

**DePaul University
Master of Public Health Program**

Student Handbook

Academic Year 2017-2018



DEPAUL UNIVERSITY®

**COLLEGE OF LIBERAL ARTS AND
SOCIAL SCIENCES**

Master of Public Health Program

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1.0 – Introduction to the Master of Public Health (MPH) Program

The Master of Public Health (MPH) is one of a number of graduate degrees offered at DePaul University. The MPH program is housed in the College of Liberal Arts and Social Sciences (LAS). Students receive instruction and advising from core MPH faculty. The program admitted its first cohort in the fall of 2008. In June 2013, the MPH program received formal accreditation through the Council on Education for Public Health (CEPH).

Mission Statement

The mission of the Master of Public Health program is to prepare dynamic public health leaders to work collaboratively with diverse communities to prioritize and investigate health concerns to achieve lasting social change, and foster health equity to promote the health and well-being of all people.

Program Overview

The Master of Public Health program has one concentration: *Community Health Practice*. The program trains students to design, implement, and evaluate interventions in applied settings, focusing on prevention, program development, and health promotion through a lens of cultural humility.

The MPH program requires completion of 56 credit hours. All MPH courses are taught in the evening, 6:00pm-9:15pm, on DePaul's Loop Campus. Meeting times for elective courses taken outside the MPH program will vary.

DePaul MPH operates as a cohort-based program, admitting students once per year to begin their coursework Autumn Quarter. The curriculum is based on twelve required MPH courses and two additional elective courses. The courses include fourteen four-credit courses and two zero-credit courses. Please see Section 3.0, MPH Curriculum, for more details on required coursework.

The practicum constitutes nine months of professional community health-focused practice that is expected to engage public health graduate students in public health activities. The practicum generally begins on the first day of DePaul's Autumn Quarter and officially ends on the last day of Spring Quarter. The purpose of the practicum is to provide students a structured, comprehensive, and integrated application of their MPH coursework to enhance and further develop their professional competencies in a public health practice setting, an experience that culminates in the creation of the MPH capstone. The nine month practicum takes place during the student's final year of the MPH program.

The Master of Public Health Program is designed for students to complete all degree requirements, including practicum, in two, three, or four years. Students can elect to take one or two courses each quarter, thereby determining the duration of the program. The maximum time allowed for program completion is four years.

Learning Goals and Objectives

In line with the Council on Education for Public Health's (CEPH) guidelines for professional degree programs, DePaul's MPH program prepares students to become community health

practitioners with a broad mastery of public health subject matter and methods necessary for effective practice. Students are required to develop the capacity to organize, analyze, interpret, and communicate knowledge in the applied area of *Community Health Practice*. The five areas of knowledge central to the public health core, as defined by CEPH, are explored throughout the course of study in the MPH program. These five areas of study are: 1) epidemiology, 2) biostatistics, 3) environmental health science, 4) social and behavioral sciences, and 5) health services administration.

The DePaul MPH program follows the Institute of Medicine's (IOM) suggestions for achieving community-led initiatives aimed at improving health and eliminating health disparities. The program is designed to achieve the IOM objectives through its concentration in Community Health Practice and special emphasis on learning objectives that are most closely identified with public health needs at the community level.

The MPH program adheres to the learning goals of DePaul University. Graduates of DePaul University are expected to have accomplished the following learning goals:

1. Mastery of content.
2. Articulate communication.
3. Capacity to work toward accomplishing goals both independently and cooperatively.
4. Knowledge of and respect for individuals and groups who are different from themselves.
5. Development of service-oriented, socially responsible value and ethical framework.
6. Critical and creative thinking.
7. Development of multiple literacies.
8. A personal arts and literature aesthetic in formation.
9. Self-reflection/life skills.
10. Historical consciousness.

Program-specific learning objectives incorporate the five core areas of public health study, MPH program goals, and DePaul learning goals. Graduates from the DePaul University's MPH program will have the ability to:

1. Utilize data to understand public health problems.
2. Apply public health methods and concepts to describe the occurrence and distribution of health outcomes.
3. Design, implement, and evaluate public health initiatives designed to bring about improved health.
4. Analyze multiple determinants of health outcomes.
5. Apply scientific tools and methods to the practice of public health.
6. Apply ethical approaches to public health practice.
7. Understand the organizational context of public health service delivery.
8. Work in a culturally and contextually responsive manner with diverse populations.
9. Identify strategies to develop sustainable partnerships.
10. Translate public health findings into policy and advocacy recommendations.

Academic Calendar

To review the current academic calendar, please visit the DePaul website:

<https://offices.depaul.edu/oa/academic-calendar/Pages/Full-Year-2017-2018.aspx>

Admissions

Please see the Admissions section of the MPH website for specific admissions information:

<http://las.depaul.edu/academics/public-health/graduate/public-health-mpH/Pages/admission-requirements.aspx>

Advising

MPH students receive three levels of advising through the *Technical Advisor*, the *Practicum Advisor*, and the *Professional Advisor* as described below:

- Technical Advisor: MPH students will be assigned to a technical advisor upon entering the program. Technical advisors are core MPH faculty. MPH students are required to meet with their technical advisor each quarter. The technical advisor assists students with curriculum planning, selecting electives, navigating the University, and providing overall assistance to ensure success.
- Practicum Advisor: The practicum advisor is the Director of Community Partnerships. MPH students work with the practicum advisor to apply for and be placed in a practicum setting in the year prior to their degree conferral. In their final year, students work with the practicum advisor to complete their practicum, capstone thesis, and capstone poster.
- Professional Advisor: The professional advisor is a faculty member identified by the student as being able to offer valuable advice on professional development and career planning. Students may seek professional advising from multiple faculty as they earn their degree. Although not required, students are encouraged to seek out and meet with a professional advisor.

Transfer Credit

The DePaul Master of Public Health program does not accept prior academic credit. All students are required to complete the 56 credit-hours at DePaul.

Graduation with Distinction

To graduate with distinction from the College of Liberal Arts & Social Sciences (LAS), students must achieve a 3.75 GPA.

In order to graduate with distinction from the MPH program, students must meet the LAS requirement of a 3.75 GPA and earn a grade of distinction on their capstone thesis.

2.0 – Administration and Organization

Administration

The Master of Public Health (MPH) program is located in the College of Liberal Arts & Social Sciences (LAS). The Dean of the College of Liberal Arts & Social Sciences provides oversight to LAS Departments and Programs. The MPH program is governed by the MPH Program Committee. The MPH Program is led by an appointed Program Director who oversees the MPH Program Committee. The Director of Community Partnerships reports to the Program Director and is responsible for the practicum. The Program Manager also reports to the Program Director and is responsible for aspects of the program such as budget, accreditation, and general program administration. The Director of Community Partnerships and the Program Manager also serve on the MPH Program Committee. Student Program Assistants, who are part-time student workers, support the activities of the program administrators.

Core Faculty

The MPH Program has two types of core faculty members. Tenure line faculty (*Assistant Professor, Associate Professor, and Full Professor*) are faculty whose responsibilities include teaching, advising/mentoring, and research. Clinical faculty are term faculty members (*Clinical Instructor, Clinical Assistant Professor, and Clinical Associate Professor*) whose responsibilities include teaching, advising/mentoring, and program development. All core faculty serve on the MPH Program Committee.

Affiliated Faculty

The MPH program benefits from the specialized knowledge and expertise of faculty from other academic units in the University. Affiliated faculty members can be either tenure line or term faculty at DePaul whose responsibilities include teaching and may include professional advising. Some affiliated faculty serve on the MPH Program Committee.

Adjunct Faculty

The MPH program recruits adjunct faculty for the sole purpose of teaching. Adjunct faculty are considered part of the faculty for the duration of the academic quarter during which they teach. Adjunct faculty often contribute specialized knowledge and expertise and are recruited to fill specific teaching needs.

