

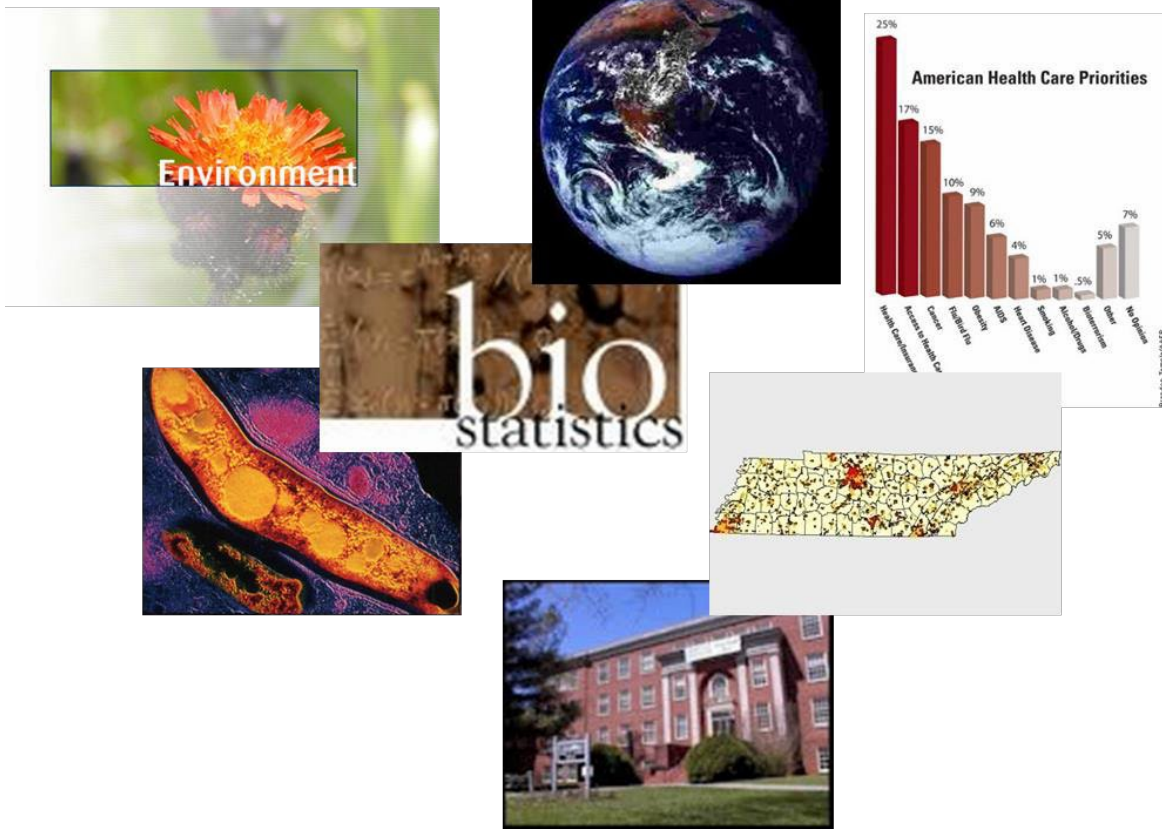
Revised March 2020



COLLEGE of
PUBLIC HEALTH

EAST TENNESSEE STATE UNIVERSITY

Graduate Health Professions Education **Master of Public Health**



2020-2021

Student Handbook

 ETSU College of Public Health 
Celebrating Over 50 Years of Public Health Education

TABLE OF CONTENTS

	Page Number
Welcome from the Dean	3
Using this Handbook	4
Vision and Mission	5
Goals and Objectives	6
Student Advisement	6
MPH Timetable	6
MPH Program and Curricula	8
MPH Concentrations	9
MPH Foundational Competencies	10
MPH Concentration Competencies	10
The Field Experience	14
Graduation	15
Graduate Certificate Programs	15
Credit Hour Restrictions	15
Policies and Procedures	16
College and University Resources and Services	20
Appendices	23
Appendix A: Important Program Forms	24
Appendix B: Suggested Concentration Program of Study	25
Appendix C: Student Organizations	28

WELCOME FROM THE DEAN

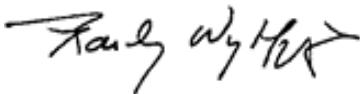
On behalf of the faculty and staff of the College of Public Health, it is my pleasure to welcome you to the Master of Public Health program at East Tennessee State University.

There has never been a better, nor more important, time to study public health. The faculty of the College is committed to providing a world-class education, with a focus on assuring you acquire both the knowledge and the practical skills you need to effectively enter the workplace, or to pursue further Public Health education.

Your education, of course, is a collaborative process. As a starting point, I suggest you carefully review this Handbook, and understand its content. It provides detailed information on your opportunities and obligations regarding your Public Health education, and on our expectations of you. Additionally, I encourage you to be an active participant in the educational process. Interact with your faculty and your fellow students frequently and often. Ask questions and seek answers. It is undoubtedly true the more you put into your education the more you will get out of it.

We all look forward to working with you to achieve the most from your educational experience.

Best wishes,

A handwritten signature in black ink, appearing to read "Randy Wykoff". The signature is fluid and cursive, with a long horizontal stroke at the end.

Randy Wykoff, MD, MPH & TM
Dean, College of Public Health

USING THIS HANDBOOK

Welcome to the Master of Public Health program at East Tennessee State University! You are beginning a rewarding and challenging educational experience designed to prepare you for a bright future in promoting and protecting the public's health.

This MPH Student Handbook contains information needed to help make your progress through the program free of unexpected complications. If utilized regularly, it will assist you in understanding and applying the policies, procedures, and guidelines specific to your graduate professional program in the College of Public Health. The guidelines included herein supplement the East Tennessee State University [Graduate Catalog](#) policies and procedures, which continue to serve as your official sources of reference for all matters pertaining to your matriculation and graduation. However, neither the graduate catalog nor this handbook are substitutes for regular contact with your both your **Academic Advisor** and your **Departmental Professional Advisor (DPA)**.

