**Michigan State University
Program in Public Health**

STUDENT
HANDBOOK

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College of Human Medicine
Michigan State University
East Lansing, Michigan, USA
www.publichealth.msu.edu

MICHIGAN STATE
U N I V E R S I T Y | Public Health

This handbook is intended to be used in conjunction with the official sources of information on graduate study published by Michigan State University's Graduate School and is, therefore, not a comprehensive document.

Table of Contents

Program in Public Health

Founded in 2008, Michigan State University's (MSU) Program in Public Health (PPH) offers a cost-effective online Master of Public Health (MPH) degree with an applied approach designed to create a workforce ready to meet today's challenges in public health. New professionals find their MPH invaluable to starting their career while current professionals augment their experience with an in-depth public health education. Learning is enhanced by instruction from a diverse faculty and student base offering global perspectives. The PPH is included in the College of Human Medicine's accreditation review with the Liaison Committee on Medical Education (LCME).

Overview of Graduate Program

Public health professions are experiencing renewed focus and professional demands in the wake of national and international health challenges including emerging infections, terrorist activities, environmental contaminations and societal costs associated with uncontrolled chronic conditions. Public health is a discipline that is distinct from clinical medicine. Both specialties focus attention on health status yet the target of attention and the means by which health status is addressed varies. Preventive medicine, health education, control of communicable diseases, application of sanitary measures and environmental monitoring are but a few of the fields that contribute to public health.

Public Health	Medicine
Primary focus on population	Primary focus on individual
Public service ethic, as an extension of concerns for the individual	Personal service ethic, in the context of social responsibilities
Emphasis on disease prevention and health promotion for the whole community	Emphasis on disease diagnosis, treatment, and care for the individual patient
Public health paradigm employs a spectrum of interventions aimed at the environment, human behavior and lifestyle, and medical care	Medical paradigm places predominant emphasis on medical care
Variable certification of specialists beyond professional public health degree	Uniform system for certifying specialists beyond professional medical degree
Lines of specialization organized, for example by: • *analytical method (epidemiology, toxicology)* • *setting and population (occupational health, international health)* • *substantive health problem (environmental health, nutrition)*	Lines of specialization organized, for example, by: • *organ system (cardiology, neurology)* • *patient group (obstetrics, pediatrics)* • *etiology and pathophysiology (infectious disease, oncology)* • *technical skill (radiology, surgery)*
Biological sciences central, stimulated by major threats to the health of populations; research moves between laboratory and field	Biological sciences central, stimulated by needs of patients; research moves between laboratory and bedside
Numerical sciences an essential feature of analysis and training	Numerical sciences increasing in prominence, though still a relatively minor part of training
Social sciences an integral part of public health education	Social sciences tend to be an elective part of medical education
Harvard School of Public Health (2006)	

Many disciplines contribute to the public health workforce such as nursing, nutrition, oral health, health education, social work, epidemiology, laboratory sciences and environmental health. Completion of a graduate degree in public health prepares individuals for opportunities in a variety of organizations. Many individuals work in government positions while others pursue careers with non-profit organizations.

The PPH offers three educational options for students:
- Graduate degree program leading to a Master of Public Health(MPH) (42 credits total)
- Graduate Certificates
- Non-transcriptable Certificates

Program in Public Health Mission, Vision and Goals

Mission
> The faculty, students, organizational and community partners associated with the Program in Public Health work toward improving the public's health through multidisciplinary education, providing research opportunities and service activities to help prevent and control disease and illness. The Program in Public Health at Michigan State University operates via traditional and alternative delivery methods in partnership with the public health community.

Vision
> To create a global online learning experience that engages students in the course work and practical training necessary to obtain the knowledge, skills and abilities required to successfully perform as a public health professional in the United States and internationally. This experience will result in public health professionals who possess the ability to effectively assess and apply this knowledge.

Goals
> ***Educational:*** Provide students with knowledge about the field of public health as well as the skills necessary to become effective public health professionals.
> ***Service and Outreach:*** Provide students with leadership and service skills to enhance population health at local, state, national, or international levels.
> ***Research:*** Provide students skills to identify evidence-based health research findings and translate them into public health policy and practice.

Program Components

The program requirements of each MPH graduate degree student shall consist of a minimum of forty-two credits of graduate level coursework beyond a bachelor's degree. Of the forty-two credits required, there are eighteen credits of core courses, eighteen credits of elective courses, and six credits of Culminating Experience courses. The graduate degree is only available through a non-thesis/Capstone (Plan B) option.

Degree Requirements

Master of Public Health (MPH) Degree

The MPH engages the student in coursework and practical training to obtain the knowledge, skills, and abilities necessary to successfully perform as a public health professional. Public health focuses on the health status of communities and populations and emphasizes disease prevention and health promotion over treatment. Three major functions of public health include assessment, policy development, and assurance. Core disciplines contributing to public health include biostatistics, epidemiology, health policy and management, social and behavioral sciences, and environmental health sciences. To obtain the MPH degree, the student must complete a minimum of forty-two credit hours of coursework including a Culminating Experience consisting of the Practicum and Capstone Paper. The Culminating Experience replaces a thesis and serves as the final evaluation of a student's learning. The Core Competencies of Public Health Professionals are demonstrated during the Practicum experience. The core courses may be taken in any order, however, we strongly recommend the student enroll in HM 801 as one of the first courses.

 Completion of the MPH degree program consists of the following:

1. Eighteen credits of required core courses ***with a minimum final grade of 3.0 in each****:*

HM 801 Introduction to Public Health	3 credits
HM 802 Biostatistics for Public Health	3 credits
HM 803 Epidemiology for Public Health	3 credits
HM 804 Public Health Administration	3 credits
HM 805 Social and Behavioral Aspects of Public Health	3 credits
HM 806 Environmental Factors of Health	3 credits

2. Eighteen credits of elective coursework:

Potential elective courses are identified as those that prepare each student to be successful in the area in which they plan to practice. A student must submit an Elective Request Form to the Program Office prior to enrolling in any non-PPH elective course. There is no guarantee that any courses taken outside of the Program in Public Health curriculum will be approved for credit toward an MPH. The student is responsible for obtaining permission from the Program before enrolling in non-PPH electives.

3. Six credits of Culminating Experience coursework ***with a minimum final grade of 3.0 in each****:*

HM 891 Introduction to Public Health Practicum   1 credit
HM 892 Public Health Practicum   3 credits
A minimum of three credits is required. If a student
enrolls in an 8-credit Practicum, the remaining
five credits are considered extra and cannot be
used toward elective credit.
HM 893 Public Health Capstone   2 credits

4. Maintain a minimum cumulative grade point average of 3.0.

The Practicum Experience

The Practicum Experience consists of two courses: HM 891 Introduction to the Public Health Practicum and HM 892 Public Health Practicum. HM 891 is a one-credit, self-directed course in which the student identifies and develops a Practicum experience focused on a selected area of interest. HM 892 is a minimum three-credit course that provides the opportunity for the student to fully appreciate and integrate material learned in the classroom in a real world setting and to gain applied experience in the field of public health. A student's previous/usual professional activities do not suffice to fulfill the Practicum requirement. If the Practicum experience is completed at a student's current place of employment, the project must not be a part of their normal job responsibilities.