Community Preceptors

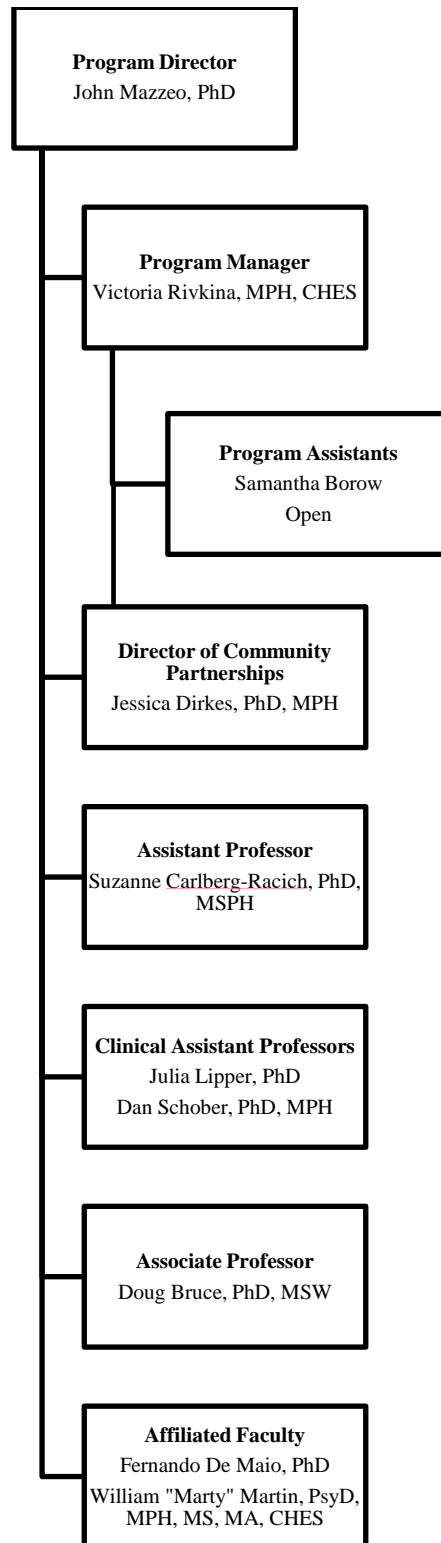
Community preceptors provides guidance and supervision to MPH students during practicum. Preceptors are trained and experienced public health professionals who provided specialized knowledge and oversight to students.

Community Stakeholders

The MPH program seeks the advice and guidance of a panel of community stakeholders. This group is convened annually to provide input on current public health trends and professional needs.

The MPH program organizational chart for academic year 2017-2018 can be found below.

MPH Program | Organizational Structure



3.0 – MPH Curriculum

Curriculum Overview

The MPH curriculum is based on accreditation standards outlined by the Council on Public Health Education (CEPH), and includes coursework in the five areas of knowledge central to the public health core: 1) epidemiology, 2) biostatistics, 3) environmental science, 4) social and behavioral science, 5) health services administration. In order to be eligible for degree conferral, the MPH program requires: a) successful completion of 56 credit hours of course work, b) successful completion of the 9-month practicum experience (Section 4), and c) successful completion of the capstone (Section 4). Students must complete these requirements within four academic years of admittance to the MPH program.

DePaul University operates on a quarter system. Unlike semesters, which are typically 15-16 weeks in length, quarters are 10 weeks in length, occurring in the fall, winter, spring, and summer. Since quarters are only 10 weeks in length, it is imperative not to fall behind. Students should plan to attend all classes and keep an open line of communication with professors. Quarters tend to progress rapidly; students should check the Academic Calendar for important deadlines and due dates (<https://offices.depaul.edu/oaa/academic-calendar/Pages/Full-Year-2017-2018.aspx>).

Required MPH Coursework and Course Descriptions

All students must successfully complete fourteen required MPH courses and two additional elective courses. The required courses include twelve four-credit courses and two zero-credit courses. Required courses are listed with descriptions below. The University Catalog website also lists the required courses and course descriptions (<http://www.depaul.edu/university-catalog/degree-requirements/graduate/class/public-health-mph/Pages/degree-requirements.aspx>).

MPH 501 – Introduction to Public Health:

This course introduces students to the basic tenets of public health, its focus on the prevention of disease and illness, and the promotion of the health and well-being of all people. The course provides a brief history of public health, an introduction to the five core disciplines of public health (epidemiology, biostatistics, environmental health, social and behavioral health, and health policy and management), and an overview of the field's core functions such as assessment, policy development, and assurance. (4 credit hours)

MPH 502 – Introduction to Epidemiology:

This course will focus on the theories and methods used in the field of epidemiology to study the occurrence, distribution, and determinants of infectious and non-infectious diseases, other forms of illness (particularly those impacted by social and environmental forces), and injury in human populations. The focus will be on determining the impact, magnitude, and patterns of disease, illness, and injury frequency so that causal agents can be identified and effective prevention, treatment, and control measures can be designed and implemented. The course will explore variations of disease, illness, and injury in relation to such factors as age, sex, race/ethnicity, occupational and social characteristics, place of residence, social inequality, susceptibility, exposure to specific agents, and other pertinent characteristics. Also of concern will be the temporal distribution of disease, examination of trends, cyclical patterns, and intervals between exposure to causative factors and onset of disease. (4 credits hours)

MPH 503 – Introduction to Environmental Health:

Study of the environment factors that influence health. Topics include air and water pollution, global population and local community dynamics, toxicology, infectious and chemical agents, radiation, and management. (4 credit hours)

MPH 511 – Health Behavior Theory:

This course will examine various theories and models that have been developed to identify the range of psychosocial factors that impact participation in both health-threatening and health-enhancing behaviors, and provide guidance for the modification of such behaviors. The theories and models will be explored from multidisciplinary perspectives and will be applied to an array of health issues. Practical applications of these theories to the development and implementations of theory-based public health interventions that can be applied with multiple populations within multiple settings at various levels of change will also be explored. (4 credit hours)

MPH 512 – Research Methods:

This course will provide a critical examination of the relative strengths and limitations of various research designs, data collection methods, and types of existing data. Students will develop an understanding of the following: a) the relative contributions of a mixed-methods approach to public health research; b) basic issues related to the measurement of public health concepts; and c) the relative strengths and limitations of various analytic approaches to studying public health problems. Students will familiarize themselves with peer-reviewed journals, how to search for material on specific topics, how to develop a critical reader's eye, and how to summarize and draw evidence-based conclusions from multiple studies. (4 credit hours)

MPH 513 – Public Health Administration:

This course considers the conceptual and theoretical foundation underlying managerial decision-making. The course introduces students to such basic managerial tools as basic accounting, cost-benefit analysis, budgeting, and marketing. Principles of strategic planning and forecasting are examined. The course goes on to examine the legal framework that governs public health practice, organizations, human resources, research activities, and community as well as individual patient intervention efforts. (4 credit hours)

MPH 522 – Program Development and Grant Writing:

This course is designed to provide students with the background and skills to develop and evaluate community public health programs in a variety of settings. Students will work individually and as members of teams to design measurable goals, objectives, action plans, timelines, and evaluation indicators of community-based public health programs. Application of methods to logic modeling, proposal writing, budget planning, project management, and data management will be examined throughout the course. (4 credit hours)

MPH 525 – Program Evaluation:

This course will provide students with a comprehensive theoretical, methodological, and ethical foundation for conducting public health program evaluation. Students will experience the practice aspects of evaluation including communicating and negotiating with stakeholders, conducting an evaluability assessment, developing logic models and evaluation questions, identifying appropriate data collection methods, gathering reliable and valid evaluation data that are appropriate to the selected design and analysis methods, analyzing data, reporting evaluation results, and ensuring evaluation use. The instructor will facilitate a learning and skill-building

environment, drawing on personal experiences and the expertise of others in the field. (4 credit hours)

MPH 541 – Biostatistics:

This course emphasizes the application of statistical methods to problems of human health and disease. It covers parametric and nonparametric statistical inferential methods for univariate and bivariate situations using SPSS. Specific topics include but are not limited to the following: interpretation of graphic and descriptive statistics for both quantitative and categorical data, confidence interval estimation and hypothesis testing methods, linear and multiple regression logistic regression, analysis of categorical data, and ANOVA. The course emphasizes the statistical interpretation of the literature and analytic projects based on large data sets from published studies, the internet, or the student's workplace. (4 credit hours)

MPH 600 – Preparation for Public Health Practice:

This year-long course includes a series of skills-based workshops designed to introduce students to the specialized skills and competencies needed in the public health workplace. These workshops are designed to complement the core MPH curriculum and are selected based on regular feedback from faculty, public health practitioners, and students. (0 credit hours)