Your successful matriculation through this program requires adherence to the policies, procedures, and regulations stipulated by the MPH program and the university. If you have any questions regarding these requirements or policies, please do not hesitate to contact me at mphcoordinator@etsu.edu.

Your success
is our passion!

Jennifer Hunt, MPH, CMRP (AHA-CC)

MPH Program Academic Advisor

**East Tennessee State University
College of Public Health
Master of Public Health Program
Box 70674
Johnson City, Tennessee 37614
Telephone: 423 439 4915
Fax: 423 439 6710**

This handbook is periodically reviewed and revised as needed. The most recent version will be posted to the College's website as soon as possible.

VISION AND MISSION

East Tennessee State University

Vision: *Developing a world-class environment to enhance student success and improve the quality of life in the region and beyond.*

Mission and Core Values: *ETSU provides a student-centered community of learning, reflecting high standards and promoting a balance of liberal arts and professional preparation, and continuous improvement. The university conducts a wide array of educational and research programs and clinical services including a comprehensive Academic Health Sciences Center. Education is the university's highest priority, and the institution is committed to increasing the level of educational attainment in the state and region based on core values where:*

PEOPLE come first, are treated with dignity and respect, and are encouraged to achieve their full potential; **RELATIONSHIPS** are built on honesty, integrity, and trust; **DIVERSITY** of people and thought is respected; **EXCELLENCE** is achieved through teamwork, leadership, creativity, and a strong work ethic; **EFFICIENCY** is achieved through wise use of human and financial resources; and **COMMITMENT** to intellectual achievement is embraced.

ETSU endorses the value of liberal education and provides enriching experiences in honors education, student research and creative activity, study abroad, service learning, and community-based education.

ETSU honors and preserves the rich heritage of Southern Appalachia through distinctive education, research, and service programs and is actively engaged in regional stewardship.

ETSU affirms the contributions of diverse people, cultures, and thought to intellectual, social, and economic development.

ETSU offers students a total university experience that includes cultural and artistic programs, diverse student activities, a variety of residential opportunities, and outstanding recreational and intercollegiate athletic programs.

ETSU awards degrees in over one hundred baccalaureate, master, and doctoral programs, including distinctive interdisciplinary programs and distance education offerings that serve students from the region and beyond.

College of Public Health

Vision: *The ETSU College of Public Health is the school of choice for students who want an exceptional educational experience in a world-class environment.*

Mission:

- *To provide students a high quality educational experience focused on excellent teaching, research training, and practical skills to prepare them for a diverse and inter-professional workforce;*
- *To advance science through research focused on identifying causes of, and practical solutions to, important health challenges;*
- *To create an environment that is personally and professionally rewarding for faculty, staff, and students;*
- *To use our expertise to improve the health status of all people, including those in underserved communities through education, evidence-based advocacy, collaborative research, and partnerships.*

GOALS AND OBJECTIVES

The College of Public Health maintains several goals and objectives related to education, research, and service. A complete listing of the current Goals and Objectives for the College may be found at:

<https://oupub.etsu.edu/cph/about/spgoals.php>

STUDENT ADVISEMENT

NEW MPH STUDENT ORIENTATION

Before the first semester of the program, typically the week before classes begin, students must attend a mandatory **New MPH Student orientation**. This session will introduce students to the program and reinforce the activities required for successful matriculation. On-line students will receive this information electronically and are encouraged, but not required to attend.

ACADEMIC & DEPARTMENTAL PROFESSIONAL ADVISOR

Upon admission to the MPH program, students will have a new advisement hold placed on their account. This hold will be removed once the student has met with the **MPH Academic Advisor** to create the initial program of study.

The student will also be assigned a **Departmental Professional Advisor (DPA)** in their respective department to consult for career guidance and field experience location. The DPA will also serve as the student's instructor of record for their field experience.

MPH TIMETABLE

It is the student's responsibility to complete the requirements of their Program of Study, and file all appropriate forms, by the deadlines set by the School of Graduate Studies and the MPH Program. All forms involving the student's program matriculation must be signed by the MPH Academic Advisor. Required forms can be found in **Appendix A** of this handbook and online at <https://www.etsu.edu/gradstud/forms.php>. Please use the following checklist to plan and monitor program progression.

MPH PROGRAM PLANNING CHECKLIST (Full Time)

Requirement	Recommended Timeline	Completed	Important Notes
If offered, formally accept Graduate Assistantship or Tuition Scholarship	Prior to First Semester		If offered a GA or TS, file Employment Application with Graduate School and GA/TS Appointment form with Department Chair prior to start of term.
Assigned a Department Professional Advisor (DPA)	Beginning of First Semester		Confirm DPA by the end of the first semester of enrollment. The Department Chair of the student's respective department will assign the student a DPA for their duration in the MPH Program.
Approve plan for Field Experience	Third Semester		Complete the electronic Application for Field Experience . NOTE: A second application is required if applying for the Alternate Field Experience .
Make final plans for graduation	Beginning of Fourth Semester		File an Intent to Graduate form with <i>School of Graduate Studies</i> by the 2 nd week of the semester in which you will graduate.
Complete Field Experience	Third or Fourth Semester		The Field Experience is typically completed in the last semester(s) of the program. Make sure that you meet all requirements as stated in Graduate Field Experience Guidelines .
Complete Exit Survey	Upon Graduation		Complete the Exit Survey

The student is solely responsible for ensuring all appropriate requirements and deadlines are met.

This Handbook provides general guidance through the MPH program. The **MPH Academic Advisor** will help guide a student's academic progress. The **Departmental Professional Advisor (DPA)** will be responsible for oversight and coordination of the **Field Experience**.

Students are strongly encouraged to seek clarification whenever they are unsure of the next step.

MPH PROGRAM AND CURRICULA

The MPH program curriculum consists of five components: the MPH foundational courses are common to all students and programs, concentration-specific courses, MPH Academic Advisor approved elective courses, field, and culminating capstone course. See **Appendix B** for Programs of Study for each concentration.

