Office of Research and Graduate Studies and to graduate.
2. A Program of Study for the Master’s Degree ([M-1 form](#)) or the Program of Study for the Approved Dual Degree ([DM-1 form](#)) submitted during the second semester of graduate study. These forms are available online at: <http://gradstudies.missouri.edu/forms-downloads/index.php>. It requires the listing of all courses taken and transferred toward the degree and the signature of the student, advisor and MPH Program Director. It is the student’s responsibility to complete this form.
3. Students must be enrolled in the University in their last semester in the MPH program. If a student completes his/her course work a semester prior to graduation, he/she must enroll in **MISC 8999 Graduate Examination** through myZou during the last semester.
4. The student must meet all other requirements of the University as outlined in the “M” book.
5. Students nearing graduation should request review of their file at the MPH
6. Program to ensure that it includes:
 - The Study Plan as carried out during the graduate program with grades received each semester;
 - Copy of M-1 form or DM1-form for approved Dual Degrees.

ASSISTANTSHIPS, SCHOLARSHIPS & FINANCIAL AID

About a third of MPH students find assistantships to help support their studies and provide additional practical experience in the field. These can range from assisting with public-health related undergraduate courses to working on health education projects through the Student Wellness Center. Any opportunities received by the MPH Program are posted here: http://publichealth.missouri.edu/jobs_fellowships.php.

GRADUATE ASSISTANTSHIPS AND FELLOWSHIPS

Graduate Assistantships (GA) and Fellowships are coveted and competitive. GA/Fellowship positions are not offered as part of the admission process. These positions allow you to work in a University department that is closely related to your degree program. Additionally, if you hold a qualifying assistantship or fellowship you may be eligible for tuition support.

PEACE CORPS FELLOWSHIP

The Master of Public Health Program is proud to work with Peace Corps Volunteers. Returned Volunteers may be eligible for the [MU Paul D Coverdell Peace Corps Fellows Program](#). To be considered for the Fellowship, Peace Corps Volunteers should first apply to a master's degree program. Academic programs then select students to be nominated to the Graduate School for consideration. Students cannot nominate themselves. Interested students should submit their completed MPH application along with a copy of your Peace Corps Description of Service to the Master of Public Health Program no later than February 1st.

STUDENT OPPORTUNITIES FUND

The purpose of the [Student Opportunities Fund \(SOF\)](#) is to provide financial assistance to MPH students who present papers or posters at academic conferences and/or complete internship/international experience requirements per the MPH curriculum. The intent of the SOF is to help defray *some* of the costs associated with these activities. Funding is competitive and not all applications for support will be granted. For specific criteria, funding applications, and post-activity obligations please visit the SOF link on the "Current Students" page of the MPH website.

ADDITIONAL RESOURCES

- [Educational Fees, Costs and Tuition](#)
- [Financial strategies for students](#)
- [More information on Assistantships & Fellowships](#)
- [MU Financial Aid & Scholarships](#)
- [Scholarship opportunities for returning or transfer students](#)

ADVISING

Student advisement is an important part of the student's educational experience. Students are assigned their faculty advisors within the first semester in the MPH Program. The advisory system has the following purposes:

1. To provide each student with a faculty member who knows the student's educational interests and goals, his/her particular educational program and who serves as a resource in assisting the student in his/her total educational experience; and
2. To provide the Program with a clear channel through which to carry out certain administrative functions in reference to the specific student.

PART-TIME STUDY

Students who plan to complete the MPH Program on a part-time basis must notify their faculty advisor and the Academic Advisor of this intention. Students will be considered part time if they register for 6 credit hours of less for Fall/Spring semesters and 3 credit hours for Summer terms. Part-time students follow the same curriculum and sequence of courses. Because all courses are not offered all semesters, part-time study requires careful and advance planning. In order to ensure consistency and timely progress through the program, part-time students are required to prepare, in consultation with their faculty advisor, a reasonable study plan that can be implemented within a maximum of eight years from time of admission. These plans are periodically evaluated. Part-time students must also maintain reasonable progress toward the degree, which is defined as taking at least six credit hours of graduate credit per academic year. Students with advisors who are on 9 month academic contracts should plan to meet with their advisor before the end of Spring Semester to plan for the Fall registration. Student may seek advice from the MPH Academic Advisor when issues of concern arise during the Summer Semester.