MPH 602 – Community Health Assessment:

This course is the first of a three-course sequence. Students are expected to use multiple methods to obtain and synthesize data pertaining to their practicum organization and the communities served. They will apply these skills to community health practice in their practicum agency, and to the development of preliminary chapters in the academic capstone. (4 credit hours)

MPH 603 – Community Health Project Design:

This is the second course of the three-course sequence. Students are expected to assess and incorporate findings from their community health profile and organizational assessment to design a public health project plan that meets the needs of the community served by their practicum agency, and to further develop the academic capstone. MPH 602 is a prerequisite for this course. (4 credit hours)

MPH 604 – Capstone Seminar in Community Health:

This is the third course of the three-course sequence. Students are expected to describe and distill outcomes from their practicum project, and synthesize the meaning of these outcomes within a broader public health context. They will produce the final chapters of the academic capstone, submit the finalized capstone for review, and create a professional poster presentation. MPH 602 and MPH 603 are prerequisites for this course. (4 credit hours)

MPH 699 – Community Health Practicum:

Students placed in practicum are required to enroll in MPH 699, a zero-credit, Pass/Fail course. MPH 699 is a year-long course with no physical class time. However, the course D2L site will serve as the centralized location for practicum paperwork, hour counts, and the coordination of practicum-related administrative matters. Students are required to successfully complete MPH 699 to be eligible for degree conferral. MPH 600 is a prerequisite for this course. (0 credit hours)

MPH Elective Courses and Course Descriptions

All students must successfully complete two elective courses. MPH elective courses with courses descriptions are listed below. The University Catalog website also lists the MPH elective courses and course descriptions (<http://www.depaul.edu/university-catalog/degree-requirements/graduate/class/public-health-mph/Pages/degree-requirements.aspx>).

MPH 551 – Global Health Inequities

This course examines theories and data surrounding global health. Topics include epidemiologic transition, the burden of chronic non-communicable diseases in the global south, neglected tropical diseases, and access to medicines. Sociological and anthropological perspectives are explored to understand the structural causes of health inequalities around the world. (4 credit hours)

MPH 552 – Maternal and Child Health

This course will utilize a life course perspective to examine contemporary health issues affecting women and children. Students will examine health disparities and social determinants of health, and engage in discourse on a variety of health topics from a social justice framework. Course exercises and assignments will focus on building skills in community assessment, program planning, evaluation, advocacy, and policy development, as they apply to maternal and child health. (4 credit hours)

MPH 553 – Public Health and Forced Migration

This course is an overview of key public health issues for populations undergoing forced migration. The course emphasizes the contextual factors relevant to the physical and psychosocial challenges faced by displaced populations. Using a community public health approach the course will address: the challenges of health promotion, health care access, and delivery; the everyday contexts that affect health; strategies for conducting public health research; and interventions for addressing health outcomes. (4 credit hours)

MPH 554 – Global Public Health Practice

This course introduces students to the concepts, principles, tools, and frameworks fundamental to further study in the field of global public health. The course is global in scope but emphasis will be on low and middle income countries. It explores health systems issues and their impact on the health of populations. It outlines theories and models used in interventions to change health behavior and provides an overview of key actors and organizations working to advance health around the globe. (4 credit hours)

MPH 556 – Women's Health

This course is an examination of women's health throughout the life cycle, with special emphasis placed on women's structural and societal roles within systems of health and in communities at large, which emphasizes on-going and emerging issues in women's health, such as sexual and reproductive health, contraception, gender-based violence, and chronic diseases, in order to address health disparities and redress health inequalities. (4 credit hours)

MPH 557 – Environmental Epidemiology

Environmental epidemiology is the science of identifying the role the environment has on the distribution of chronic and infectious disease. In this course, students will learn the practical techniques to identify health disparities and the associated environmental factors including the physical, chemical, biological, and socio-cultural determinants of health. Specific topics will

include risk assessment, exposure estimation, and epidemiological study design demonstrated through case study analysis, critical review of the literature, data collection, and interpretation. (4 credit hours)

MPH 595: Special Topics in Public Health

Special courses will be offered as students and faculty affiliated with the MPH program identify selected topics of common interest. (4 credit hours)

MPH 599: Independent Study in Public Health

This course can be taken in consultation with a supervising faculty member. Students must receive course approval from the MPH Program Director. (4 credit hours)

Elective Courses External to MPH Program

Students can take elective courses from any program in the University as long as the course is offered for graduate credit, and it is determined by the MPH Program Director to fit with the education and training needs of the student. Electives must relate to public health and enhance the student's public health interest areas. Students must produce a brief rationale for their elective which discusses its relevance to the field and public health and the student's course of study. Students must receive approval from the Program Director before enrolling in the course.

Degree Timeline

Upon matriculation, students meet with their technical advisor to create their course plan based on anticipated graduation date. Table 1 below shows the course plan for a full time student completing the program in two years. Students wishing to complete the program in three or four years should contact Program Manager Victoria Rivkina for advising. Continual assessment of completion date is encouraged and any changes will be discussed and implemented through the technical advisor.

Table 1. Curriculum and Timeline for Full Time Students

Year 1		
Academic Term	Course Name	Credits
Fall Quarter	501: Introduction to Public Health	4 credits
	541: Biostatistics	4 credits
December Intersession	503: Environmental Health	4 credits
Winter Quarter	511: Health Behavior Theory	4 credits
	502: Introduction to Epidemiology	4 credits
Spring Quarter	512: Research Methods	4 credits
	522: Program Planning & Grant Writing	4 credits
Summer Session(s)	Elective*	4 credits
AY 2017-2018	600: Preparation for Public Health Practice	0 credits
Year 2		
Academic Term	Course Name	Credits
Fall Quarter	602: Community Health Assessment	4 credits
	525: Program Evaluation	4 credits
December Intersession	Elective*	4 credits
Winter Quarter	603: Community Health Interventions	4 credits
	513: Public Administration	4 credits
Spring Quarter	604: Capstone Seminar in Community Health	4 credits
	Elective*	4 credits
AY 2018-2019	699: Community Health Practicum	0 credits
Total	16 courses	56 credits

Credit Hours, Registration, and Enrollment Requirements

The MPH program requires completion of 56 credit hours. DePaul University operates on a quarter system. Unlike semesters, which are typically 15-16 weeks in length, quarters are 10 weeks in length, occurring in the fall, winter, spring, and summer. Full-time study is at least eight credit hours per quarter plus practicum during the final year. Most courses earn four credit hours each. International students need to obtain information about and consult with Graduate Admissions and their technical advisor regarding any restrictions or requirements relating to their academic and training activities.

In order to take a full course load in the autumn quarter of any year, students must have no more than one incomplete grade in formal coursework from the previous academic year. For each incomplete over one, a student must reduce his or her quarterly course load by one course. The student will have such a reduced load for each subsequent quarter until no more than one incomplete remains. MPH students with two or more incompletes are prohibited from taking more than one course per quarter until the incompletes are resolved. Incompletes are considered completed once the instructor submits a grade. For circumstances beyond a student's control, the instructor may request a waiver on behalf of the student. The waiver request will be made to the technical advisor, who will present the request to the Program Director. The MPH Program Director will decide the outcome of the request.

The university policy regarding incompletes states the following: “Undergraduate and graduate students have at most two quarters to complete an incomplete. At the end of the second quarter (excluding summer) following the term in which the incomplete grade was assigned, the incomplete will automatically convert to an F grade.” This policy applies to students in the MPH program. Thus, students need to be vigilant in resolving all incompletes within one quarter of receiving them.

Academic Standing

Technical advisors review academic standings with students individually each quarter. Students must maintain a GPA of 3.0 or better to remain in good standing with the program. Any course grade below B- is unsatisfactory and will not be counted toward degree requirements.

Students who are not in good academic standing are prohibited from starting practicum-related activities. This includes students with incompletes and/or Rs, and students on academic probation. Degree conferral will be delayed as a result of problems starting or completing practicum. Students should consult their technical advisor for questions about academic standing.

Human Research Subjects Protection Training

All incoming MPH students are required to receive training and certification in initial human research subjects protection and the protection of health information. Training is completed during the first year of the program, generally in MPH 512: Research Methods. The MPH program uses the Collaborative Institutional Training Initiative (CITI) Human Subjects Training Program Online as the main human subjects protection training (<https://www.citiprogram.org>).