THE MASTER OF PUBLIC HEALTH FOUNDATIONAL COURSES

All students in all MPH concentrations are required to complete the foundational courses, based on nationally recognized foundational competencies in public health as established by the [Association of Schools and Programs of Public Health](#). As such, no substitutions for core courses are allowed, although up to 9 hours of course equivalencies from other Council on Education for Public Health (CEPH) accredited MPH programs may be transferred in.

PUBLIC HEALTH FOUNDATIONAL COURSES

Public Health Foundational Courses		Credit Hours
EPID 5100	Analytic Methods in Public Health	4
HSMP 5040	Health Systems, Regulations and Policies	4
COBH 5250	Community-Based Methods in Public Health	4
HSMP 5200	Health Leadership and Management	4
HSMP 5010	Foundations of Public Health*	3
	<i>Core Credits</i>	16

**Students that have graduated with a CEPH-accredited degree will not be required to take HSMP 5010*

SCHEDULING MPH FOUNDATIONAL COURSES

Plan to complete all the required MPH foundational courses within the first two semesters of enrollment, if possible.

The College of Public Health will make every effort to schedule the required MPH foundational classes to enable students to finish their program of study. Program scheduling of MPH foundational courses prioritizes minimizing conflicts with other concentration requirements and providing class times accessible for most students. Check the course schedule and meet regularly with the MPH Academic Advisor to plan a course of study.

CONCENTRATIONS OFFERED IN THE MPH PROGRAM

- **Biostatistics** utilizes quantitative methods to collect, manage, and analyze data about populations and their health. It provides instruction in various statistical tools, research methods, and analytical techniques.
- **Community Health** prepares individuals to assess, plan, conduct, and evaluate public health programs using collaborative organizational and community skills. It provides education in the administration and evaluation of various population-based health intervention strategies.
- **Environmental Health** prepares specialists who understand the interrelationships between the environment and human health and serve in positions in government, education, and industry to examine and ameliorate them. It provides training in appropriate technological, economic, policy interventions, monitoring and surveillance activities, and assessment and evaluation strategies.
- **Epidemiology** prepares practitioners who can collect and analyze appropriate data to monitor and track diseases, illness and injuries in a population or community. It provides training in the identification and impact of health problems on people and the effect of efforts to mitigate or eliminate them.
- **Health Services Administration** prepares individuals for administrative positions in local, state, and federal health agencies and health service provider organizations. It provides training in the organization and delivery of health services, management theory, personnel management, planning, marketing, finance, program administration and evaluation, and health policy.

MPH Foundational Competencies

1. Apply epidemiological methods to the breadth of settings and situations in public health practice.
2. Select quantitative and qualitative data collection methods appropriate for a given public health context.
3. Analyze quantitative and qualitative data using biostatistics, informatics, computer-based programming and software, as appropriate.
4. Interpret results of data analysis for public health research, policy or practice.
5. Compare the organization, structure and function of health care, public health and regulatory systems across national and international settings.
6. Discuss the means by which structural bias, social inequities and racism undermine health and create challenges to achieving health equity at organizational, community and societal levels.
7. Assess population needs, assets and capacities that affect communities' health.
8. Apply awareness of cultural values and practices to the design or implementation of public health policies or programs.
9. Design a population-based policy, program, project or intervention.
10. Explain basic principles and tools of budget and resource management.
11. Select methods to evaluate public health programs.
12. Discuss multiple dimensions of the policy-making process, including the roles of ethics and evidence.
13. Propose strategies to identify stakeholders and build coalitions and partnerships for influencing public health outcomes.
14. Advocate for political, social or economic policies and programs that will improve health in diverse populations.
15. Evaluate policies for their impact on public health equity.
16. Apply principles of leadership, governance and management, which include creating a vision, empowering others, fostering collaboration and guiding decision-making.
17. Apply negotiation and mediation skills to address organizational or community challenges.
18. Select communication strategies for different audiences and sectors.
19. Communicate audience-appropriate public health content, both in writing and through oral presentation.
20. Describe the importance of cultural competence in communicating public health content.
21. Perform effectively on interprofessional teams.
22. Apply systems thinking tools to a public health issue.

Biostatistics Concentration Competencies

1. Design a plan of data analysis for a population-based study incorporating the use of biostatistical methods for sample selection, randomization, power calculations, and advanced statistical techniques
2. Manage and prepare data sets for analysis of public health problems
3. Use SAS to implement advanced analytical approaches for complex data structures
4. Using public data, formulate research questions to address public health issues
5. Examine the study designs and analytic methods used for contemporary human subject protocols
6. Appraise the plans of data analysis in peer-reviewed published literature on human clinical research
7. Perform longitudinal data analysis or categorical data analysis of public health data, including parameter estimates, confidence intervals, and statistics which quantify the fit of the model
8. Assess potential interaction and confounding in statistical modeling of categorical or longitudinal data
9. Produce working tables, figures, and statistical summaries describing research in health science

Community Health Concentration Competencies

1. Apply appropriate evidence-based methods and theoretical models to plan and evaluate community health programs or services through a longitudinal community-based project
2. Apply both quantitative and qualitative data collection and analysis methods to assess community health capacity and evaluate the efficacy of community-based health programs or services through a longitudinal project
3. Apply ethical and social justice principles when identifying and addressing individual and community needs
4. Engage communities by applying community-based participatory research principles through a longitudinal community-based project
5. Employ effective consulting and advocacy strategies to strengthen community partnerships through a longitudinal community-based project
6. Develop and disseminate effective health communication and social marketing programs using appropriate tools and resources

Environmental Health Concentration Competencies

1. Describe the current environmental risk assessment process, risk communication strategies and identify the implications of risk management decisions in relationship to environmental justice
2. Analyze and apply quantitative and qualitative research data to evaluate environmental health programs at the local, state, national or international level
3. Describe the respective roles played by stakeholders, researchers, enforcement agencies and the courts in environmental regulation
4. Propose environmental health approaches for controlling exposures and apply them to problems and scenarios
5. Explain general mechanisms of toxicity in eliciting a toxic response to various chemical exposures including factors affecting susceptibility and the human, ecological, and safety effects of major environmental chemical hazards
6. Analyze the role of environmental programs in community environmental health management
7. Evaluate common technical, management, legal and social issues that govern the operation of environmental health programs
8. Conduct a thorough literature review with properly cited and referenced peer-reviewed sources in support of environmental health research