Concurrent enrollment in HM 891 and HM 892 is allowed; however, the student must allow sufficient time (at least two weeks) between completion of HM 891 and the beginning of the Practicum experience as detailed in the Culminating Experience Handbook. Enrollment in HM 892 requires a passing grade of at least 3.0 in each of the six core courses. It requires a commitment of 240 hours with a minimum 120 hours of face-to-face time. A student may take the Practicum in a single semester by registering for a minimum of three credits with HM 892 or, depending upon the nature of the Practicum experience, the student may complete the Practicum over multiple semesters with approval from their advisor. In the latter case, the student will register for one to three credits each semester, provided the student takes a minimum of three Practicum credits in total. The student may not use Practicum credits that exceed the three credit minimum to satisfy the elective course credit requirement for the MPH.

The Capstone Paper

The Program in Public Health Capstone Paper is the final requirement for completion of the MPH degree and serves as the final examination replacing a thesis or oral examination. This final major paper provides evidence of the student's ability to synthesize and integrate the knowledge acquired during their degree program and Practicum experience. **As such, it may not be undertaken with any of the core courses or electives.** The paper must demonstrate the student's ability to apply their understanding of the five core public health disciplines to the topic, project, or problem at hand. Evaluation of the Capstone Paper is done by both a PPH advisor and the PPH director. If more than one grade discrepancy exists between the two evaluations, a third evaluator is sought.

Sample Student Curriculum Calendar

Semester	Course(s)	Credits
	Core Courses	
1	HM 801 Introduction to Public Health	3
1	HM 802 Biostatistics for Public Health	3
1	HM 803 Epidemiology for Public Health	3
2	HM 804 Public Health Administration	3
2	HM 805 Social and Behavioral Aspects of Public Health	3
2	HM 806 Environmental Factors of Health	3
	Core Courses Sub-total:	**18**
	Electives	
3	Electives (3 @ 3 credits)	9
4	Electives (3 @ 3 credits)	9

	Elective Courses Sub-total:	**18**
	Culminating Experience	
5	HM 891 Introduction to Public Health Practicum	1
5	HM 892 Public Health Practicum	3
5	HM 893 Public Health Capstone	2
	Culminating Experience Sub-total:	**6**
	Total Credits:	**42**

Graduate Certificates

The Program in Public Health offers a variety of Graduate Certificates designed to give a student expertise in a particular area. These certificates allow an MPH student to begin concentrating in their desired field before graduation, and subsequently gain a head start in their career. Similarly, Graduate Certificates allow current public health professionals and others to quickly and inexpensively develop a career competency that will enrich their work experience or prepare them to take their careers to the next level.

Graduate Certificates may be earned through three different routes. The first, which is transcriptable, allows students to earn college credits while concentrating on a particular area of study. The second way students may earn a certificate is through the Lifelong Education program. Professionals and others who are interested in learning more in a concentrated area of study without a need or desire to earn college credits pursue this path. Lastly, master degree students with the Program in Public Health are allowed to use their elective credits toward completion of a Graduate Certificate.

Please note: students completing only a Graduate Certificate are not eligible for financial aid.

The Core Disciplines of Public Health certificate is administered by the College of Human Medicine and is available as an elective certificate to students who are enrolled in masters or doctoral degree programs at Michigan State University. A student earning their MPH degree is not eligible to enroll in this certificate.

An MSU graduate student interested in one of the Graduate Certificates must contact the Program in Public Health. With the approval of the department, school or college that administers the student's primary degree program, courses used to satisfy the requirements for the certificate may also be used to satisfy the requirements for the master's or doctoral degree. Adding the Graduate Certificate to the student's program of study must be approved by the student's primary advisor. More information about each Graduate Certificate offered by the Program in Public Health can be found at: http://publichealth.msu.edu/pph/index.php/graduate-studies?id=17

Non-transcriptable Certificates

Individuals may enroll in a certificate through MSU Lifelong Education. Non-transcriptable certificates are designed for an individual who is not interested in pursuing a graduate degree but is interested in personal or professional development. Up to nine credits may be transferred to a degree program in the event the individual is later interested in enrolling in the graduate degree program. A Lifelong Education student who is interested in transferring to the MPH program must follow the full application process required of each MPH degree-seeking student. Furthermore, no guarantee exists the student will be admitted to the full degree program.

Dual Graduate/MPH

To be considered a dual degree applicant, the applicant must be currently enrolled in a second MSU graduate program. An applicant who has not yet been accepted to another MSU graduate program is not considered a dual degree applicant and must submit all the requirements for the MPH application.

A dual degree student is given the opportunity to dual count up to nine credits between two graduate or terminal degree programs. A dual degree student is responsible for informing their advisor from each degree program which nine credits they are requesting to be shared. A dual degree student is required to meet with their advisor from each degree program to create a curriculum plan that best serves both programs.

A dual degree student is charged tuition rates according to their primary degree program each semester. A primary major code change may be requested when a student has completed the requirements for one program and is proceeding to begin requirements for their second program. This request must be submitted to the Program in Public Health office through the student's MPH advisor.

An MPH student's status may change to that of a dual degree student (dual/MPH) after admission to another MSU graduate program. It is the responsibility of the MPH student to notify the Program in Public Health office *and* their MPH advisor regarding acceptance into a second graduate program. The current student status, completed curriculum, and opportunities for completing the dual degree program will be reviewed so a decision regarding how to proceed can be made. If a student's MPH status changes to the status of a dual degree student, a proper curriculum plan will be developed for both degree programs at that time.

Dual degree students must complete a Dual Degree Memorandum of Understanding (MOU) with their second graduate degree advisor and submit it to their MPH advisor for approval and processing.

Dual Undergraduate/MPH

Undergraduate dual enrollment provides an opportunity for an academically talented undergraduate student to enroll in graduate courses and complete coursework towards a graduate degree while completing the last two years of their bachelor's degree(s) programs.

To be considered for dual enrollment, the student must first file an application for admission to graduate study and be admitted into a graduate program. Subsequent to admission to a graduate program, in regular status, the student must complete a Request for Dual Enrollment Status form available from the Office of the Registrar. A student who is accepted for dual enrollment can be admitted to both the undergraduate and graduate degree programs upon reaching junior standing.

Within the first semester of dual enrollment, the student's graduate degree program advisor must be identified and the appropriate graduate degree guidance committee established. The advisor and committee assist the student in developing a program of study for the graduate degree. Admission to graduate study must be approved before graduate courses are undertaken. Credits completed prior to admission to graduate study *cannot* be applied toward a graduate degree program.

A student will be classified as an undergraduate until the minimum number of credits required for a first bachelor's degree is completed. When the student is classified as a graduate student, eligibility begins for graduate assistantships, other forms of graduate student financial aid, and those services and prerogatives normally reserved for graduate students.

A student pays undergraduate tuition up to the total number of credits required for a first bachelor's degree(s) in his/her major(s), at which point graduate tuition is applicable and students are eligible for graduate fellowships and assistantships. If approved by the graduate program, a maximum of 9 credits, at the 400-level or higher, from the undergraduate degree program can be applied toward the requirements for the graduate degree program for credits completed after admission to graduate study.