4.0 – Practicum Experience and Capstone

Overview

The practicum constitutes nine months of professional community health-focused practice that is expected to engage public health graduate students in public health activities. The practicum generally begins on the first day of DePaul's Autumn Quarter and officially ends on the last day of Spring Quarter. The purpose of the practicum is to provide students a structured, comprehensive, and integrated application of their MPH coursework to enhance and further develop their professional competencies in a public health practice setting, an experience that culminates in the creation of the MPH capstone.

The nine month practicum takes place during the student's final year of the MPH program. In addition to other field placement public health activities, as directed by the on-site practicum supervisor, practicum students are required to complete a field-based capstone comprised of three elements:

1. The capstone thesis, a scholarly work that systematically examines the development of the capstone project through the academic lens of public health research and program development (Please see the Capstone Guidelines for more detailed information on the capstone thesis),
2. The capstone project, a practicum-specific project developed in conjunction with and under the direction of the practicum site, and
3. The capstone poster presentation, a formal poster presentation of the capstone to our MPH community partners, DePaul colleagues, and the general public at the MPH Graduate Public Health Forum

The practicum and integrated, field-based capstone are required by the MPH Program for degree completion.

Capstone Project

The capstone project is practicum-specific and developed in conjunction with and under the direction of the practicum site. The project can take many forms but must be of practical use to the site. While the project is required of each student, development of the project is only one part of the practicum experience. In short, the MPH Program expects that students placed in practicum will not work exclusively on the project while at their community sites but will engage in a range of practicum activities as outlined in the practicum manual and in their learning agreement with the site.

Development of the capstone project takes place during practicum hours and is exclusive of any coursework for the MPH program. The student may develop their project while physically on-site at their practicum (time permitting), on the student's own time (with appropriate supervision from the site and exclusive from other MPH program coursework), or as a combination of the two.

The project is the foundation of the capstone thesis but is developed exclusive of the thesis (see Capstone Guidelines for more details on the thesis). While students may approach MPH faculty informally for advice or resources on project development, the project is site-driven in nature and designed to engage students' independent learning. The development of the capstone project

requires students to actively incorporate their academic coursework with the practical considerations facing a busy community practicum setting.

Finally, the project is to be of use to the practicum site, to fulfill a need or address an identified gap for the community partner; it is the student's tangible contribution to their community partner and serves as a concrete contribution to DePaul's ongoing commitment of service to and support of Chicago's communities. Capstone projects vary widely and may include program evaluations, development of evaluation plans, program planning/development, policy analyses, strategic planning or practice-based assessment and research.

Practicum Prerequisites

For Academic Year (AY) 2017-2018, there are three prerequisites for placement in the practicum:

1. Students must take and pass the year-long MPH 600 (Preparation for Public Health Practice) preceding their placement.
2. Students considering practicum placement are matched at qualified placement sites through a competitive application process in the spring prior to beginning their placements in the fall. Students who do not complete this application process are not eligible for practicum placement. In order to be eligible to participate in the application process students must be in good academic standing, with no academic probations, incompletes, or "R" grades pending.
3. Once matched in a practicum placement, students must be in good academic standing in order to begin their placements in Autumn Quarter. "Good academic standing," includes but is not limited to, students who do not have any academic probations, incompletes, "R" grades pending, or any other academic issues, at the beginning of Autumn Quarter.

Course Credit and Degree Conferral

Students do not receive course credit for their practicum placements or for hours worked. Students receive zero credit hours for the year-long MPH 699 and four credit hours per enrollment in each of the three-course capstone sequence (MPH 602, MPH 603, and MPH 604). The total for the four practicum-related courses (MPH 699, MPH 602, MPH 603, and MPH 604) over three quarters will be twelve credit hours. Students will receive letter grades for MPH 602-603-604 based on academic performance as detailed in course syllabi. MPH 699 is graded Pass/Fail based on criteria detailed in the course syllabus.

Students are required to successfully complete all four of the required practicum-related courses (MPH 699, MPH 602, MPH 603, and MPH 604) to be eligible for degree conferral.

Practicum Placement Hours, Time Expectations, and Makeup Hours

Practicum students are expected to fully participate in their field practica throughout the course of their nine month practicum training period and to work their practicum hours as scheduled. DePaul University has an established calendar of holidays and break periods. These holidays break periods are granted to the student (see Appendix D: Academic Calendar) at which time, students are not expected to work at their practicum placements. This is a function of DePaul's student liability and coverage restrictions. However, students must make up hours missed due to

illness or other reasons and must work out a plan with their Field Supervisor that meets the needs of the agency.

Qualified Practicum Placements

Students are matched at qualified placement sites through a competitive application process in the spring prior to beginning their placements in the fall. A list of approved sites is available at the Practicum Information Session, usually held in the Spring Quarter prior to practicum start. Students will work with the Practicum Advisor in the Winter Quarter prior to the spring Info Session to discuss public health interests and potential practicum sites and opportunities.

Students who have specialized skill sets they wish to build on during practicum that may require a unique or non-traditional placement must provide the following information to the Practicum Advisor in writing by January 2, 2018: 1) a resume documenting the skill set, 2) the names of two potential practicum sites and an explanation about how each could meet the needs of the student, and 3) contact information for someone at each site who would be an appropriate Field Supervisor.

Agency and Student Right of Refusal: Skill and Knowledge Base Requirements

Although graduate students are rarely “experts” in any public health field, some practicum placement sites may require that an MPH student have some skill set or knowledge concerning the agency’s area of service delivery prior to the initiation of the practicum experience. The MPH student practicum application process should eliminate any mismatch between agency expectations and student knowledge, and prevent the student from interviewing without proper qualifications. However, the student should know that the agency always has first right of refusal to place any incoming students. Questions on this topic should be directed to the Practicum Advisor.

Agency Assignment Process for Students with Disabilities

As required by federal law, state law, and DePaul University policy, practicum placement sites, as a whole, must be accessible to students with disabilities. MPH students with disabilities should have the same types of educational opportunities as students without disabilities. However, given the wide range of disabilities, it is possible that not every placement site will have the capability to accommodate every student with a documented disability. For example, a site may not be able to accommodate students who use wheelchairs because of the agency’s location or architecture, but the same site could accommodate students with visual or hearing impairments. The Practicum Advisor will work with all students to assure that they have a site that is able to accommodate their needs during the practicum application process.

Academic Confidentiality during the Practicum

DePaul’s MPH Practicum Advisor may share all relevant information with appropriate persons as allowed by Family Educational Rights and Privacy Act of 1974 (FERPA: <http://compliance.depaul.edu/resources/ferpa.asp>), including the Field Supervisor, the student’s academic advisor, as well as the MPH Program Director and other program staff. Relevant information is defined as information that may have an impact on practicum activities and

information which may affect the Agency's Field Supervisor(s), staff, or the student learning experience. Such information will be shared if necessary to enable informed choice by Field Supervisors, to protect students, and to facilitate the learning process. Field Supervisors are also expected to share relevant information with the Practicum Advisor.

Criminal Offense Record Investigation and Practicum Placement

Students should be aware that many sites require a criminal background check prior to beginning their practicum placements. Having a felony or misdemeanor conviction does not necessarily preclude a student from obtaining a practicum placement within an agency. However, many sites will not accept a student with violence- or drug-related convictions. A student who is in a criminal registry should notify the Practicum Advisor during the application process.

**Additional information about the practicum experience and capstone will be given to students at the beginning of their final/practicum year in the form of a Practicum Manual.

5.0 – Academic Procedures

The general University regulations for all academic procedures are found below.