Epidemiology Concentration Competencies

1. Design a plan of data analysis for a population-based study incorporating the use of biostatistical methods for sample selection, randomization, power calculations, and advanced statistical techniques
2. Manage and prepare data sets for analysis of public health problems
3. Use SAS to implement advanced analytical approaches for complex data structures
4. Using public data, formulate research questions to address public health issues
5. Distinguish and defend the theoretical principles, procedures, and applications of epidemiologic study designs used to address epidemiologic issues of consequence
6. Critique epidemiologic methods (e.g., study designs, measurement, analytic methods) used in published literature
7. Formulate a model of the causal inference process, including strengths and weaknesses
8. Assess and synthesize epidemiologic literature for issues of public health importance to include chronic or infectious disease from historical and contemporary contexts
9. Demonstrate skills in intermediate epidemiologic methods to access, evaluate, and interpret public health data

Public Health Administration Concentration Competencies

1. Interpret legal principles and quality standards to ensure compliance in health services organizations
2. Utilize principles of financial and workforce planning in health services organizations
3. Apply quality and performance improvement concepts and tools to address organizational performance
4. Apply principles of human resources management in health services organizations
5. Apply key principles of accounting and financial management in health services organizations
6. Leverage health data and leadership skills to inform organizational or community-level change
7. Utilize analytical methods and informatics resources to investigate health and health services

THE FIELD EXPERIENCE

All graduate students in the MPH Program are required to complete a **Field Experience**, in accordance with the requirements of their chosen concentration and professional or academic goals. Consider a choice of a field experience carefully, involving the *Academic Advisor* and the *Departmental Professional Advisor (DPA)* in the process.

The MPH degree has historically provided professional preparation for those who will practice in a public health setting. As such, the field experience, or practicum, has always played an important role in integrating classroom instruction with real-life experience in most public health educational programs.

The Field Experience provides up to six graduate hours of credit and on-the-job training. In a **minimum of 300 contact hours** it provides an opportunity to assess how public health theory is being used in the practice setting and what skills and competencies are required to prepare for a career in the field. Detailed information regarding the MPH Field Experience may be found in the [MPH Field Experience Handbook](#) as well as the College website, including a [field orientation video](#).

The **MPH Academic Advisor** will help guide a student's academic progress. The **Departmental Professional Advisor (DPA)** will be responsible for oversight and coordination of the **Field Experience**. Students are encouraged to meet with both the Academic Advisor and the DPA on a regular basis.

Application Deadlines are as follows:

- ***Second Friday in March for following summer and fall semester***
- ***Second Friday in October for following spring semester***

GRADUATION

Candidates for the MPH degree must complete all the requirements pertaining to the degree and the University as stipulated in the Graduate Catalog and explained in this handbook. Regular contact with the MPH Academic Advisor, at least once or twice a semester, can ensure a student is on schedule in the program. In addition, students are encouraged to keep a checklist of requirements as they matriculate, and record progress.

Students must maintain a GPA at 3.0 or above. This is the minimum GPA for the MPH degree and students will not be allowed to graduate with anything lower.

It is important to be aware of deadlines for submission of forms and products of the field experience.

Missed deadlines usually translate into delayed graduation.

Unless students have completed all the requirements for graduation in the previous semester, students must be enrolled in the semester in which they will graduate. The one credit course, BSTA/COBH/ENVH/EPID/HSMP Readings and Research, will fulfill this requirement.

Finally, make plans to procure the appropriate graduation regalia for the ceremony and invite family and friends to share in the joy of your accomplishment!

GRADUATE CERTIFICATE PROGRAMS

In addition to the MPH programs of study in the concentrations listed above, separate Graduate Certificates are also available. Many students find it useful to complement their MPH degree with a Graduate Certificate in a different concentration. Students may obtain certificates in Biostatistics, Epidemiology, Gerontology, Global Health, Health Care Management, Public Health, and Rural Health. For information on these Graduate Certificates, including **application requirements**, see the College of Public Health [Graduate Certificate Programs](#) page.

In order to take full advantage of these programs of study, students should enroll in the Certificate and the MPH program concurrently. Students are limited to 9 credits of transferable coursework. Students who begin their graduate work by taking a Graduate Certificate may transfer earned credits (B or better grade) into a MPH concentration. Students who have begun work on their MPH degree may not transfer credits into a Certificate in the same concentration as the degree.

CREDIT HOUR RESTRICTIONS

MINIMUM AND MAXIMUM SEMESTER CREDIT HOURS

A full academic load for graduate students is 9 to 15 credit hours per semester. If a student wishes to take over 15 credit hours they must obtain the approval from the MPH Program Advisor and the Dean of the School of Graduate Studies. Note that taking under the minimum 9 credits (6 credits in the summer) is considered less than full time and may jeopardize any financial assistance received from the university or legal status as a student if they are on an international student visa.

ONLINE COURSES AND CREDITS – LIMITED FOR INTERNATIONAL STUDENTS

Students may take both online and on-ground courses to complete the requirements of their program(s) of study. Domestic students are not limited in the number of online courses they may take. Due to U.S. Homeland Security regulations, however, on-site international students may take *only one online course in the first 9 credit hours of any semester*. After adding an additional on-ground course, the number of online courses for that semester is unrestricted.

ASSISTANTSHIPS AND OTHER FINANCIAL AID

The College of Public Health has a limited number of positions to support graduate studies. Many MPH students successfully obtain a *Graduate Assistantship (GA)* or a *Tuition Scholarship (TS)* in other departments across campus. More information can be found online at the [Graduate Studies website for Assistantships and Scholarships](#). If students are awarded either of these stipends, they should be sure to familiarize themselves with the related requirements and obligations as stated in the online [GA and TS Handbook](#). All international students who receive a GA or TS must take an Oral Proficiency Interview (OPI) upon their arrival at ETSU.