In semesters when the student is dually enrolled, federal financial aid designated for the first bachelor's degree (Federal Pell Grant and Federal Supplemental Educational Opportunity Grant (SEOG)) will be determined based upon the number of undergraduate credits only. Awards will be manually adjusted as necessary once the student is registered. A student is not eligible for financial aid as a graduate student until the semester after the minimum number of credits required for the first bachelor's degree has been earned.

Checklist for Completion of Degree

There are a number of things a student should consider when preparing to graduate.

- The student must check with their advisor to confirm all requirements have been met and that all necessary forms have been signed and forwarded to the appropriate offices. This should be done early in the semester prior to their expected graduation.
- Students apply to graduate during the first week of the semester in which they intend to graduate (this may be done online at http://www.reg.msu.edu/StuForms/GradApp/GradApp.asp). For example, if the intention is to graduate at the end of the spring semester, the student should apply to graduate during the first week of the spring semester.
- Visit the Graduate School on the second floor of Chittenden Hall or visit http://grad.msu.edu/graduation/ for information about graduation, commencement, etc.

Admission Requirements

Master of Public Health (MPH) Degree

Application requirements include the following items:
- MSU Application for Graduate Study http://grad.msu.edu/apply/online.aspx
- $50 Application Fee
- Bachelor's degree from an accredited college or university
- Official copies of transcripts from all post-secondary institutions attended (Minimum 3.0 GPA)
    - o If international transcripts do not state that a degree was granted, a copy of the applicant's diploma is also required.
    - o Applicants with transcripts from Chinese universities are required to arrange for a verification report of their transcripts with the China Academic Degree and Graduate

Education Development Center (CDGDC). The report is to be mailed directly to the department from the CDGDC. For more information, visit www.cdgdc.edu.cn.
- Test scores from a standardized graduate or professional school test
- Three letters of recommendation (http://grad.msu.edu/apply/docs/recommendation.pdf)
- Personal statement describing interest/experience in the public health discipline and career goals
- Resume or CV

For International Applicants Only:
- Official test scores from an English language proficiency exam (TOEFL, MELAB, MSUELT, or IELTS) Institution Code: 1465
- Proof of financial support (only for those applying for a student visa)

Non-transcriptable Graduate Certificate

All applications for Graduate Certificates require the following items:
- MSU Lifelong Education Application for Graduate Certificate Study
- Personal statement describing interest/experience in the public health discipline and career goals
- Resume or CV

For International Applicants Only:
- Official test results from an English language proficiency exam (TOEFL, MELAB, MSUELT, or IELTS) Institution Code: 1465

Transcriptable Graduate Certificates

Transcriptable Graduate Certificates also require the following:
- Bachelor's degree from an accredited college or university
- MSU Application for Graduate Certificate Study
- $50 application fee
- Official copies of transcripts from all post-secondary institutions attended (Minimum 3.0 GPA)
  - If international transcripts do not state that a degree was granted, a copy of the applicant's diploma is also required.
  - Applicants with transcripts from Chinese universities are required to arrange for a verification report of their transcripts with the China Academic Degree and Graduate Education Development Center (CDGDC). The report is to be mailed directly to the department from the CDGDC. For more information, visit www.cdgdc.edu.cn.
- Three letters of recommendation (http://grad.msu.edu/apply/docs/recommendation.pdf)

Dual Graduate/MPH Degrees

All dual degree applications require the following:
- MSU Application for Graduate Study
- $50 application fee
- Official transcripts from all post-secondary institutions attended

- A dual degree applicant may be required to submit official transcripts from all post-secondary institutions attended. The applicant must contact the Program in Public Health office to verify whether this requirement applies to their situation.
- Official MSU transcripts sent in a sealed envelope to our office or electronically to info@publichealth.msu.edu
- A letter of support from the applicant's program advisor or director sent electronically to info@publichealth.msu.edu
- Two letters of recommendation
  - Must be submitted directly by the recommender or a letter of recommendation service such as Interfolio.
- Personal statement including a description of the applicant's interest or experience in public health and career goals
  Resume or CV

The Program in Public Health offers the following dual degrees:
- DO/MPH
- MD/MPH
- DVM/MPH
- MSW/MPH
- MS Food Safety/MPH
- PhD Social Work/MPH
- PhD Anthropology/MPH

Dual Undergraduate/MPH Students

Application requirements for dual undergraduate/MPH applicants require the following:
- MSU Application for Graduate Study
- $50 Application Fee
- Current enrollment in an undergraduate program at Michigan State University
- A Request for Dual Enrollment Status form (available through the Office of the Registrar) signed by undergraduate advisor or accompanied by an e-mail of acknowledgment
- Official copies of transcripts from all post-secondary institutions attended (Minimum 3.0 GPA)
- Test scores from a standardized graduate or professional school test
- Three letters of recommendation (http://grad.msu.edu/apply/docs/recommendation.pdf)
- Personal essay describing interest/experience in public health discipline and career goals
- Resume or CV

Program in Public Health Technical Requirements

The Program in Public Health (PPH) is an online program. The following are the minimal technical requirements for participating in Program courses:

- Each student must be in compliance with the MSU Acceptable Use Policy for MSU Information Technology Resources and MSU Privacy Policy.

- *MSU Privacy Statement*
  Know your rights and University Policy:
  MSU expects that you will respect the rights of faculty and other students as you participate in the educational process. Participating in a Desire2Learn (D2L) course means that you may have access to personal information and academic work produced by other students and faculty members, such as discussion board postings, drafts of papers and other work produced in the course. Academic norms and MSU policy require that you must not reveal any information about classmates, course work content, or its authors to anyone outside the course.
  Students should be aware that their use of D2L materials and communication tools in a particular course may be observed and recorded by the instructor of that course. These observations and records may include a student's access to online library materials linked through the D2L course website. Use of these observations and records must conform to the use and release of confidential student records as described in MSU's [Guidelines Governing Privacy and Release of Student Records](). Students may link to library resources directly, without linking through D2L, using the [Library website]().

- Each student must have access to a computer which enables them to complete all coursework, general curricular requirements, and receive academic-related e-mails within their designated program. This computer must be equipped with a microphone and have video conferencing capabilities (i.e. Skype, Google Chat, Adobe Connect, etc.). The student may acquire computer access through the most appropriate option to accommodate their individual circumstances. Each student is responsible for knowing how to operate the computer system they choose and the software packages required.

- Courses may require software not previously specified by the Student Handbook. If a course requires specific software, it is clearly indicated on the course syllabus, the textbook list on the PPH website, and the textbook information found through Schedule of Courses. Each student is responsible for acquiring the specialized software necessary to complete specific course requirements.

- Each student must have access to a personal computer with at least 128 MB RAM (256 MB preferred). The student must also have access to a 56 kbps modem (DSL or Broadband Cable recommended).

- Each student must have an MSU e-mail account which will be provided once the student is accepted through the university. **All communications with the University and the PPH are conducted through this e-mail account.**

Support is available for students 24 hours a day, 7 days a week through the Distance Learning Services Hotline at 517-355-2345 or 1-800-500-1554. Hours for holidays may vary.

Program in Public Health Advisors

Each student is assigned an advisor upon admission to the program. Guidelines for graduate student mentoring from the Graduate School are used as a resource to describe what students may expect. These guidelines are available at: http://grad.msu.edu/researchintegrity/docs/ris04.pdf. Additionally,

professional mentoring will be provided during the Practicum experience by site mentors who are current public health professionals.