DUTIES AND RESPONSIBILITIES OF THE STUDENTS

Newly admitted MPH students are required to schedule an appointment with the MPH Academic Advisor prior to their first enrollment in the program. The Academic Advisor will provide assistance to the student in preparing their program of study. Graduate Certificate students are required to have at least one advising appointment before completing the certificate program. Each student should be interested in his/her academic and professional development and retains the ultimate responsibility for the successful completion of the degree program. Performance of the following responsibilities of the advising process will assist in achieving that objective:

- Schedule at least one advising session each semester (more frequently as needed) for pre-registration, registration and/or other advising needs. After a curriculum plan is agreed to by the student and the student's faculty advisor and is on file, registration related meetings may be scheduled with the faculty advisor or the MPH Academic Advisor;
- Attend all orientation sessions;
- Appropriately participate in meetings and other activities related to internship/practicum/fellowship participation and related to post graduate placement;
- Provide information needed for advisement on academic, personal, or career-decision making;
- Listen and respond to the advisor in a courteous and professional manner;
- Achieve and maintain good academic standing and insure that degree requirements are completed;

- Notify the faculty advisor and the MPH Program Director of intent to withdrawal from or change his/her program of study;
- It is never appropriate to contact a faculty advisor at their home without the advisor's explicit consent.

DUTIES AND RESPONSIBILITIES OF THE FACULTY ADVISORS

The Advisor has primary responsibility for helping the student make maximum use of her/his learning opportunities and, in general, acts to advance the student's best interests.

Specifically, the advisor:

- Consults with the student regarding his/her short-term and long-range educational goals. Assist the student in making choices from the course options available to meet his/her goals;
- Is available to the student to discuss personal issues as they impinge on the student's educational experience and may make referrals to various University and community resources if requested to do so by the student;
- Provides advisees with insights into professional career opportunities and the activities and lifestyle of a public health professional;
- Assist advisees in gaining internship, a fellowship or employment after graduation.

DUTIES AND RESPONSIBILITIES OF THE MPH ACADEMIC ADVISORS

The MPH Academic Advisor is vitally interested in and shares responsibility with the faculty advisors and students for the academic and professional development of all students in the MPH Program. This interest is exemplified through the performance of following responsibilities:

- Manage all departmental student orientation;
- Work closely with the student at the beginning of the student's educational experience to design a plan of study. The student should keep a copy of the plan and the original is kept in the student's official record to be updated as needed;
- Be available for advising sessions with students that supplement and support the activity of the faculty advisor, at the time of pre-registration or registration and at other times as needed throughout the year;
- Be regularly available for student contact during normal business hours;
- In cooperation with faculty advisors and the Program Director, monitor the academic participation and performance of advisees in "probationary" status, including advisees admitted on probation and advisees placed on academic probation during their course of study;
- Listen and respond to student problems in a courteous and professional manner;
- Know procedures for: waiver of courses, petition for transfer of credit, dropping/adding courses, filing a degree candidacy, seeking financial aid, inquiring about internship or placement assistance, registration and pre-registration.
- Be familiar with curriculum requirements for degrees, policies, procedures and schedule of activities.

ASSIGNMENT OF ADVISORS

Students will be assigned a faculty advisor during their first semester in the program. The selection of the advisor takes into consideration the faculty's academic record, teaching skills and research experience. Advisors are appointed by the Emphasis Area Coordinators or by the Director of the MPH Program.

CHANGE OF ADVISOR

The form to request the change of advisor is available [here](#). If the student requests the change, the student originates the form. If the Program Director or the Area Coordinators request the changes, the Program Director or Coordinators will originate the form.

REGISTRATION CHECKLIST

1. Meet with your advisor at least once a semester.
 - Remember that not all courses are available each semester and that certain courses serve as foundation/pre-requisites to advanced courses. Missing a course could delay graduation for one year.
 - Map out a plan of study for your graduate career with the MPH Academic Advisor.
 - Discuss elective options with the MPH Academic Advisor and plan for how they will fit into your schedule.
 - Check off each completed course from your MPH Schedule and ensure that you are on track for your intended graduation time.
2. Register for courses. You may register for the upcoming semester's courses during designated registration periods only. Refer to the [University Calendar of Important Dates](#) located on the University Registrar's website.
3. Items needed for registration:
 - Go the myZou website at: <https://myzou.missouri.edu>
 - Use your eight-digit MU ID# and your password (Your MU ID# is located on your acceptance letter).
 - Follow the instructions on the website to register for classes.
 - Some courses require the permission of the instructor or the department for enrollment. Obtain consent numbers at the office of the offering department. For example, if you need to enroll in HMI courses, you will need to contact the Department of Health Management and Informatics to get your permission number.
4. Arrange for payment of tuition and fees.
5. Assistance with registration is available from your faculty advisor and the MPH Academic Advisor, if needed.

CAPSTONE

The Master's Capstone (P_HLTH Public Health Capstone 8970 and P_HLTH Veterinary Public Health Capstone 8971) is the culmination of coursework and objectives needed for the completion of the Master of Public Health degree. All MPH students are expected to complete a Capstone; taken in the final semester of the program.