POLICIES AND PROCEDURES

CLASS ATTENDANCE AND PARTICIPATION

Class attendance has a high correlation with academic success. It is expected students will make every reasonable effort to *attend* all class meetings and *participate* regularly in the learning activities of each course, providing the course instructor with a reason for any absence. For online students this includes timely completion of all class assignments and full participation in required personal or group communication. Failure to attend class regularly or to participate fully in course activities can negatively affect student evaluations in a course, final course grades, financial aid, and ultimately graduation from the program.

In keeping with University policy, students may not *enroll* in a course after the late add date coinciding with the University census (approximately two weeks into the semester) without the approval of the Course Instructor, the Department Chair, and the Dean of the College. In addition, any absence by a regularly enrolled student of more than two weeks must be approved by the Instructor. Failure to obtain this approval may affect the student's grade in the course.

In order to reduce disruption of instruction, students who attend class meetings late may be barred from entry into the classroom at the instructor's prerogative.

Due to the special considerations and needs of a given course, an instructor may have an individual attendance policy stricter than the Program policy. All course policies shall be stated in the course syllabus made available to students.

The University policy regarding class attendance can be found [here](#).

CANCELLATION OF CLASSES DUE TO INCLEMENT WEATHER

It is recommended you sign up for emergency alerts using [this link](#). Notification of cancellation of classes for the ETSU campus due to extreme conditions will be aired over WETS 89.5 FM and other area radio stations on the day of cancellation. Often, instructors will post such announcements on the *Desire2Learn* instructional system, as well. The official University Inclement Weather Policy is provided [here](#).

ONLINE CLASSES AND THE *Desire2Learn*® COMPUTER-ASSISTED INSTRUCTIONAL DELIVERY SYSTEM

Desire2Learn is a system that allows for courses to be taught online either exclusively or in conjunction with traditional classroom instruction. It allows instructors to post assignments, give tests, post grades, and make additional course material available—all in a user friendly computer-assisted instructional interface. It also allows students to retrieve their assignments, submit their work, take tests, view their grades, and communicate with the instructor(s) and classmates. In order to access the benefits of this system, students must use their @etsu.edu accounts. For more information about learning online at ETSU, see the [D2L support website](#).

GRADING SYSTEM

Letter grades are assigned for graduate credit. Students will not be granted credit for grades of less than “C”. The letter grades of “S” (Satisfactory Completion), “SP” (Satisfactory Progress), and “U” (Unsatisfactory) are given for Readings and Research, Capstone Projects, Thesis, and Dissertation. A grade of “S” carries graduate credit and indicates satisfactory completion of the course. Each program must specify the number of hours required for Thesis/Dissertation. Degree completion requires an “S” on the most recent hours associated with Thesis/Dissertation or Readings and Research. “SP” indicates progress toward project or research completion, but carries no credit. This grade does not affect the student’s GPA. Students who receive an “SP” must, in subsequent semesters (including summer), enroll in additional hours of Thesis/Dissertations or Readings and Research until the requirements are completed. The “U” grade carries no credit and indicates unsatisfactory progress toward research or project completion. Students who receive a “U” must enroll for the course the following semester, including summer. The “U” is equivalent to an “F”. The first “U” does not affect the GPA; however, all subsequent “U” grades will convert to an “F” and will be figured into the GPA. Grades given in the School of Graduate Studies carry the following meaning and quality points:

Grade	Meaning	Quality Points per Hour
A	Clear Excellence	4.0
A-		3.7
B+		3.3
B	Satisfactory Performance	3.0
B-		2.7
C+		2.3
C	Minimum Passing Grade	2.0
F	Failed	0
S	Satisfactory	0
SP	Satisfactory Progress	0
U	Unsatisfactory	0
W	Withdrawal	0
WF	Withdrawal Failing	0
AU	Audit	0
I	Incomplete	0
NR	Not Reported	0

To remain in good standing, a graduate student must maintain an overall grade point average of 3.0 or better. All graduate course grades earned at East Tennessee State University by a student will be used in computing the grade point average. An overall average of 3.0 is required for graduation.

RESOLVING ACADEMIC CONCERNS

All students at this University have the right to appeal a final course grade. Many issues may be resolved with the assistance of MPH Advisor or the Department Chair. The student also may pursue the formal process as detailed under the [Grade Appeal Process](#) on the School of Graduate Studies website.

A *grievance* not related to a final course grade should be discussed directly with the faculty member(s) involved as a first course of action. If the student is not satisfied with the outcome, the following successive steps are to be utilized:

- Present the grievance in writing to the *Petitions Committee*.
- If unsatisfied with the decision, present the grievance in writing to the Chair of the Department of the student's concentration.
- If still unsatisfied, present the grievance in writing to the Associate Dean for Academic Affairs of the College of Public Health.
- The final appeal, if necessary, shall be directed to the Vice President for Health Affairs, who has the final administrative decision-making authority for this division.

ACADEMIC MISCONDUCT

Students are expected to abide by the ETSU Honor Code and to act with honor, integrity, and civility in all matters. The course instructor has the primary responsibility for maintenance of academic integrity. Students guilty of academic misconduct, either directly or indirectly, through participation or assistance, are immediately responsible to the course instructor. Any form of academic misconduct (plagiarism, cheating, etc.) is subject to disciplinary action. Sanctions for a violation may vary with the severity of the offense. The instructor may reduce a grade up to and including assignment of an "F" or a zero ("0") for the exercise/examination or an "F" in the course. If a sanction is imposed then the instructor must begin the academic misconduct procedures and notify both the student and the Dean/Designee. Students may appeal a grade assignment associated with a finding of academic misconduct, as distinct from a student disciplinary or grade appeals process, through the University's Academic Misconduct Procedures. The student will not be subjected to any form of pressure to coerce admission of guilt or information about his/her conduct or that of others.