The student is expected to maintain regular communication with their advisor over the duration of their studies. Advisors are available to assist a student with:
- Identifying courses of interest and development of their program of study
- Selecting a second degree, additional majors, or certificates
- Reviewing degree requirements
- Planning enrollment
- Information on dropping courses, adding courses, and withdrawal from the University
- Referral to other University resources
- Discussions of possible internship, Practicum, and study abroad experiences

Each student is responsible for knowing and fulfilling all University, College and major requirements. Each student is expected to use the PPH Student Handbook in conjunction with the University's publications of *Academic Programs* http://www.reg.msu.edu/UCC/AcademicPrograms.asp and *Course Descriptions* http://www.reg.msu.edu/Courses/Search.asp.

The student is encouraged to schedule appointments with their advisor throughout their time with the PPH. Advisors are available for appointments via Skype, phone, or in person. If for some reason a student is not able to keep an appointment, the advisor must be contacted to cancel the appointment as early as possible so another student may sign up for the appointment time.

Program in Public Health Graduate Course Descriptions

The courses for the Program in Public Health are categorized as core, elective, and Culminating Experience. All core courses are offered online only. A student wishing to register for any elective course not offered by the Program in Public Health, which has not been pre-approved as an elective, must obtain permission from the Program office *prior* to enrollment. If permission is not obtained, no guarantee is made that the credits will be accepted toward the degree. Elective courses offered change each semester. A comprehensive list of Program in Public Health course descriptions can be found at http://publichealth.msu.edu/pph/pdf/program_documents/courses_with_semester_061912.pdf

Core Competencies of Public Health Professionals

The Core Competencies of Public Health Professionals are a set of skills desirable for the broad practice of public health with varying levels of mastery identified based on each person's background and experience.

The Core Competencies include*:
Analytical/Assessment Skills
Competency in this area is defined as possessing the ability to identify and utilize appropriate data resources to define, assess, and understand the health status of populations, the determinates of health and illness, the factors contributing to health promotion and disease prevention, and the factors influencing the use and success of health services.

<u>Policy Development/Program Planning Skills</u>
Competency in this area is defined as possessing the ability to identify and articulate the health, fiscal, administrative, legal, social and political implications of public health policies and regulations. Competency also encompasses translating such policies into public health organizational structure and programs.

<u>Communication Skills</u>
Competency in this area is defined as possessing the ability to utilize multiple approaches to communicate with individuals and organizations, to present accurate statistical, programmatic, and scientific information, to facilitate community partnerships, and to promote the expression of diverse opinions and perspectives.

<u>Cultural Competency Skills</u>
Competency in this area is defined as possessing the ability to understand the importance of diversity. One must also understand of the roles of cultural, social, and behavioral factors in the effective delivery of public health services and how to utilize the appropriate methods for adapting approaches to work with all ages and lifestyles of persons from diverse cultural, socioeconomic, educational, racial, ethnic, and professional backgrounds.

<u>Community Dimension of Practice Skills</u>
Competency in this area is defined as possessing the ability to understand the role of public and private organizations in the delivery of community health services and the ability to establish and facilitate linkages with key stakeholder groups to promote the health of the population.

<u>Basic Public Health Science Skills</u>
Competency in this area is defined as possessing the ability to understand the interaction among individuals, public health and healthcare systems within the context of the Essential Public Health Services. One should also possess the ability to apply the basic public health sciences appropriately and in accordance with current relevant scientific evidence.

<u>Financial Planning and Management Skills</u>
Competency in this area is defined as possessing the ability to develop, manage and evaluate public health programs, services, and budgets through the application of human relations strategies.

<u>Leadership and Systems Thinking Skills</u>
Competency in this area is defined as possessing the ability to create and promote an organizational culture of shared learning, values, and vision based on ethical standards of professional public health practice.

More information on the Core Competencies can be found at http://www.phf.org/programs/corecompetencies/Pages/About_the_Core_Competencies_for_Public_Health_Professionals.aspx

*The Core Competencies described in this handbook are consistent with the Core Competencies for Public Health Professionals released by the Council on Linkages Between Academia and Public Health Practice prior to June 2014.

Public Health Resources

Each student is encouraged to consider membership in their state-affiliated public health association and the American Public Health Association.

The Program in Public Health website provides more comprehensive information of public health resources. http://publichealth.msu.edu/pph/index.php/partners-and-resources.

Program in Public Health Policies

Academic Honesty and Integrity
https://www.msu.edu/~ombud/academic-integrity/index.html

Academic dishonesty at Michigan State University is defined by the General Student Regulations as conduct that violates the fundamental principles of truth, honesty, and integrity. The following conduct is specifically cited:
- Supplying or using work or answers that are not one's own.
- Providing or accepting assistance with completing assignments or examinations.
- Interfering through any means with another's academic work.
- Fabricating information or citations.
- Facilitating acts of academic dishonesty by others.

In addition, falsification of admission and academic records and violations of professional standards constitute academic misconduct.

Lectures and examinations must remain the property of the College of Human Medicine and must not be copied from the internet for distribution to anyone who is not registered for the course. Online discussions and exercises are confidential and should not be discussed with others who are not enrolled in the course.

All assignments are to be done on the student's own, without the assistance of additional materials (i.e., internet, texts, articles, other people, etc.) unless students are instructed to do otherwise. This includes weekly assignments and exams.

Any student involved in academic dishonesty will be reported to the Office of Academic Affairs and the Office of Student Affairs and a grade of 0.0 may be issued for the course.

Plagiarism

Plagiarism is defined as taking credit for someone else's work or ideas. It is considered plagiarism if a student submits a piece of work (i.e., an essay, research paper, assignment, laboratory report) which in part or in whole is not entirely the student's own work without fully and accurately attributing those same portions to their correct source. This includes information taken from the internet.

Unless authorized by the instructor, a student is expected to do their own original work on each assignment in each class. A student who recycles his or her coursework from one class to another may face an allegation of academic dishonesty. An instructor who believes a student has committed an act of plagiarism should take appropriate action, which includes the issuing of a

"penalty grade" for academic dishonesty. Article 11 of the Academic Freedom Report for Students at Michigan State University, or the "AFR," defines a penalty grade as "a grade assigned by an instructor who believes a student to have committed academic dishonesty. . ." A penalty grade can include, but is not limited to, a failing grade on the assignment or in the course.
For examples of what constitutes plagiarism, see:
- http://www.indiana.edu/~wts/pamphlets/plagiarism.shtml
- http://owl.english.purdue.edu/owl/resource/589/01/
- http://tlt.its.psu.edu/suggestions/cyberplag/cyberplagexamples.html
- http://www.library.ualberta.ca/guides/plagiarism/

Turnitin

Consistent with MSU's efforts to enhance student learning, foster honesty, and maintain integrity in our academic processes, instructors use a tool called Turnitin to compare a student's work with multiple sources. The tool compares each student's work with an extensive database of prior publications and papers providing links to possible matches and a 'similarity score'. The tool does not determine whether plagiarism has occurred. Instead, with the help of the tool, the instructor makes a complete assessment and judges the originality of the student's work. Submissions to any course may be checked using this tool.