University Registration

1. Students register for and withdraw from classes via the course registration function in Campus Connect, DePaul's online web portal: <http://campusconnect.depaul.edu>.
2. Students will receive credit only for courses taken in a section for which the student has been duly registered.
3. Changes to registration (courses dropped or added) must be initiated by the student in Campus Connect. It is the student's responsibility to verify that the transaction has been processed.
4. Should a student's name not appear on the class roster, it is the student's responsibility, not the faculty member's, to resolve the problem. The student is advised to contact their college office to verify enrollment status.
5. Classes cannot be added for the current quarter after the first week of class (for a 10-week class). Furthermore, students are to be guided by individual college regulations regarding unusual changes in registration, provisions for late registration, and special registration requests, such as independent studies, internships, etc.
6. The University is required to report enrollment and attendance to fulfill requirements established by several governmental agencies. To satisfy these requirements it is University policy that attendance will be monitored in all classes. Each school or college maintains additional specific policies concerning attendance. Students should become familiar with these policies. Punctuality is expected of a student for all class sessions. Tardiness of more than ten minutes is generally to be considered by the instructor as an absence.
7. Students' status at the University will be changed from "active" to "discontinued" if:
 - o There is no enrollment in the term of admittance.
 - o There is no registration activity for three consecutive quarters - excluding summers - in which case these students must seek readmission.
 - o No progress has been made towards their degree for three consecutive terms, excluding summers. Candidates for theses and students on year-long study abroad programs are excluded from this rule.
8. Students who have been "discontinued" must be readmitted through the LAS Office of Graduate Admissions and MPH program in order to continue their studies.

University Academic Calendar Formulas for Deadlines

Academic calendar deadline dates are based on the following formulas. These formulas are particularly important for classes that meet outside the standard start and end dates for a term (10 week term plus finals week). Students should consult the LAS office for specific dates relevant to MPH classes.

- Students may not add classes after 10% of the scheduled class has elapsed.
- Students who drop a class or classes after 20% of the scheduled class has elapsed will be responsible for 100% tuition and a grade of W will be assigned.
- Students may not select a Pass/Fail grading option after 20% of the scheduled class has elapsed.

- Students may not select Audit (non-credit) grading option after 30% of the scheduled class has elapsed.
- Students may not withdraw from classes after 70% of the scheduled class has elapsed.

University Rules for Auditing Courses

A student may audit a course only with permission of his/her advisor and the college office. A student may not change from the status of credit to audit or vice-versa after 30% of the term has elapsed. Full tuition is assessed for audited classes.

University Graduation Requirements

1. The student must have satisfied all the requirements and regulations of the individual program and college or school granting the degree. Please see MPH Requirements for Degree Conferral below.
2. A formal application for graduation must be filed by a candidate. Application for graduation may be made only by classified degree seeking students. The student must complete the online degree conferral application in Campus Connect by the designated deadline date as noted in Table 2 below.

Table 2. Conferral Application Deadlines by Academic Term

Academic Term	Conferral Application Deadline
Autumn degree conferral	October 1
Winter degree conferral	January 15
Spring degree conferral	February 1
Summer degree conferral	July 15

Submitting this on-line application does not guarantee the conferral (granting) of a degree from DePaul University. A student can change the expected completion term up to the last day of that term. Degree requirements are reviewed at the end of the expected completion term indicated. If all requirements are met, the degree will be conferred within 30 days of the end of the term. Diplomas are mailed to graduates without financial holds within 45-60 days after the end of the term.

DePaul reports degree information to the National Student Clearinghouse monthly. Many companies and agencies use this service to verify awarded degrees. A student's degree will be verified by the Clearinghouse if the student does not have a FERPA/Privacy restriction in Campus Connect at the time the degree is conferred. Students should verify Privacy Settings before the end of their completion term.

MPH Requirements for Degree Conferral

In order to be eligible for MPH degree conferral students must:

- Submit all required paperwork to the College of Liberal Arts and Social Sciences by the College deadline
- Submit all required paperwork to the MPH Program by the Program deadline

- Successfully complete the required 56 credit hours in two, three, or four years
- Have a cumulative GPA of 3.0 or higher
- Achieve a grade of B- or higher in all courses
- Have a grade of Pass for MPH 600 and 699
- Earn a grade of Pass on the MPH Capstone Thesis
- Present a poster at the MPH Graduate Public Health Forum
- Complete a minimum of 250-300 hours in practicum

Leave of Absence from the MPH Program

A leave of absence may be granted when a student wants to withdraw temporarily from the program because of illness or special circumstances beyond the student's control. A "Request for Leave of Absence" form must be received prior to the beginning of the quarter for which the leave is desired. The appropriate forms to request a leave of absence can be found and completed in Campus Connect. If an extension is needed, it must also be requested in writing. Time spent on a leave of absence approved by the program and the College is not counted toward the degree timeline limit.

Withdrawal from the MPH Program

Students who wish to discontinue studies, permanently or for some indefinite period of time, and are in good standing should address a letter to that effect to the Dean of the College of Liberal Arts & Social Sciences. If a student withdraws within ten (10) days after the beginning of instruction, all fees except a non-refundable portion are refunded. A student who has withdrawn and subsequently wishes to resume studies must reapply to the program. Readmission is not guaranteed. If a student wishes to gain readmission less than a year from the initial withdrawal date, a readmission form may be completed through the Office of Graduate Admissions. For students wishing to be readmitted more than a year after the initial withdrawal date, a new application for admittance must be submitted through the Office of Graduate Admissions.

6.0 – Student Disciplinary Action

Discipline and Discontinuance

Violation of University or MPH Program regulations and policies can result in disciplinary action ranging from restrictions on registration to termination of the student's graduate status. Restriction on registration may simply mean that the student is not allowed to register for a full load of courses until he/she has resolved the issue. Other forms of disciplinary action can include lowered grades in coursework, or, in extreme cases, recommendation for termination from the program. The action taken is based on stated policies of the University and the MPH Program, the magnitude and scope of student behavior, and current/prior evaluations of student performance.

Dismissal from the Program

Dismissal from the program may occur under any of the following circumstances but is not limited to this list. Additionally, students should note that degree conferral may be delayed under any of these conditions.

- Fails to meet what the Program, the College, or the University deems to be satisfactory progress toward a graduate degree.
- Fails to pass the capstone thesis review.
- Violates the University standards as specified by the Program and College, including Academic Integrity policies.
- Fails to meet the MPH requirement of maintaining a 3.0 GPA and/or fails to raise his/her GPA to the required level in the next quarter following the student's probation.
- Fails to meet the MPH requirement of achieving a B- in all coursework on the first or second attempt at the course.
- Fails to resolve an incomplete grade in any course for more than two quarters.

Students subject to disciplinary action by the MPH Program are also subject to the University procedures as described in the Graduate Academic Policies (<http://www.depaul.edu/university-catalog/academic-handbooks/graduate/graduate-academic-policies/Pages/default.aspx>).

MPH Criteria for Academic Probation

If a student's cumulative GPA is below 3.0 (on a 4.0 scale) after any academic quarter, the student is placed on probationary status. The student will receive a warning letter stating the specific conditions of probation. Students on probation are required to meet with the Program Director and technical advisor to establish an action plan for addressing the academic probation. Students on probation have one academic quarter to address the specific probation conditions or face dismissal from the program.

Repeating Required MPH Courses

Students who fail to earn a B- or higher in any course are required to repeat that course to earn a grade acceptable to the MPH program and are placed on academic probation. No course may be repeated more than one time. In addition, practicum placement and/or degree conferral will be delayed in the event that a course must be repeated. Both grades for the course will appear on the student's transcript and be used to calculate GPA.

MPH Academic Dismissal Process

In addition to the MPH program's minimum GPA requirement, the program will dismiss students for breaches of academic honesty, breaches of the code of student responsibility, or lack of progress towards degree completion. Please see the Graduate Academic Policies for more information (<http://www.depaul.edu/university-catalog/academic-handbooks/graduate/graduate-academic-policies/Pages/default.aspx>).

University Grading Scale and Grade-Point Average Calculation

The University grading scale can be seen in Table 3 below.

Table 3. DePaul University Grading Scale

Grade	Quality Points Per Credit Hour	Credit Hours	Quality Points
A	4.0	4	16.0
A-	3.7	4	14.8
B+	3.3	4	13.2
B	3.0	4	12.0
B-	2.7	4	10.8
C+	2.3	4	9.2
C	2.0	4	8.0
C-	1.7	4	6.8
D+	1.3	4	5.2
D	1.0	4	4.0
F, FX	0.0	4	0.0

(Source: <http://www.depaul.edu/university-catalog/academic-handbooks/graduate/graduate-academic-policies/Pages/grades.aspx>)

Official GPAs are calculated by the DePaul Registrar and are made available to students through Campus Connect. Student GPAs are also reported to the MPH Program. DePaul calculates a student's grade point average by dividing the total number of quality points accumulated by the total number of credit hours attempted with quality points assigned. The grade point average is calculated only upon grades earned at DePaul University.