- **Academic Misconduct** - Any act of dishonesty in academic work in or out of the classroom. Includes plagiarism, cheating, and/or fabrication.
- **Business Day** - A day that University offices are open for business on the main campus in Johnson City, Tennessee.
- **Cheating** - Using or attempting to use unauthorized materials, information, or aids in any academic exercise, assignment, test, or examination.
- **Fabrication** - Unauthorized falsification or invention of any information or citation in an academic exercise.
- **Instructor** - The responsible party of record for a course. Also includes any authorized official with responsibility for a program or activity.
- **Plagiarism** - The adoption or reproduction of ideas, words, statements, images, or works of another

person as one's own without proper attribution. Henry Campbell Black defines plagiarism as "The act of appropriating the literary composition of another, or parts of passages of his writing, or the ideas or language of the same, and passing them off as the product of one's own mind" (Black's Law Dictionary, West Publishing Company, St. Paul, Minnesota, 1968, p. 1308). In other words, plagiarism involves using someone else's words or ideas without giving proper credit to the original author. Even if one does not copy the words exactly or even if one copies only a small part of someone else's work, one must cite the name of the original author and provide a reference to that person's work (e.g., title of work, year of publication, and name of publisher) using a format based on the publication manual of a nationally recognized scholarly association, such as the American Psychological Association or the Modern Language Association. These standards apply to print and non-print media and include the Internet. This may include self-plagiarism or the student recycling their own previous work for submission in another assignment without the student gaining express written and advanced approval from the instructor to re-use/re-appropriate their own work.

- **Sanction(s)** -Penalty assigned for a violation. For the purposes of this policy, the deduction of any points/reduction in grade, including the ability to resubmit an assignment with a reduced cap in available points, is considered a sanction. A full listing of all possible sanctions that could be recommended by a Dean/Designee through a hearing board is available in the Student Code of Conduct.
- **Teachable Moment** – Situation in which the instructor decides to discuss the alleged misconduct with the student and issue a verbal warning. No sanction is applied and the issue is considered closed.
- **UAPA** - All cases which may result in (a) suspension or expulsion of a student, or student organization, from the institution, for disciplinary reasons or (b) revocation of registration of a student organization, are subject to the contested case provisions of the Uniform Administrative Procedures Act (UAPA), TCA § 9-8-01 et seq., and shall be processed in accord with the Uniform Contested Case procedures unless the student or organization, after receiving written notice, waives those procedures and elects to have the case disposed of in accord with institutional procedures or waives all right to contest the case under any procedure.

Committing any of these acts, or helping others to do so, will result in disciplinary sanctions including loss of credit for an assignment, failing the course, or removal from the program. For a full description of the university policy on Academic Misconduct, including details of possible sanctions, consult the section on [Academic and Classroom Misconduct](#) in the ETSU graduate catalog. Please also refer to the [ETSU Honor](#) <https://catalog.etsu.edu/content.php?catoid=32&navoid=1483&hl=ETSU+Honor+code&returnto=searchCode>.

OFFICE HOURS OF FACULTY

Faculty members welcome the opportunity to confer with students and post regular office hours set aside to assist students. Although it is possible to "drop by" during their posted office hours, scheduling an appointment by calling or emailing ensures you will have uninterrupted time to discuss concerns.

OTHER UNIVERSITY POLICIES

Other important policies are found on the School of Graduate Studies [Policies and Procedures](#) web page.

COLLEGE AND UNIVERSITY RESOURCES AND SERVICES

ADULT, COMMUTER, and TRANSFER SERVICES (A.C.T.S.)

[Adult, Commuter & Transfer Services](#) exists to serve the special needs of ETSU's Adult, Commuter and Transfer Student population. As part of the Division of Student Affairs, A.C.T.S. views the quality of the student experience in and of itself as a critical outcome of an East Tennessee State University education. In serving Adult, Commuter and Transfer Students, the A.C.T.S. office is a focal point for information, academic and career advisement, assistance, advocacy and support. Students benefit through personalized referrals and an increased ability to access University resources and events.

BOOKSTORES

The [University Bookstore](#) and Neebo carry a supply of new and used textbooks, paperbacks, gift items, school and office supplies, art and engineering supplies, stationery and greeting cards, health and beauty aids, and computer supplies. The University Bookstore relocated off-campus to 824 West Walnut Street due to the D.P.Culp Center renovation and is open Monday-Friday 7:45 am – 4:30 pm., phone 423-439-4436.

COUNSELING CENTER

The [Counseling Center](#) provides a variety of personal services, including drop-in consultations, crisis referrals, ongoing individual and couples therapy, group therapy and psychiatry. We also provide outreach programs in mental health and wellness, as well as serve as a training facility for graduate students in counseling, social work and psychology. Most of our services are FREE for currently enrolled ETSU students. We do charge a small fee for [psychiatric services](#). The Counseling Center has relocated due to the renovation of the D.P. Culp Center to the third floor of Nell Dossett Hall. Call 423-439-3333 to make an appointment.

[Bucky's Food Pantry](#) is an additional service offered through the Counseling Center. If you need supplemental food to get you through the week or month, just [fill out a form](#) and email it to foodpantry@etsu.edu or bring it to the food pantry when it is open. Volunteers will make sure you receive a package of food within eight hours. Clients may use the food pantry up to twice in one month. If you need further assistance, you will be referred to one of our agency partners. Bucky's Food Pantry is located in the Main Central Receiving Warehouse near the Buc Ridge Apartment Complex, with a stop on the Gold route.

DEPARTMENT of PUBLIC SAFETY

The East Tennessee State University [Department of Public Safety](#) is a professional law enforcement agency dedicated to the protection of East Tennessee State University and its diverse community. The Department Police Chief, a force of twenty officers, and six dispatchers serve the campus community 24 hours a day. The Department of Public Safety is located at 1043 Jack Vest Drive, at the entrance of the University from University Parkway. The **emergency** telephone number is 423-439-4480 (or Dial 9-4480 or 9-911 from an on-campus landline). The telephone number for the administrative offices is 423-439-6900.

DISABILITY SERVICES

East Tennessee State University admits students without regard to disabling conditions. The university is committed to making physical facilities and instructional programs accessible to students with disabilities. The university's policy regarding admission and access prohibits discrimination on the basis of disability. ETSU makes reasonable accommodations to meet the needs of students with disabilities in the university setting.

[Disability Services](#) coordinates accommodations and services designed to provide access for students with disabilities. While students are not required to disclose disability information during the admissions process, students are encouraged to contact Disability Services for information as soon as they consider enrolling at ETSU. Disability Services can help students arrange accommodations for campus visits and answer questions about accommodations and services. For more information, applicants can contact Disability Services at 423-439-8346.