Attendance

A student whose name does not appear on the official class list for a course may not participate in the course. **Any student who fails to log in during the first two weeks of the semester will be dropped from the course.**

A student who misses more than three consecutive weeks of class (i.e. those who do not participate actively in class assignments or activities) and who have not communicated with faculty to be excused from class, will receive a failing grade of 0.0 in the course. If a student is going to be absent from class for one week or more and is unable to complete an assignment on time, the student must inform the instructor *in advance* to be formally excused and still receive credit for the assignment. **A s*tudent must provide the instructor with an explanation in writing at least 24 hours before an absence.*** E-mails received later than this will not be honored and the student's assignment will not be accepted. If a student has an emergency situation, the instructor must be contacted prior to the assignment due date to make alternative arrangements. Otherwise, the student will receive a 0.0 for the missed assignment(s).

Academic Performance

The following represent the minimum academic standards to maintain enrollment in the Program.

- Each student must maintain a minimum 3.0 cumulative GPA throughout the Program.
- A minimum grade of 3.0 is required in each core course and is necessary to continue enrollment.
- The accumulation of six or more graduate credits with grades below 3.0 (including N grades in the P-N grading system) removes the student from candidacy for the degree regardless of overall GPA.

A student who fails to meet the minimum standards may be required to withdraw from the Program at the end of the semester.

A student may be removed from candidacy for the degree for the following reasons: theft or misuse of University property, intellectual dishonesty, or violation of law and/or University rules and regulations. A student has the right to a hearing if they believe their removal from the program somehow included an alleged violation of their rights.

Grading

Final grades are determined based on the student's mastery of the course materials and demonstration of the required skills. Each of these components contributes to the final grade which is determined by professional standards at the graduate level. The final grade is based on the following criteria:

> 4.0 - Well above expectation
> 3.5 - At expectation (average for graduate students)
> 3.0 - Below expectation (and passing)
> 2.5 - 0.0 Failing

In the event a student disagrees with the grade received in a course, discussion of their concerns must occur with the instructor prior to any further action. If this discussion is not resolved to the student's satisfaction, they may elect to pursue the process described in the Grievance section of this handbook. A student may request to review their academic folder in the Program Office during regular business hours. An appointment must be made with their advisor to arrange for this.

Deferred Grades

Deferred grades (DF) are issued only to a student who is doing satisfactory work but cannot complete requirements because of reason(s) acceptable to the instructor. The required work must be completed and a grade reported within six months with the option of a single six-month extension. If the required work is not completed within the time limit, the DF becomes a U (Unfinished) and is changed to DF/U under the numerical and Pass-No Grade (P-N) grading systems, and to DF/NC under the Credit-No Credit (CR-NC) system. Please reference https://www.msu.edu/unit/ombud/grade-codes.html for further information regarding deferred grades.

Incomplete Grades

Incomplete grades (I) are issued only to a student who meets all of the following criteria: (1) has completed 12 weeks of the semester but, because of a compelling reason cannot complete the semester and/or take the final exam; (2) be passing the course; and (3) in the instructor's opinion be able to complete the course without repeating the course. If a catastrophic event or serious illness prevents a student from meeting the instructor's deadline for removing an incomplete, the student can request an extension of the incomplete from the instructor. This request will require documentation. A student who fails to meet their deadline and neglects to contact their instructor automatically receives a failing grade in the course. Please reference https://www.msu.edu/unit/ombud/grade-codes.html for further information regarding incomplete grades.

Professionalism Standards

Competence in knowledge and skills, responsibility for consequences of actions, professional communication, confidentiality, and withholding personal judgments are all examples of the principles of professionalism expected in the Program in Public Health. Professionalism and

professional ethics are terms that signify certain scholastic, interpersonal, and behavioral expectations. Among the characteristics included are the knowledge, competence, demeanor, attitude, appearance, mannerism, integrity, and morals displayed by the student to faculty, peers, and colleagues in other professions.

Each student is expected to conduct themselves in a professional manner and to exhibit both the principles and characteristics of a professional student at all times. While a student has an obligation to assist their fellow students in meeting the common goals of their education, the student has an equal obligation to maintain the highest standards of personal integrity.

The permanence and written nature of online postings may cause them to be subject to higher levels of scrutiny than many other forms of communication. Therefore, postings on D2L and on social networking sites are subject to the same standards of professionalism as any other personal or professional interaction and will be treated as if made in a public forum.

Each PPH student must meet certain professional standards and take on professional responsibilities such as behaving in a responsible and professional manner, demonstrating respect for others (peers, faculty, staff, patients, etc.), competence, compassion, personal and professional honesty, social responsibility, confidentiality, teamwork, timeliness, meeting deadlines, and communicating in a professional manner.

Grievances

A student who is uncertain about policies or procedures regarding course requirements or course selection should contact their instructor. A student who is uncertain about policies or procedures regarding Program requirements or any other Program issues should contact their advisor.

When a conflict arises between a student and an instructor, the student must first attempt to resolve the problem with the instructor. If the student remains dissatisfied with the results of this discussion, the student must consult with the Program director who will advise the student with respect to potential courses of action. This may include filing a request for an academic grievance hearing. If still aggrieved, the student may request a formal academic grievance hearing before the appropriate hearing board. The jurisdiction of a hearing for student grievances may vary, depending on the location of the dispute within the University. For example, the hearing board for a grievance against an instructor takes place in the unit in which the grievance originated. The appropriate venue for grievances or complaints in the College of Human Medicine is determined by the dean of The Graduate School.

At times, members of the MSU community may request an academic disciplinary hearing to impose sanctions on a student in addition to, or other than a failing grades in a course for academic dishonesty. The academic disciplinary hearing goes before an appropriate college hearing board selected by the dean of the Graduate School.

The student may consult with the University ombudsperson at any point during an issue when a confidential conversation or source of information may be need but it is recommended that all internal resources have been exhausted before approaching the ombudsperson. The University ombudsperson is an official, chosen from among senior faculty, to whom a student at any level may appeal for assistance in resolving complaints involving academic or non-academic matters. The ombudsperson has broad powers of investigation, including direct and ready access to University officers, faculty and official records. Operating in a confidential, independent, and neutral manner, the ombudsperson assesses the validity of each complaint, advises on possible remedies, provides information about available resources, provides information on student rights and

responsibilities, and, where indicated, actively assists a student in resolving their disputes. The ombudsperson also assists a student in requesting formal academic grievance hearings in situations where students remain dissatisfied with suggested resolutions. Contact at: 129 N. Kedzie Hall, (517) 353-8830, *www.msu.edu/unit/ombud* , ombud@msu.edu.

The Graduate School also sponsors a Conflict Resolution Program that involves faculty and graduate students. The program uses a variety of learning strategies to improve student-faculty interactions, student retention, quality of graduate education, and conflict resolution strategies. As described, program goals are 1) to introduce interest-based negotiation strategies to faculty and graduate students for use in setting expectations and resolving conflicts, 2) to raise awareness of issues of potential conflict, particularly in doctoral education, 3) to improve graduate handbooks (where explicit expectations are codified), and 4) to improve retention. More information is available from the Graduate School website at: http://grad.msu.edu/conflictresolution/ .