7.0 Rights and Responsibilities

Code of Student Responsibility

The full University Code is available in the Academic Student Handbooks section of the University Catalog. It can be accessed online at <http://www.depaul.edu/university-catalog/academic-handbooks/code-of-student-responsibility/general-information/Pages/default.aspx>.

A student, by voluntarily joining the University community, agrees to abide by the standards that have been instituted by DePaul University. Students are responsible for being familiar with all of the policies and procedures included in the Code of Student Responsibility. The Code of Student Responsibility was developed by Student Affairs to give formal recognition to the rights and responsibilities of students at DePaul University and is based on the following principles:

1. The intrinsic value of the person stands above other values. The personal rights and dignity of individuals are to be held inviolate. They take precedence over any academic goal set forth by the University.
2. The student is respected as a responsible person. He or she is, therefore, encouraged to make informed decisions with respect to his or her own education and to be involved in University decisions to the fullest extent possible.
3. The University is by definition a corporation. Just as the individual student has his or her own personal right, so the University, as a corporate person, has an obligation to exercise its rights and privileges in conformity with the laws and procedures governing its actions.
4. DePaul University recognizes that freedom to teach and freedom to learn depend upon opportunities and conditions in the classroom, on the campus and in the larger community. The responsibility to secure and respect general conditions conducive to learning is shared by all members of the academic community. Freedom is meaningless unless responsibility is also present.

The above rights can be exercised effectively and without fear only if they are incorporated into policies and regulations that are as precise and informative as possible, and only if there are adequate procedures to settle disputes that arise in their regard. The Code of Student Responsibility protects students' rights by making explicit all judicial procedures so that no student may be subject to judicial procedures except in strict adherence to proscribed policies.

As an academic and religious institution, DePaul has a vested interest in both the safety and well-being of the members of its campus community. As a result of the high caliber of women and men DePaul University attracts, the Code of Student Responsibility reflects the emphasis on responsibility in both the academic and nonacademic areas of university life. It is the intent of the Code to provide the necessary guidelines to support and advance the educational and religious aims of the University without unduly restricting or diminishing the university experience. The Code, together with other applicable University policies, outlines the minimum acceptable level of conduct expected of every student at DePaul. The policies and procedures outlined are those that students, faculty and administrators at the University have designed to further the educational and religious aims of the institution and to assist all students in the pursuit of their educational, personal and social development.

The Vice President for Student Affairs, or her designees, maintains exclusive authority for imposing sanctions for behaviors that violate the Code of Student Responsibility. The Vice President for Student Affairs, or her designee, is also responsible for interpreting and/or implementing additional University procedures or policies to address issues that are not specifically covered by the various parts of this Code. University personnel charged with enforcement of the Code will at all times endeavor to adhere to the intent of fundamental fairness so that each student's concern is addressed in an impartial and consistent manner.

The University may exercise jurisdiction for an offense committed on-campus. Additionally, the University may exercise jurisdiction for an offense committed off-campus (including on-line communities) when:

- A. The victim of such offense is a member of the campus community (student, faculty or staff);
- B. The offense occurred at a college-sponsored or sanctioned event;
- C. The student used his or her status as a member of the University community to assist in the commission of the offense (for example student ID card to pass a bad check); or
- D. The offense affects the University.

The University's adjudication of any violation of this Code may proceed independently of any action taken by state, federal, or municipal agencies. The University reserves the right to refer incidents of misconduct to civil or criminal authorities.

This Code is designed to protect the rights of all members of the University community so they can prosper academically, socially, and personally. In order for this Code to work effectively, however, students must take responsibility for confronting behaviors exhibited by their peers that negatively impact their experiences and violate established standards of behavior. It is imperative that students work in partnership with University faculty and staff members to protect the rights that have been afforded them.

DePaul University reserves the right to change policies or procedures maintained herein at any time during a student's enrollment period provided such changes are updated in the on-line Undergraduate Handbook. Students and student organizations are advised to read this Code and any other relevant policies carefully so all are aware of the policies which guide the University in its dealings with them. Students should review the Academic Policies section of the Undergraduate Handbook or contact their college office for specific information on the policies used to govern academic expectations at the University.

In addition to the Graduate Student Handbook, the DePaul University Catalog (<http://www.depaul.edu/university-catalog/Pages/default.aspx>) describes regulations and resources specific to graduate students. Students should read this catalog regarding policies of the College of Liberal Arts and Social Sciences (LAS) Graduate Division. The current manual provides a description of expectations and disciplinary policies and procedures relating specifically to students in the MPH Program.

Finally, as long as the students enrolled in the Master of Public Health Program are required to provide program staff and faculty with up to date contact information, including correct/valid email addresses.

Commitment to Diversity

Diversity is a core value of DePaul University and has been since the University's founding. DePaul's history and mission demonstrates a deep and abiding respect for the dignity of individuals and their cultures. The University is committed to action that supports such diversity and enables all members of the University community to build and enhance relationships in a safe environment. DePaul University is committed to providing and maintaining a healthy learning and working environment for all students, staff, and faculty members, free of harassment, discrimination and/or assault behavior of any kind against any person or group of individuals based on race, gender, sexual orientation, age, national origin, religion, marital status, or disability. The DePaul community is marked by its inclusivity, diversity, and openness to a wide range of students, faculty, and staff.

Mutual Tolerance and Respect Statement

Public health deals with controversial issues from multiple perspectives and consideration of these issues may cause disagreements among people or may evoke strong personal feelings, depending on each person's individual experience, histories, identities, and worldviews. Therefore, in all interactions and communications, it is important that students and faculty strive to have mutual respect and tolerance for one another and for any course guests and members of the community. If a student feels they have been offended by any content or interactions, they are encouraged to discuss this with the instructor or another faculty member.

Disabilities Requiring Accommodations

Students who need an accommodation based on the impact of a disability should contact their instructor privately to discuss their specific needs as soon as possible, preferably within the first week of classes. All discussions will remain confidential from other students, but faculty may need to discuss accommodation requests with MPH program staff.

To ensure that each student receives the most appropriate accommodation based on their needs, please contact the Center for Students with Disabilities (CSD) Program at DePaul University, a year-round comprehensive program designed to meet the needs of DePaul University students with specific learning disabilities, associated disorders, and other disabilities. CSD is located in Student Center, Suite 370, and more information may be found at <http://satest.is.depaul.edu/plus/index.asp>.

University Academic Integrity

Adapted from DePaul University Academic Integrity Policy

(<http://offices.depaul.edu/oa/faculty-resources/teaching/academic-integrity/Pages/default.aspx>)

DePaul University is a learning community that fosters the pursuit of knowledge and the transmission of ideas within a context that emphasizes a sense of responsibility for oneself, for others and for society at large. To preserve the quality of education offered to students, the university is responsible for maintaining academic integrity and protecting all those who depend on it, including DePaul's community partners and institutional affiliates. Violations of academic integrity, in any of their forms, are, therefore, detrimental to the values of DePaul, to the students' own development as responsible members of society, to the pursuit of knowledge, and

to the transmission of ideas. All members of the university community share the responsibility for creating conditions that support academic integrity.

In particular:

- A. Students must abstain from any violations of academic integrity and set examples for each other by assuming full responsibility for their academic and personal development, including informing themselves about and following the university's Academic Integrity Policy.
- B. Faculty members must foster a climate that is conducive to the development of student responsibility. They should provide guidance as to what constitutes violations of the Academic Integrity Policy and educate students about the ethical and educational implications of their actions. For instance, syllabi should call attention to the Academic Integrity Policy. And whenever possible, faculty should promote student understanding about Academic Integrity such as reviewing drafts of work products and/or allowing students' access to plagiarism detection software.
- C. Faculty members, furthermore, are required to report Academic Integrity violations.
- D. Faculty members have the authority and the responsibility to make the initial judgment regarding violations of academic integrity in the context of the courses that they teach. In addition to officially reporting an Academic Integrity violation, they may impose sanctions up to and including failure of a course at their own discretion in cases involving a violation of Academic Integrity Policy.
- E. The Provost and the Deans of the various colleges, with the support of the Associate Vice President for Academic Affairs (AVPAA) and the Chair of the Academic Integrity Board (AIB), are responsible for facilitating various aspects of the Academic Integrity process, and for ensuring that their faculty, particularly new faculty and part-time faculty, are aware of the university's Academic Integrity Policy and of their responsibilities in this regard, to maintain the integrity of the academic review process. The Deans should monitor periodically the number and disposition of cases involving students in their college to ensure that their faculty members are both fair and rigorous in enforcing the university's Academic Integrity Policy.