INFORMATION TECHNOLOGY SERVICES

Computer resources at East Tennessee State University are available to authorized students, faculty, staff, and off-campus constituents. All students receive an e-mail account when they are admitted into the program. This account allows access to many computer resources on campus, as well as the *Desire2Learn* Instructional system. More information can be found at the [ITS Help Desk](#) or by emailing itshelp@etsu.edu.

INTERNATIONAL PROGRAMS and SERVICES

Assistance is available to meet the special needs of new and current international students in [International Programs and Services](#). The international student advisor acts as a liaison among the university, the local community, the international student organization, and selected community agencies. International Programs is located on campus at 122 Yoakley Hall or by calling 423-439-7737.

PROFESSIONAL ORGANIZATIONS AND ASSOCIATIONS

Academic, professional and social experience at ETSU will be enriched by involvement in professional organizations and associations. See **Appendix C** for more information regarding those opportunities.

TRANSPORTATION

The university operates multiple free transportation systems, from the use of bicycles to the BucShot shuttle service linking parking lots on the perimeter of the campus with main academic and administrative buildings. Operation hours are scheduled during peak class periods as well as in conjunction with selected major campus events. Schedule, route, and other details are available at various locations on campus. Contact the [Department of Sustainability](#) for more information.

Public transportation on Johnson City Transit buses is provided free of charge for ETSU students, faculty, and staff presenting their school identification cards. In addition, you may bring your bicycle onto any Johnson City Transit bus, with newer busses equipped with external bicycle racks. See the [Johnson City Transit](#) website for details and maps of the areas served.

UNIVERSITY CAREER SERVICES

The [University Career Services](#) office has relocated to the first floor of Nell Dossett Hall due to the D.P.Culp Center renovation. We prepare students and alumni for success in your job search, with a focus on career decisions that match your personal skills, interests, and work values. Call 423-439-4450 for more information.

UNIVERSITY HEALTH CENTER and CLINICS

The [University Health Center](#), located in the lower level of Roy S. Nicks Hall, is open Monday-Friday, 8 a.m. – 4:30 p.m. Medical care is provided by Board Certified Licensed Nurse Practitioners and BSN Registered Nurses who will provide you with professional health care for a happy, healthy experience at ETSU! The clinic is staffed by an experienced Executive Director, a Center Manager, Nurse Practitioners, Registered Nurses,

and Patient Care Representatives.

The [Dental Hygiene Clinic](#), located in room 71 of Lamb Hall, is open to the public with clinic hours scheduled to coincide with each academic semester. Initial appointments provide the patient with a thorough patient assessment (check-up) after which the patient will be assigned to a student for cleaning at a later time. Contact the clinic receptionist at 423-439-4497 to make an appointment.

The [Speech and Hearing Clinic](#) is located in Lamb Hall, room 363, and provides clinical services to individuals having speech, language, or hearing problems. Qualified students under the supervision of certified faculty perform evaluation and treatment procedures for a nominal fee. Call for an appointment, 423-439-4355.

UNIVERSITY LIBRARIES

[Sherrod Library](#) is the central library of the university containing the major learning resources supporting the university's program of teaching and research. The library collection includes over one-half million volumes, more than one million microforms, 3,400 current periodical subscriptions, a large collection of federal and state documents, a map section, archives, and special collections.

The [Medical Library](#) is located on the Veterans Affairs Medical Center campus in Building #4 at the corner of 4th and Maple streets and offers a full range of learning and research resources.

VETERANS AFFAIRS

The Office of Veterans Affairs responds to the needs, problems, and questions of students eligible for educational assistance benefits under all chapters of the G.I. Bill, Title 38, United States Code. The [Office of Veterans Affairs](#) is located in room 101-A of Burgin Dossett Hall, phone 423-439-6819 and Yoakley Hall 005A, 004.

APPENDICES

- ❖ Appendix A: Important Program Forms
- ❖ Appendix B: Suggested Course Program of Study
- ❖ Appendix C: Student Organizations

Appendix A

IMPORTANT PROGRAM FORMS

The following forms may be needed as a student's progresses through the program. It is the student's responsibility to discuss plans, obtain the appropriate signatures, and submit the form to the MPH Coordinator for processing by any form deadline. Always keep a copy of all forms for personal records.

Alternative Field Experience Application

Complete program of study form, obtain required signatures, and submit to the MPH Coordinator.

Field Experience Application

The Field Experience provides up to six graduate hours of credit and on-the-job training. In a minimum of 300 contact hours, it provides an opportunity to assess how public health theory is being used in the practice setting and what skills and competencies are required to prepare for a career in the field.

Intent to Graduate

Complete and file this form with the School of Graduate Studies prior to the deadline of the semester student expects to graduate. If students are unable to graduate, they must submit a new Intent during the semester in which they will graduate.

Transfer of Graduate Credits

Submit this form to the MPH Academic Advisor by the end of the first semester of enrollment if student is requesting transfer of graduate credits from another program or school into the MPH degree. A syllabus and official transcript must accompany any request concerning courses outside ETSU.

Appendix B

CONCENTRATION PROGRAM OF STUDY

Biostatistics

Rubric/Number	Course Title	Credit Hours
BSTA 5350	Intermediate Biostatistics	3
EPID 5360	Clinical Research: Design and Analysis	3
BSTA 6170	SAS Programming with Research Applications in Public Health	3
BSTA 5370/BSTA 5385*	Categorical Data Analysis/ Applied Longitudinal Data analysis	3

*One of two courses

Community Health

Rubric/Number	Course Title	Credit Hours
COBH 5110	Community Health Assessment Research	3
COBH 5120	Health Program Planning and Evaluation	3
COBH 5130	Consulting and Implementation of Health Programs & Services	3
COBH 5377	Health Communication	3

Environmental Health

Rubric/Number	Course Title	Credit Hours
ENVH 5357	Toxicology	3
ENVH 5640	Environmental Risk Assessment	4
ENVH 5860	Environmental Health Administration	3
ENVH 5870	Public Health Law	3
ENVH 5100	Environmental Health Practice	3
ENVH 5910	Seminar	1