The official and most complete source of information on academic matters is the Program's *Student Handbook* and the University's *Academic Programs* catalog. Consult them for academic policies, regulations, requirements, and procedures. Visit *www.reg.msu.edu* and click on the Academic Programs link in the menu on the left side of the page. Additional resources for students include *Spartan Life: Student Handbook and Resource Guide*, available at http://www.vps.msu.edu/SpLife/ .

The following document outlines the general procedures for conducting a hearing affecting graduate students:
- The Graduate Rights and Responsibilities document (GSRR)

A student who wishes to review more comprehensive information about Academic Grievance Hearing Procedures can visit https://www.msu.edu/unit/ombud/grievance-procedures/index.html.

Integrity and Safety in Research and Creative Activities
(An excerpt from the Guidelines for Integrity in Research and Creative Activities)

The conduct of research and creative activities by faculty, staff, and students is central to the mission of Michigan State University and is an institutional priority. Faculty, staff, and students work in a rich and competitive environment for the common purpose of learning, creating new knowledge, and disseminating information and ideas for the benefit of their peers and the general public. The stature and reputation of MSU as a research university are based on the commitment of its faculty, staff, and students to excellence in scholarly and creative activities and to the highest standards of professional integrity. As a partner in scholarly endeavors, MSU is committed to creating an environment that promotes ethical conduct and integrity in research and creative activities.

Innovative ideas and advances in research and creative activities have the potential to generate professional and public recognition and, in some instances, commercial interest and financial gain. In rare cases, such benefits may become motivating factors to violate professional ethics. Pressures to publish, to obtain research grants, or to complete academic requirements may also lead to an erosion of professional integrity.

Breaches in professional ethics range from questionable research practices to misconduct. The primary responsibility for adhering to professional standards lies with the individual scholar. It is, however, also the responsibility of advisors and of the disciplinary community at large. Passive acceptance of improper practices lowers inhibitions to violate professional ethics.

Integrity in research and creative activities is based not only on sound disciplinary practice but also on a commitment to basic personal values such as fairness, equity, honesty, and respect. These guidelines are intended to promote high professional standards by everyone-faculty, staff, and students alike.

Integrity in research and creative activities embodies a range of practices that includes:
- Honesty in proposing, performing, and reporting research
- Recognition of prior work
- Confidentiality in peer review
- Disclosure of potential conflicts of interest
- Compliance with institutional and sponsor requirements
- Protection of human subjects and humane care of animals in the conduct of research
- Collegiality in scholarly interactions and sharing of resources
- Adherence to fair and open relationships between senior scholars and their coworkers

Integrity of Scholarship and Grades

The statement of University policy that addresses principles and procedures to be used in instances of academic dishonesty, violations of professional standards, and falsification of academic or admission records can be found at http://splife.studentlife.msu.edu/regulations/student-group-regulations-administrative-rulings-all-university-policies-and-selected-ordinances/integrity-of-scholarship-and-grades.

Responsible Conduct of Research and Scholarship

The College of Human Medicine supports responsible conduct of research for all students in the college who perform research. Education and training is provided to assist students.

Student Responsibility Agreement

Each student is required to sign and submit a Student Responsibility Agreement to the Program in Public Health office. The Student Responsibility Agreement is an acknowledgement by the student of the requirements, opportunities, and support offered by the Program and also the student's responsibilities while they are part of the Program. The Student Responsibility Agreement is located in the Program in Public Health New Student Orientation within the Program in Public Health Student Community on Desire2Learn (D2L).

Time Limit

A student must complete their master's degree within five years. The semester in which the first class that can be applied to the degree is taken is considered the student's first semester in the program. A waiver for this requirement may be considered in extreme circumstances.

Transfer Credits

A student may be eligible to transfer as many as nine semester credits of graduate course work (excluding research and thesis credits) into the Master of Public Health program from other accredited institutions with master's programs. These credits cannot be requirements toward a previously conferred degree or certificate. A student interested in transferring credits from another program/department or university into their curriculum plan must first complete the Transfer Request Form available on our

website, [http://publichealth.msu.edu/pph/images/stories/pdf/transfer%20request%20form%200072313.pdf](http://publichealth.msu.edu/pph/images/stories/pdf/transfer%20request%20form%20200723). In addition to this Transfer Request Form, a syllabus from each class requesting to be transferred must be submitted. A student is notified of the decision and any necessary follow-up by e-mail.

If transfer credits are approved by the PPH, the credits may not appear on a student's course record until degree conferral.

University Committee on Research Involving Human Subjects (UCRIHS)

The University Committee on Research Involving Human Subjects is an Institutional Review Board (IRB). Federal and University regulations require that all research projects involving human subjects be reviewed and approved by an IRB **before initiation**. All projects must receive UCRIHS approval, even those that do not have direct contact with human subjects (such as secondary data sources). Under the regulations, research is defined as a formal investigation designed to develop or contribute to generalizable knowledge. A human subject of research is an individual (1) from whom an investigator obtains data or (2) about whom the researcher obtains confidential information.

Faculty and the student must submit the proper forms when the research they will undertake will include actively gathering data from human subjects as described above and/or use of either current or established data of human subjects gathered at a previous time. Before a graduate student begins any research project, the student must consult with their PPH advisor or chair of the guidance committee. For more information about the review process, contact the UCRIHS office at (517) 355-2180, irb@msu.edu , or go to 207 Olds Hall. Information is also available at http://www.humanresearch.msu.edu/

Withdrawal from the University

A withdrawal from the University occurs when a student drops all of their courses within a semester. A student may drop all of their courses through the middle of the term of instruction using the online enrollment system or in person at the Office of the Registrar, 150 Administration Building. For withdrawals that occur before the middle of the term of instruction, courses in which the student is enrolled will be deleted from the official record.

A student may drop a course or withdraw after the middle of the term of instruction only to correct errors in the enrollment or because of events of catastrophic impact such as serious personal illness. If the student is passing the course, or there is no basis for assignment of a grade at the time of the drop, a W grade is assigned. If failing, a 0.0 (or N in a P-N graded course) is assigned. The course remains on the student's academic record.

In the event the student would like to withdraw from the Program in Public Health completely, in addition to contacting the Office of the Registrar, the student is also required to contact the PPH Office to alert the Program of their intent to withdraw. The student's intent must be submitted in writing via e-mail or traditional mail.

For more information, please see http://www.reg.msu.edu/ROInfo/Notices/Withdrawal.asp.

Exit Surveys

A short online survey is given by the Graduate School to each student who has applied for graduation. The survey asks questions about educational experiences in MSU graduate programs as well as about immediate professional plans. The Graduate School uses data from this survey when reviewing graduate programs and to guide decisions about services and initiatives for graduate students. The identity of each respondent is kept confidential and only aggregate information is made available to faculty and administrators. The student receives an e-mail message from the dean of the Graduate School with a link to the survey. However, the student does not need to wait for that e-mail message to complete the survey after applying for graduation. It takes about 5-10 minutes to complete the online survey. Instructions for completing the survey are available by referencing the third step at http://grad.msu.edu/etd/.

Each student also receives an exit survey from the Program in Public Health upon degree conferral inquiring about their experience with the PPH. The information collected in the PPH exit survey is used to track alumni statistics and review Program components, faculty, and staff.

Campus Resources

Academic Computing and Network Services (Computing and Technology Assistance)

ATS Help Desk
Consultants provide computing support by telephone, face-to-face, and e-mail for general computing questions, troubleshooting computer issues, and configuring personal computers to work with the MSU network and mail system. For assistance call (517) 432-6200 or visit www.help.msu.edu.