These efforts are supported by detailed guidelines and procedures that are designed to align with the university statement that, “students have the right to a hearing within the established University procedures, in all matters that can result in the imposition of sanctions for misconduct,” to maintain the integrity of the institution and to ensure that university standards are upheld.

MPH Academic Integrity

Because of the serious nature of academic integrity violations, students found to have engaged in such actions jeopardize their status in the MPH program as well as the University. The MPH program will consider the student's behavior with regard to the ethical and professional standards of public health and may recommend procedures up to and including permanent dismissal from the program.

University Sexual Harassment Policy

Reproduced from the Code of Student Responsibility; a full-text version may be found at: <http://www.depaul.edu/university-catalog/academic-handbooks/code-of-student-responsibility/university-policies-applicable-to-students/Pages/anti-discrimination-and-anti-harrassment-policy-and-procedures.aspx>.

DePaul University is committed to providing and maintaining a healthy learning and working environment for all students, staff, faculty, and other members of the University's Community, free of discrimination and all forms of sexual and gender harassment, which diminish the dignity or impede the academic freedom of any member of the University Community.

In accordance with DePaul's Vincentian values, its role as an educational institution, and both federal and state law, the University condemns any form of sexual [or gender] harassment [or assault] and is committed to taking action to prevent and eliminate all forms of them, including coercive sexual behavior. These types of harassment also may constitute unethical conduct.

Any staff member, faculty member, or student found to have engaged in such conduct is subject to disciplinary action, up to and including discharge and/or expulsion.

Further, the University condemns any acts in violation of this policy involving any third parties, including visitors, guests and agents, representatives, and employees of suppliers or contractors, and will take violations of this policy by such parties into consideration in the awarding of contracts and the future conduct of business.

Sexual and gender harassment are not only repugnant to the DePaul community and a violation of this policy, but may be criminal offenses according to Illinois or federal law. Members of the university's community who have been found in violation of statutes related to sexual harassment and/or assault may be subject to additional University disciplinary action. For information on sexual assault, see the university's Sexual Offense Policy and Procedures and the University's annual Safety and Security Information Report.

NOTE: IF A STUDENT WISHES TO FILE A COMPLAINT AGAINST ANOTHER STUDENT, THAT STUDENT SHOULD CONTACT THE ASSOCIATE VICE PRESIDENT FOR ADVOCACY AND COMMUNITY AFFAIRS (<http://studentaffairs.depaul.edu/studentadvocacy/meetstaff.html>). All other complaints should be filed with Vice President of the Office of Institutional Diversity and Equity (<http://offices.depaul.edu/diversity/compliance/complaints/Pages/default.aspx>).

Definition of Sexual Harassment

1. Sexual harassment includes, but is not limited to, any unwelcome sexual advances, direct or indirect, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

- a. Submission to or rejection of such conduct is made or is threatened to be made, either explicitly or implicitly, a term or condition of instruction, employment, or participation in other university activity;
 - b. Submission to or rejection of such conduct by an individual is used or is threatened to be used as a basis for evaluation in making academic or employment decisions affecting that individual; or
 - c. Such conduct has the intent, purpose, or can reasonably be expected to have the effect of interfering with an individual's academic or professional performance or advancement, or creating an intimidating, hostile, or offensive educational, living, or working environment.
2. The University's Sexual Harassment Policy and Procedures also apply to gender harassment. Gender harassment includes verbal or physical harassment that is based on the person's gender but that is not sexual in nature.
 3. It may be a violation of this policy for any administrative, faculty or staff member of the University to offer or request sexual favors, make sexual advances or engage in sexual conduct, consensual or otherwise, while the other individual involved is enrolled in the faculty member's class or is working under the supervision of, or subject to evaluation by, the administrative person, faculty, or staff member.

In such circumstances, consent may not be considered a defense against a charge of sexual harassment in any proceeding conducted under the University's Sexual Harassment Policy. The determination of what constitutes sexual harassment depends upon the specific facts and the context in which the conduct occurs.

Although issues involving students rightly are under the jurisdiction of Student Affairs, the University Ombudsperson collaborates with Student Affairs when issues raised by students involve faculty and/or staff or when issues raised by faculty and/or staff are of concern to students. Please consult the Ombudsperson website for more information (<http://mission.depaul.edu/Ombudsperson/Pages/default.aspx>).

MPH Grievance Policy

The Master of Public Health Program recognizes that students may have concerns throughout their academic career that will require the intervention of the University, or that will require a University response. The University has a number of established policies and procedures for responding to particular types of concerns. For example:

- Concerns about grades are addressed through the University's Grade Challenge policy: <http://www.depaul.edu/university-catalog/academic-handbooks/graduate/graduate-academic-policies/Pages/grades-challenges-to.aspx>).
- Concerns about academic integrity are addressed through the Academic Integrity policy and process: <http://offices.depaul.edu/oaafaculty-resources/teaching/academic-integrity-for-students/Pages/default.aspx>.
- Concerns related to student conduct are addressed through the Code of Student Responsibility, and the Student Conduct Process: <http://www.depaul.edu/university-catalog/academic-handbooks/code-of-student-responsibility/general-information/Pages/default.aspx>

- Concerns about discrimination or harassment on the basis of a variety of protected characteristics are addressed by the Office of Institutional Diversity and Equity through the Anti-Discrimination and Anti-Harassment Policy and Procedures: <http://offices.depaul.edu/diversity/compliance/complaints/Pages/default.aspx>.

The Master of Public Health Program also recognizes that students may have a variety of other concerns, not encompassed by other University policies, which may require further attention. These include concerns about coursework or working relationships with faculty or other students.

Students are always encouraged to try and address concerns through direct communication with the involved parties. However, there may be times where such attempts at resolution are not successful, or where the assistance of another party may be helpful. In these instances, the Master of Public Health Program and the University have several resources available to students:

- Faculty advisors within the Master of Public Health Program are available to assist with resolving concerns: <http://las.depaul.edu/departments/public-health/faculty/Pages/default.aspx> or <http://las.depaul.edu/departments/public-health/about/Pages/program-staff.aspx>.
- The Master of Public Health Program Department Chair is available to assist with resolving concerns: <http://las.depaul.edu/departments/public-health/about/Pages/program-staff.aspx>.
- The Associate Deans of the College of Liberal Arts and Social Sciences are available to assist with resolving concerns: <https://las.depaul.edu/faculty-and-staff/Pages/office-of-the-dean.aspx>.
- The Dean of Students Office is a central location to which students can turn with problems they have been unable to resolve. The Dean of Students Office hears student concerns and helps students understand their options for resolving the concerns and/or locating appropriate services: <http://studentaffairs.depaul.edu/dos/contactus.html>.
- The University Ombudsperson is available to provide consultation about conflict resolution, to clarify policies and procedures, and to help find the right person or department to respond to questions: <https://mission.depaul.edu/Ombudsperson/Pages/default.aspx>.
- Students may also always choose to report concerns or misconduct through the University's confidential reporting mechanisms: 877.236.8390 or <https://compliance.depaul.edu/hotline/index.asp>.

If requested, all inquiries will be treated confidentially to the extent possible.

Appeal Procedures

The University has established policies for students who wish to appeal disciplinary actions regarding alleged student misconduct or academic integrity, as well as to challenge grades received in courses. These policies are described in the above subsections and in the DePaul University Graduate Student Handbook. In addition, the grievance policy provides a mechanism of response for students who may be dissatisfied with student-faculty relationships or decisions

of the MPH Program such as their status in the program or evaluations of their performance. The paragraphs below describe the procedures in place when students have concerns about MPH Program decisions. If issues should arise that are not covered by the grievance policy, the following appeal procedures will apply.