The Master's Capstone provides students with the opportunity to:

- articulate and share what they have learned in coursework and to supplement previous learning by exploring areas of knowledge the students identify as most relevant to their readiness for professional practice
- test theoretical knowledge against real life practice experiences
- integrate and refine basic and advanced concepts, values, and methods acquired during the professional education

For **HPP** students (P_HLTH 8970), this integrative course allows students to synthesize knowledge and public health competencies gained throughout their coursework and apply them to solving public health problems through grant applications in their areas of interest. The overall intent is to provide the graduate with an introductory grounding in grant writing and program design so that he/she can knowledgeably participate in the formulation, implementation, and evaluation of a public health program by designing and writing a grant proposal using a team approach.

For **VPH** students (P_HLTH 8971), this integrative course allows students to increase confidence in applying public health principles to relevant veterinary health topics. The outcome of this integration should be that the student is able to think about, talk about, and write about public health in conceptual and theoretical terms. Students should be able to identify appropriate points of intervention, plan interventions based on sound science and understanding of community and organizational dynamics and evaluate programs, including applying principles of cost-benefit analysis.

THESIS OPTION

Some students request to complete a Thesis rather than a Capstone. This option requires approval of your emphasis area director.

HPP: Dr. Deborah Hume ~ humed@missouri.edu

VPH: Dr. Loren Schultz ~ schultzlo@missouri.edu

The Master's Thesis (P_HLTH 8090) requires independent research aimed at discovery and/or development of elements or relationships derived from a public health theory. A formal written report using guidelines established by the MU Office of Research and Graduate Studies is required. P_HLTH 8090 Master's Thesis Research enables the student to use the research process in a systematic inquiry of elements and relationships within public health theory. The MU Office of Research and Graduate Studies Guidelines for the Thesis Process is available at: <http://gradstudies.missouri.edu/academics/thesis-dissertation/index.php>.

The Master's Thesis Project provides students with the opportunity to:

- Generate a research question within a theory,
- Formulate and implement a research design, and
- Make recommendations for replication, revisions, or future investigations.

GENERAL GUIDELINES

By the end of the second semester in the MPH program (12-18 hours completed), the student should identify a researchable problem and thesis adviser. The student must be enrolled in P_HLTH 8090 to receive faculty assistance with thesis research (1-6 credits per semester, graded S/U only). Also, the student is required to submit a [Request for Thesis Committee \(M2\) form](#) for approval by the Director of the MPH Program and the MU Office of Research and Graduate Studies by the end of the student's second semester.

ENROLLMENT

The student must be enrolled at the University during the semester in which the thesis is defended. Please see enrollment requirements [here](#).

STUDENT RESPONSIBILITIES

After the Request for Thesis Committee (M2) form has been filed, any changes should be submitted to the MU Office of Research and Graduate Studies through the "[Graduate School Change of Committee Form](#)". The student is responsible for:

- Selecting the second and third readers and submitting the request appointment and approval of the thesis advisory committee, with the assistance of the thesis adviser;
- Taking a copy of the thesis to the three readers for signatures;
- Scheduling the oral examination and conference room at the Master of Public Health Program by calling 884-6844 prior to the deadlines posted each semester;
- After successfully defending the thesis, the student make any needed adjustments in format and corrections/clarifications based on input from the committee;
- Thesis is submitted as a PDF file on a CDROM to the Office of Research and Graduate Studies by the established deadline.

MPH INTERNSHIP REQUIREMENTS AND POLICIES

STUDENT EXPECTATIONS

During this course, you will be gaining experience in a public health agency and working with a Preceptor on a specific project. The agency and the Preceptor are volunteering to assist you in meeting your educational goals.

General student expectations for this experience are listed below:

- Contact the Preceptor/agency regularly to discuss progress on your project.
- Accomplish activities as stated in the Internship Statement of Purpose contract.
- Participate in activities offered by the Preceptor in addition to the work on your project.
- Inform the Preceptor/agency and clinical instructor about problems/issues related to population and/or project work. Any unresolved issues may be brought to your Faculty Advisor and the MPH Program Administrative Staff.
- Be responsive to Preceptor/agency requests.
- Demonstrate professional behaviors, including appropriate dress, language, punctuality, call-in procedure, and discussion with clients and health professionals.
 - Preceptors will evaluate your performance based on these expectations. The internship is a pass/fail program. The work on your project must meet the needs of the agency/Preceptor for you to pass the internship.