24-hour Distance Learning Service
Provides support for the Desire2Learn course management system including start-up, technical and access problems, and feature requests. Help with accessing online resources using the MSU Proxy Server, book and article delivery, and help with online courses is also available. Call (517) 355-2345 or (800) 500-1554. Visit http://help.d2l.msu.edu/ for self-directed help online.

Computer Laboratories
Located throughout campus computer laboratories give students access to the internet, popular software, and printing services. Anyone with an MSU NetID can use these computers. To locate a computer lab on campus, visit www.computerlabs.msu.edu or call (517) 432-6200. Most public computer labs are wheelchair accessible. For detailed information regarding accommodations for persons with disabilities, contact the Resource Center for Persons with Disabilities at (517) 884-7273.

Computer Repair
Provides repair service on PC and Mac hardware and software along with upgrade and installation service for desktop and laptop computers. Walk-in service is provided in 110 Computer Center. For additional information call (517) 432-0700 or visit http://computerrepair.msu.edu/.

Technology Resources
The University offers a Student Technology Guide that covers a wide range of technology topics and resources. The technology resources on campus support a student with topics regarding MSU Information Technology Services, campus specific technology, staying safe

online, etc. The Student Technology Guide, along with many other technological resources, is available at http://tech.msu.edu/students/index.php.

MSU's centrally supported e-mail system
Each student is required to activate their MSU e-mail as this is the only e-mail address the University will use for sending official communications to students. For more information, read the Student E-mail Communications Notice at www.lct.msu.edu/guidelines-policies/student-email-communications-notice.html. To get started, go to www.mail.msu.edu.

MSU Computer Store
In room 110 of the Computer Center, the MSU Computer Store offers educationally discounted pricing on computers, software, and peripherals. Find out more at www.cstore.msu.edu or call (517) 432-0700.

Spartan Life: Student Handbook and Resource Guide
http://www.vps.msu.edu/SpLife/

This is a helpful resource guide to campus programs and services. It includes rules, regulations, rights, and responsibilities that have been established in the interest of intellectual and personal development while protecting individual freedoms.

Campus Driving, Parking and Bicycling
www.dpps.msu.edu

Autos and bicycles used on campus must be registered and parked in accordance with University regulations. Parking on campus during the day is extremely difficult, but after 6:00 p.m., parking permits are not required and parking is more available. During the day, parking is available in a commuter lot which has bus service to campus. You will find vehicle registration, parking, and permit information by calling (517) 355-8440, e-mail parkinfo@dpps.msu.edu, or go to 1120 Red Cedar Road, Room 87, East Lansing, MI 48824.

Career Services and Placement (CSP)
http://www.csp.msu.edu/

Located in Chittenden Hall, CSP includes the Career Development Center and the Student Employment Office. CSP provides assistance to students and alumni planning careers and seeking jobs in business, industry, government, social services, and education. CSP conducts workshops on campus on topics such as constructing resumes, interviewing, conducting job campaigns, and related topics each week throughout the semester for students and alumni. A number of career fairs are sponsored during the year. A Summer Employment Fair is usually held in February. For information on these career fairs, check with Career Development Center staff in Chittenden Hall.

CSP provides walk-in advising for quick questions regarding resumes, job searches or career searches their Chittenden Hall office. Walk-in appointments are limited to fifteen minutes and available times may vary from semester to semester. Check for hours posted. Regular appointments may be made for more intensive advising on careers and job searches. Student Employment Office staff can help a student find part-time and summer jobs, on and off campus. All work-study positions are obtained through the Student Employment Office. A student must qualify for work-study through the Financial Aid Office before seeking a work-study position.

Registration with Career Development and Placement Service is encouraged for each graduating student. It is particularly important for those seeking employment or planning to continue their education. A student should register for job referrals and on-campus interviewing at the CSP website, http://careernetwork.msu.edu/. Internet access and instructions for accessing the CSP website should be available in any campus computer lab.

Change of Enrollment/Registration

Students who wish to drop and add courses after registration may do so through the fifth day of classes. To add courses after the fifth day, students must contact the department offering the course (after the fifth day, students may continue to drop courses through the middle of the semester). After mid-term, students may drop courses only with the permission of the dean of their college. Students are reminded to check the University Calendar in the Quick Guide to Enrollment and Registration (http://www.reg.msu.edu/roinfo/enrollment.asp) each semester for important dates regarding dropping and adding courses. Fees charged for late enrollment and fees refunded for dropping courses are also listed in the Quick Guide to Enrollment and Registration.

Correction of Grades

A student's grade may be changed only if the first grade is in error. The time limit for the correction of grades is thirty days after the start of a new semester. The Office of the Registrar reserves the right to audit student records and to correct them as necessary.

Council of Graduate Students (COGS)
www.msu.edu/~cogs

The Council of Graduate Students is the University graduate and graduate-professional student governing body. It is composed of one representative and an alternate from each degree granting unit, seven officers, and the graduate student representatives on University committees. COGS' goals are to promote the academic, economic, and social aims for all graduate students; establish effective communication among these students and the academic/administrative units of the University; and create channels of effective communication with other student organizations. COGS is located in Chittenden Hall, (517) 353-9189. E-mail: cogs@msu.edu.

Counseling Services
http://www.couns.msu.edu/index.htm

The Counseling Center provides developmental and psychological counseling, including assistance in decision-making on immediate issues and long-range plans. Career, ethnic, self-management, sexual assault and substance abuse counseling are also provided. Special group counseling services are available and will be discussed during the initial meeting with the counselor. A Self-Management Laboratory provides resources for students considering self-directed behavioral changes. The Counseling Center is located at 207 Student Services Building. The telephone number is (517) 355-8270.

Distance Learning Services
http://www.lib.msu.edu/dls/

The MSU libraries maintain a unit to support the research and information needs of faculty and students participating in on-line or off-campus courses. Among the services are supporting the Desire2Learn course management system and providing book and article delivery. The Distance Learning Services Helpline is available twenty-four hours a day, seven days a week at (800) 500-1554 or (517) 355-2345.

Family Resource Center
http://www.frc.msu.edu

The Family Resource Center offers resource and referral services to assist parents with locating quality childcare as well as emergency backup childcare services to meet the emergency and short-term child care needs of students, faculty, and staff. An elder care referral service to assist individuals who are managing the care of a dependent elder is also available. Free pre-finals childcare is offered each semester for the children of Michigan State University student parents. A Student Parent Organization (Student Parents on a Mission) offers peer support for students with children (http://www.msu.edu/user/studentp). The FRC may be reached at (517) 432-3745.

Financial Aid
www.finaid.msu.edu

Over sixty-five percent of MSU students receive financial aid. Many receive aid from more than one source. The Office of Financial Aid assists students as part of the University's commitment to providing equal opportunity and equal access to all qualified students.

Financial aid advisors are available to answer questions, discuss student needs, or assist with budget planning. If pursuing financial aid, it is recommended that a student contact a financial aid advisor as soon as possible. Delays may be costly because some programs have application deadlines. Walk-in service is available.