A student may appeal a decision of the MPH Program faculty by preparing a statement (this can be delivered in person, but it also must be delivered in writing) giving the grounds and rationale for the appeal. This statement should be presented to the MPH Program Director, who then will arrange a meeting with the faculty. The student can be present at this meeting to present the appeal, or they can opt to have herself represented by the written statement or a faculty member familiar with the situation. If the student chooses to be present at this meeting, she can be asked to leave the meeting after making the presentation, in order to allow for discussion and decision-making. The Director and faculty as a group will then consider the appeal, and its decision will be communicated to the student. Please note that the MPH Program Director may also consult with the Associate Dean of LAS or other relevant Program, College, or University parties at any point during this process.

8.0 – Student Organizations and Additional Resources

Public Health Student Organization

The mission of the Public Health Student Organization (PHSO) is to develop students in public health practice. Open to graduate and undergraduate students, but housed in the MPH Program, DePaul's PHSO mission is to act as a liaison between students, staff, and faculty to promote community involvement, and to facilitate education and advocacy in the profession of public health. Both undergraduate and graduate students must be in good academic standing in order to be members. Ideally, the PHSO actively examines the needs of DePaul's community and as well as those of the city of Chicago and aims to provide creative programming that address the specific health needs of these populations. Examples of these activities include volunteering in Chicago Public Schools to provide health centered lessons to youth, organizing events for National Public Health Week, and creating free on-campus exercise events such as yoga classes. Students in the PHSO also attend professional meetings, such as the American Public Health Association Annual Meeting. These professional meetings provide exceptional opportunities to bring expanded forms of experiential learning back into the classroom and to their cohort.

PHSO is governed by the Officers of PHSO Executive Board (President, Vice-President, Secretary, Treasurer, PHSO Newsletter Editor, Undergraduate Student Representatives, and MPH Program Student Representatives). Officers are elected by the general membership once a year in Spring Quarter.

Departmental and Campus Resources

DePaul University and the Master of Public Health program provide students with various resources to support them during their graduate training. The DePaul Graduate Student Handbook (<http://www.depaul.edu/university-catalog/academic-handbooks/graduate/university-information/Pages/about-this-handbook.aspx>) contains information on numerous University programs and services available to students, such as library facilities, computer centers, photocopying facilities, email accounts, health services and insurance, handicapped student services, and international student services. It also outlines many community resources of potential interest to students, such as banks, transportation facilities, restaurants, cultural establishments.

Funding

All tuition and financial concerns are handled by DePaul Central (<http://offices.depaul.edu/depaul-central/Pages/default.aspx>) and the Office of Financial Aid (<http://www.depaul.edu/admission-and-aid/financial-aid/Pages/default.aspx>).

The MPH program offers a limited number of graduate assistantships (GA). The GA position is designed for a MPH student to participate in research by assisting a faculty member with a research project for a full academic year. The expectation is that the student will gain valuable knowledge, experience, and skills for building a career in public health and the faculty member will benefit from research support.

The GA position comes with **16 credit hours of tuition support and a stipend of \$7,500.**

Minimum Eligibility Criteria:

- Full time MPH student for the academic year, enrolled in at least 16 credit hours
- Able to dedicate 10 hours per week to a faculty research project for an entire academic year
- Able to assume the position on the first week of Autumn Quarter classes
- GPA of 3.75 or higher
- Demonstrates the capacity and interest for advanced public health research
- Not employed full time at DePaul University
- Not receiving other forms of tuition support from DePaul University
- Not on academic probation for any reason

Teaching Opportunities

The Master of Public Health Program does not offer any teaching opportunities within the program to its students.

Travel Funds

The Public Health Student Organization and individual students may have the opportunity to secure funds for travel from external bodies, and limited funds are available from the MPH Program. PHSO administers the application process through which support from the MPH program can be obtained. Students are also encouraged to apply for external scholarships, travel funds, and conference discounts through various member organizations. Please see Graduate Student Conference Funding & Dean's Office Travel Funding for more information (<https://las.depaul.edu/research/graduate/Pages/default.aspx>).

Graduate Research Fund

Annually, the College of Liberal Arts and Social Sciences Graduate Office provides funding for students who are conducting or presenting research through a competitive application process: <https://las.depaul.edu/research/graduate/Pages/default.aspx>. The College supports the research, scholarship and creative work of graduate students through this program. The Graduate Research Funding (GRF) Program provides research funds to the college's graduate student population who contribute to the academic rigor of our programs by providing funds to help defray costs of conducting research /creative work and for presenting papers at academic conferences. If you are interested in learning more about this opportunity, contact the MPH Technical Advisor for more information.

9.0 – Additional Academic Opportunities

Global Health Certificate

Overview

The Certificate in Global Health prepares professionals to work collaboratively with communities to prioritize and investigate health concerns to achieve lasting social change, and foster health equity to promote the health and well-being of populations in diverse global contexts. The four-course certificate trains students in key aspects of global health, using a multidisciplinary approach to analyze the underlying determinants of health, the relationship between public health and development, and public health practice.

Course Requirements for MPH Students

- MPH 551: Global Health
- MPH 554: Global Public Health Practice
- Choose one from the following:
 - MPH 552: Maternal and Child Health
 - MPH 553: Public Health and Forced Migration
 - MPH 595: Special Topics in Public Health
 - MPH 599: Independent Study in Public Health

Any of the above courses can count toward the required 8-credit hours (2 courses) of elective work required by the MPH degree.

Admission Requirements

Applications are accepted at any time, and students may begin the program at the start of any academic quarter. The program is open to both non-degree seeking students and students concurrently enrolled in a DePaul graduate degree program. All applicants must hold a bachelor's degree. To apply to the program, prospective students must submit the following materials:

- An LAS graduate admission on-line application. The application fee is waived for current DePaul students.
- Transcripts from all schools attended. These may already be on file for current students.
- A personal statement of 300-500 words describing their professional interests and goals in the certificate.

For more information on the application process, please contact Graduate Admissions:
GradDePaul@depaul.edu.

MBA-MPH in Community Health Practice

The Master of Business Administration/Master of Public Health (MBA/MPH) joint degree develops students' managerial acumen and their expertise as public health professionals. Offered jointly by the Kellstadt Graduate School of Business and the College of Liberal Arts and Social Sciences, this unique 88-credit MBA/MPH provides students with the opportunity to earn advanced degrees in two highly complementary fields—business and public health. Focusing on

Healthcare Sector Management and Community Health Practice, respectively, the MBA/MPH program allows students to obtain both degrees in as little as three years of full-time course work. This rigorous program is designed for highly motivated students who work or plan to work in management, executive, or consulting positions in community/population health. Acceptance into the joint degree program requires applicants to meet the admissions requirements of both the MBA and MPH program. If a current MPH student wants to pursue the joint degree, they must apply and be accepted into the MBA program.

The joint degree program will consist of 27 total courses for 88 credit hours. Sixteen (16) courses, or 52 credit hours, are from the Master of Business Administration program in the Driehaus College of Business. Eleven (11) courses, or 36 credit hours, are from Master of Public Health Program in the College of Liberal Arts and Social Sciences. Student can complete the joint degree program in three or four years.

Table 4. Sample MBA-MPH Course Schedule

	Autumn Quarter	December Intersession	Winter Quarter	Spring Quarter	Summer Session
Year 1					
MBA	GSB 420		MGT 566	ACC 500	MKT 555
MPH	MPH 501	MPH 503	MPH 511	MPH 512	N/A
Year 2					
MBA	ECO 555 & MGT 559	MBA Elective ¹	FIN 555 or ECO 502	ACC 554 MGT 504	MBA Elective ¹
MPH	MPH 600*		MPH 502 & MPH 600*	MPH 522 & MPH 600*	
Year 3					
MBA	MGT 500 MGT 554	MBA Elective ¹	ECO 502 or FIN 555	MGT 798 GSB 599	
MPH	MPH 602, MPH 699**, & Practicum		MPH 603, MPH 699**, & Practicum	MPH 604, MPH 699**, & Practicum	

¹MBA electives only have to be taken twice; students have the option to take the MBA electives in any of the terms listed above

*MPH 600 only meets 4 times over the course of the academic year

**MPH 699 has no in-person meetings; course serves as a D2L portal for submitting practicum paperwork