Epidemiology

Rubric/Number	Course Title	Credit Hours
BSTA 5350	Intermediate Biostatistics	3
EPID 5405	Intermediate Epidemiology	3
BSTA 6170	SAS Programming with Research Applications in Public Health	3
EPID 5420/5430*	Epidemiology of Chronic Disease/ Infectious Disease	3

*One of two courses

Rubric/Number	Course Title	Credit Hours
HSMP 5300	Quality Improvement in Health Services Organizations	3
HSMP 5400	Data Informed Decision-Making in Health Services Administration	3
HSMP 5550	Human Resources Management in Health Organizations	3
HSMP 5050	Health Care Accounting and Finance	3

Applied Practice Experience (Field Experience): 4-6 Credit Hours

Rubric/Number	Course Title	Credit Hours
BSTA/COBH/EPID/ENVH/HSMP 5850	MPH Field Experience	4-6*

*Students in ENVH concentration complete 4 credit hours. Students in all other concentration complete 6 credit hours.

Integrative Learning Experience (Culminating Experience): 3 Credit Hours

Rubric/Number	Course Title	Credit Hours
BSTA/ENVH/EPID/HSMP 5950	Capstone	0-3*
COBH 5595	Capstone	3

*ENVH capstone is set at 0 credit hours.

Elective Courses: 6 Credit Hours

Elective courses will be chosen in consultation with and approval of the student’s academic advisor. Given the nature of department course offerings, the proposed program sequence is designed to provide the student with optimal flexibility with respect to electives. Course selections should be made in concordance with the School of Graduate Studies policy.

Total Credit Hours = 43-51

Proposed MPH Program Sequence (for BSTA, EPID, COBH and HSMP)

Academic Year One			
Fall		Spring	
Course	Hours	Course	Hours
HSMP 5010 ^a	3	HSMP 5200	4
BSTA/EPID 5100	4	Concentration Course	3
HSMP 5040	4	Concentration Course	3
Concentration/Elective*	3	COBH 5250	4
Credit Hours	11-14	Credit Hours	14
Total Hours: 25-28			

^a Required for students without a degree from a CEPH-accredited school or program

Academic Year Two			
Fall		Spring	
Course	Hours	Course	Hours
<i>Concentration Course</i>	3	Integrative Learning Experience	3
<i>Concentration Course/Elective*</i>	3	<i>Concentration Course/Elective*</i>	3
Elective*/Applied Practice Experience	3-6	Applied Practice Experience/ <i>Elective*</i>	3-6
Credit Hours	9-12	Credit Hours	9-12
Total Hours=18			
Minimum Program Total Hours=43-46			

Bold: Core Courses

Italics: Required Concentration Courses

* 2 Electives in total

Appendix C

STUDENT ORGANIZATIONS

DELTA OMEGA

The Delta Omega Honorary Society in Public Health was founded in 1924 at Johns Hopkins University within the School of Hygiene and Public Health. Currently, Delta Omega has expanded to more than 100 chapters at CEPH-accredited schools and programs and has more than 20,000 members. Membership in the Alpha Pi chapter of Delta Omega reflects the dedication of an individual to increasing the quality of the field, as well as to the protection and advancement of the health of all people.

GRADUATE & PROFESSIONAL STUDENT ASSOCIATION

The Graduate and Professional Student Association (GPSA) of East Tennessee State University is a student-managed organization whose membership is open to all currently enrolled post-baccalaureate degree-seeking students. Our primary function is to improve the quality of graduate and professional education and student experience at ETSU. The primary goal of the GPSA is to provide support and informational services that will encourage all graduate or professional students to: 1) become involved in institutional governance and development; 2) participate in student-sponsored activities; and 3) maximize their potential as students, educators, and researchers.

PUBLIC HEALTH STUDENT ASSOCIATION (PHSA)

The Public Health Student Association (PHSA) is a student organization for undergraduate, graduate and doctoral public health students enrolled in the College of Public Health at East Tennessee State University. For more information, contact phsaatetsu@gmail.com.

Mission: *Promote awareness of career and academic issues related to the field of public health by serving as a voice to the faculty and administration; support all public health students at ETSU academically, professionally, and socially; organize health-related volunteer activities within the community; collaborate with health organizations, agencies, and associations regarding public health programming activities; encourage students to actively pursue education and professional development; host regular social events for public health students to foster positive interactions among students, faculty, and staff.*

Dues are ten dollars (\$10) and payable each semester. Officers include: president, vice-president, secretary, treasurer, and parliamentarian. Officers will be elected at the beginning of each fall semester and the term of office is one year. Officers may be reelected not to exceed two terms. In order to hold an office, an individual must be a registered student in good academic standing at East Tennessee State University, and meet all grade requirements as stated in the graduate catalog for the MPH program. The president may serve as head of the organization and representative to MPH and departmental committees and MPH students.

A minimum of two meetings will be held per semester during the fall and spring semesters, with additional meetings to be called as necessary by the president. All general meetings are open to MPH students.

In Lamb Hall on the first floor, outside Room 149, there is a bulletin board for the PHSA. A newsletter is published to keep students informed about organizational activities. A faculty tea is held each spring sponsored by the organization. Various service projects have been supported by the group.

All MPH students are encouraged to join the association and make a difference in the community while still enrolled.

STUDENT COUNCIL (CPH)

Mission: Promote awareness of career and academic issues related to the field of public health by serving as a voice to the faculty and administration; Support all public health students at ETSU academically, professionally, and socially; organize health-related volunteer activities within the community; collaborate with health organization, agencies, and associations regarding public health programming activities; encourage students to actively pursue education and professional development; host regular social events for public health students to foster positive interactions among students, faculty, and staff.

Other ETSU Student Organizations

Special Note: *The standards and requirements set forth in this handbook may be modified at any time by the MPH Program Academic Advisor and/or the MPH Operations Committee. Notice of such changes will be by email notice. Students are encouraged to review and become familiar with the standards set in the handbook and to speak with the MPH Program Academic Advisor with any questions.*