Office of Financial Aid:
    252 Student Services
    Monday–Friday 9a.m.–4:45p.m.
Telephone:
    Voice: (517) 353-5940
    Fax: (517) 432-1155
	Mailing Address:
	Office of Financial Aid
	Student Services Building
	556 E. Circle Drive, Room 252
	East Lansing, MI 48824

Learning Resources Center (LRC)
www.lrc.msu.edu

The Learning Resources Center is an individualized learning center that offers assistance to MSU students who want to improve their study skills. The LRC's goal is to help students develop the strategies and techniques necessary to become successful students. The LRC delivers services through professional staff offering individualized consultation as well as seminars in reading, study groups in mathematics, and workshops on learning and study skills, note taking, and time management. Graduate Records Examination preparation classes are offered as well. Tutoring services are available during evening hours. For more information call (517) 355-2363.

MSU Libraries
www.lib.msu.edu

The MSU Libraries house a research collection of approximately 4.8 million volumes as well as non-print materials such as maps, sound recordings, and hundreds of electronic databases. The library also provides a wide range of user services including extended hours, assistance in using online resources, planning research, and the Assistive Technology Center. Special areas of interest to new students include the Careers Collection, the Financial Aid Collection, and the CyberCafe, as well as the Film Series and other free events for students. The Main Library is located on West Circle Drive, across from Beaumont Tower.

The Program in Public Health employs a public health librarian who is available to its students. The Program strongly encourages each student to take advantage of the librarian's expertise as he is an excellent resource.

> Abe Wheeler, Public Health Librarian
> Phone: 517-884-0893
> Email: awheeler@msu.edu
> Skype Abe at awheeler.msu

MSU NetID
https://www.netid.msu.edu/

MSU students receive centrally funded NetIDs allowing them to utilize various electronic resources and electronic mail. Students must activate their MSU NetID and MSU e-mail account even if they already have other e-mail accounts. By setting up the MSU NetID, students can:
- Receive official communications from MSU that are sent to students by e-mail only
- Receive official communications from the Program in Public Health that are sent via e-mail only
- Publish a personal webpage
- Access dial-up services
- Access public computer labs
- Access electronic resources on campus

To activate an MSU NetID, a PID (Personal Identification Number) and a PAN (Personal Access Number) are required.

Office for International Students and Scholars (OISS)
http://oiss.isp.msu.edu/

The Office for International Students and Scholars serves international students and international faculty. OISS is a resource center for information and consultation on matters related to international students and scholars. The staff is prepared to help in any of the various areas of concern, including academic problems, immigration questions, social health, employment, or financial matters.

This office also organizes seminars and workshops on topics of interest to the broad University community. These have included immigration regulations, cross-cultural communication, pre-departure programs for graduating students, and various training programs. They also publish a very informative handbook, *Welcome to Our Community*, to answer questions about living and going to school in the MSU community. A copy of this handbook can be picked up in the OISS.

The OISS is located in Room 103 in the International Center and can be contacted by phone at (517) 353-1720, e-mail: *oiss@msu.edu* .

Office of Cultural and Academic Transitions (OCAT)
http://www.ocat.msu.edu

The Office of Cultural and Academic Transitions constructs supportive social and educational communities that actively involve students in learning. Specifically, they prompt students' involvement in broad-based University learning experiences (i.e., study abroad, alternative spring break, internships, etc.) while also connecting them to campus resources, people, and programs that lead to deeper student learning and personal success. In part, OCAT accomplishes this mission by building critical alliances and links to academic units. Additionally, OCAT helps students to better understand themselves and others through cultural and social activities. *Student-to-student interaction is the key to benefiting from diversity* and OCAT strives to bring together individuals as well as groups of students from diverse racial, ethnic, international, and domestic backgrounds for meaningful interactions. Moreover, OCAT supports individual students in their navigation of cross-cultural encounters, and in their own understanding, exploration and development of cultural identity. OCAT employs multiple strategies to accomplish these goals. A few of OCAT's signature programs include the Transition and Cultural Aides program, the Maximizing Academic Growth in College program (MAGIC), the Council of Racial Ethnic Students program (CORES), and Internationalizing Student Life (ISL).

Olin Health Center
http://www.olin.msu.edu

Olin Health Center is an outpatient healthcare facility providing medical, dental, and health education services to the students of MSU. Services are available year around. Olin Health Center is located on East Circle Drive between Berkey Hall and the Grand River Avenue parking ramp. Telephone: (517) 884-6546. For current information on hours and services, please visit the Olin Health Center website.

Student Records
www.reg.msu.edu

Office of the Registrar maintains students' academic records. The telephone is (517) 355-3300.

Office of the Registrar
Michigan State University
Hannah Administration Building
426 Auditorium Road, Room 150
East Lansing, MI 48824-2603

Resource Center for Persons with Disabilities (RCPD)
http://www.rcpd.msu.edu/

The Resource Center for Persons with Disabilities has staff specialists who respond to students with mobility, visual, and hearing disabilities as well as alternative learner concerns and other handicapped populations, thus enabling their involvement in University activities. The RCPD office is located at 120 Bessey Hall and may be reached at (517) 884-7273. Services available are:

    Volunteer Reading Services
    Oral/Sign Interpreters

Taped Library
Transport Service (on-campus transport)
Optical to Tactile Converter
Environment Accommodation Info or Assistance
Talking Computer Terminal
Assistance in Housing Accommodations
TV Magnifiers
Personal Assistant Referral System
Enlarger/Copier
Student/Faculty Consultation
Kurzweil Reading Machine
Registration Assistance
Telecommunication Device for the Deaf
Campus Orientation

Service Learning Center (SLC)
http://www.servicelearning.msu.edu/

The Service Learning Center provides opportunities for students to integrate academic work with meaningful community service. There are over thirty programs and more than 500 positions available to students. These positions help to meet established community needs in human service agencies, schools, health agencies, and government organizations.

Students interested in gaining career-related experience through volunteering may contact the SLC, complete an application, and interview for a position. Records of students' placements are maintained to verify students' experience. Students may request an SLC transcript. For more information, students should pick up a reference handbook available in suite 345 of the Student Services Building.

Student Identification Card
http://idoffice.msu.edu/

Identification cards may be obtained in Room 170 of the International Center and will be issued following the student's initial enrollment. Picture ID is required. Library privileges, access to University buildings, facilities and classrooms, and purchase of tickets and entry into athletic and entertainment events may require the possession and presentation of the ID card upon request.

If an ID card is lost, to prevent unauthorized use, the student must contact the ID Office immediately at (517) 355-4500, the Main Library at (517) 353-8700, Spartan Cash at (517) 355-2274, and the MSU Police Service Desk at (517) 355-2222 if they have electronic door access to any facility including the residence halls. Each student is responsible for all materials checked out of the libraries with their ID card. The cost of replacement of a lost card is $20 (no charge for the replacement of an electronically unreadable card that is not visibly damaged).

Questions concerning Michigan State University ID cards should be addressed to the ID Office at (517) 355-4500.

The Writing Center
http://writing.msu.edu

The Writing Center staff consults with writers at all levels of proficiency and at all stages of the composing process. Call for an appointment at the main location, 300 Bessey Hall, at (517) 432-

3610, or stop by and be seen on a first-come, first-served basis at the writing center satellite in the Main Library. A student may contact the Writing Center via e-mail (writing@msu.edu) if they live outside of the East Lansing area.