POLICY FOR PRE-REQUISITES FOR THE MPH INTERNSHIP

Before the beginning of an internship, the MPH student must have completed 21 hours of coursework in the Master of Public Health Program, which should include following courses:

P_HLTH 7150 Principles of Public Health	OR	3
P_HLTH 7160 Interdisciplinary Perspectives of Global Public Health		
P_HLTH 8150 Human Health and the Environment		3
P_HLTH 8920 Social and Behavioral Sciences in Public Health		3
P_HLTH 8420 Principles of Epidemiology	or	3
STAT 7020 Statistical Methods in the Health Sciences		3
2 Approved Electives (or alternatives discussed with advisor)		6
Subtotal Credit Hours		15
Other Elective Credit Hours		6
TOTAL		21

PRE-REQUISITE WAIVER POLICY

Waivers for students who would like to start their internships prior to completion of all pre-requisites will be considered on an individual basis by the student's Faculty Advisor, Field Placement Coordinator, and the MPH Program Director.

INTERNSHIP STUDENT CHECKLIST

PREPARING FOR INTERNSHIP: (3 months before internship)

- Revise Resume:** Include information on education, previous work experience, and career goals. Keep length to no more than two pages. Contact your Faculty Advisor or the Field Placement Coordinator for assistance, if needed.
- Complete Self-Assessment Form:** This will help you to identify competency areas you want to emphasize during your internship. Turn in the self-assessment to the Field Placement Coordinator. See Appendix 2. The Student Internship Interest form is also helpful and available in Appendix 3.
- Consider Potential Internship Sites:** With the assistance of your Faculty Advisor and/or the Field Placement Coordinator, develop a listing of potential internship sites. Considerations include: geographical location, interest areas, career goals, and learning objectives. Review the opportunities posted on the MPH Program website. http://publichealth.missouri.edu/students_internships_list.php.
- Meet with Your Faculty Advisor:** Review potential internship opportunities, self-assessment, and interest areas with your Faculty Advisor and the Field Placement Coordinator as needed. (Special note: Your Faculty Advisor is identified in your <https://myzou.missouri.edu> account.)
- Contact Sites/Preceptors:** Make contact with potential Preceptors to explore internship duties. Set up interviews (phone or in-person) and review information about the agency/organization. Treat contacts like job interviews; follow up with thank-you notes and inform the Preceptor promptly if you will be accepting the internship.
- Finalize Internship Site and Preceptor:** Contact your Faculty Advisor and the Field Placement Coordinator to finalize internship plans.

STARTING YOUR INTERNSHIP: (*within 2 weeks of starting internship*)

- Log into Blackboard MPH Internship Tracking site:** verify that you have access to this site. This is where the Field Placement Coordinator will be tracking your internship. If not, contact the Academic Advisor or Field Placement Coordinator in the MPH Office to gain access.
- Complete Statement of Purpose:** Interns meet with your preceptor and collaboratively develop a list of objectives for the internship. Then align these with MPH competencies. Your preceptor, faculty advisor and you all sign this form. This document is the driving force for your internship. Upload this form to the Internship Tracking site.

- Complete Internship Agreement:** This document must be signed by the intern, Preceptor, and Faculty Advisor and uploaded to the Internship Tracking site at the beginning of the internship.
- Complete Internship Log:** Begin documenting hours and maintaining a record of activities on the Internship Log.
- Complete Field Practicum Agreement:** If you are the first MPH intern at your internship site, you may need to facilitate completion of the Field Practicum Agreement. A list of previously approved sites is on the Internship Tracking site.

MIDTERM

- Complete Internship Progress Report:** Meet with your Preceptor about halfway through the internship to discuss progress. The intern and Preceptor must complete the Internship Progress Report and return it to the Field Placement Coordinator.
- Update Statement of Purpose:** Update progress towards meeting objectives and timeline on the Statement of Purpose and return to the Field Placement Coordinator.

FINAL

- Finalize Statement of Purpose:** Complete the final column of the Statement of Purpose and address objectives that were met (or not met). This document must be signed by your Faculty Advisor, Preceptor, and the Field Placement Coordinator and turned into the Field Placement Coordinator. Complete all assigned internship activities within the internship period unless previous arrangements have been made. If it is clear that an internship-related student activity cannot be completed during the internship, discuss this with the Faculty Advisor as soon as possible.
- Complete Student Evaluation of Internship:** You must complete your Student Final Internship Evaluation within one week of completing the internship. Return the evaluation to the Field Placement Coordinator. A final grade will not be issued until the evaluation is received.
- Request Preceptor Evaluation of Internship:** Provide your Preceptor with a copy of the Preceptor Final Internship Evaluation and requests that it be completed and returned no later than one week following completion of the internship and turned in to the Field Placement Coordinator.
- Finalize Internship Log:** Finalize your log and turn in to the Field Placement Coordinator.
- Complete Summary Report/Project:** Submit a brief paper or report that summarizes your internship activities and accomplishments to your Faculty Advisor. Guidelines for Final Paper can be found on the Blackboard site.