



Mel and Enid Zuckerman
College of Public Health

2009 - 2010
MPH Student Handbook

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INTRODUCTION

The University of Arizona Mel and Enid Zuckerman College of Public Health (MEZCOPH) was established in January 2000 and accredited by the Council on Education for Public Health in 2003. Under its administrative roof are academic programs that lead to five degrees - the Bachelor of Science in Health Science (BS), with a major in public health; the Master of Public Health (MPH), with concentration areas in biostatistics, environmental and occupational health, epidemiology, family and child health, health behavior and health promotion, and public health policy and management; the Master of Science (MS) degrees in environmental health sciences and epidemiology; Doctor of Philosophy (PhD) degrees in biostatistics, environmental health sciences and epidemiology; and a Doctor of Public Health (DrPH) degree with concentration areas in maternal and child health and public health policy and management.

Our graduates have established careers locally, nationally, and internationally. Of note, they include the 17th United States Surgeon General, Dr. Richard Carmona, as well as a state public health veterinarian, an assistant commissioner of the Chicago Department of Health, a program manager for an intertribal council, a Fellow in the Centers for Disease Control, a research director for violence-prevention program, and a health educator for a local AIDS program, to name just a few. We are proud of the contribution we are making to build and maintain a competent public health workforce and we welcome you into the fold!

PURPOSE OF THIS HANDBOOK

The objective of this handbook is to provide straightforward guidance to MEZCOPH students about how to navigate through the academic programs of the College, assisting them in developing a course of action. The handbook is divided into two sections. The first section of the handbook includes general information for students about College resources and operations, student organizations, events and financial assistance. University and Graduate College rules are reiterated when appropriate. The information in this section is applicable to all students in the College's graduate programs. The second section of the handbook, beginning on page 20, outlines information about the specific degree program. Students should refer to the handbook often. While students are held to the academic and program requirements of the academic catalog under which they were admitted, operational processes and policies do change. Much effort goes into communicating changes to students but it is the student's responsibility to be aware of these policies and to adhere to them. Additionally, faculty should refer to this handbook when advising students. In this way, the handbook works to promote shared expectations by students and faculty.

The staff members of the Office of Student Services and Alumni Affairs in the UA Zuckerman College of Public Health look forward to helping students work toward their degrees. If, at any time, you have questions or concerns about specific MEZCOPH issues, do not hesitate to contact the staff member assigned to that area (see the "Who Does What in the Office of Student Services and Alumni Affairs" page found in your orientation folder). Although the Office of Student Services and Alumni Affairs is here to support

student progression through our degree programs, keep in mind that completion of all degree requirements and paperwork is ultimately the responsibility of the student seeking the degree.

Again, we welcome you and look forward to working with you during your time at the Mel and Enid Zuckerman College of Public Health!

DRACHMAN HALL

Roy P. Drachman Hall, MEZCOPH's home, opened for classes in January of 2006. After being housed in nearly 25 different buildings, the College's faculty and staff moved into the east wing of Drachman Hall in the spring semester of 2006. MEZCOPH administrative offices are found on the 3rd floor and faculty offices are located primarily on the 2nd floor. Classrooms occupy the 1st floor of both sides of the building and are used primarily by the Colleges of Public Health, Pharmacy and Nursing. The College of Pharmacy occupies the west wing of the building. The ability to hold events and classes in the same building as MEZCOPH offices continues to enhance the College's sense of community. MEZCOPH students, faculty and staff play a vital role in ensuring that the facilities of Drachman Hall are treated with respect and are asked to report any incidences of vandalism, theft, or questionable activities to the Assistant Dean of Financial Affairs and Physical Resources at 626-4596.

Computer Lab

The College's computer lab, equipped with 21 personal computers, a printer and projection equipment, is located on the third floor of Drachman Hall in Room A319. The computer lab is available for general use, Monday through Friday from 8-5, unless the lab has been scheduled for a class, study session or other College activity. Information about courses scheduled in the computer lab will be posted outside the lab door. Stata, SPSS, SAS, and Microsoft Office are installed on each system. ArcGIS is available on lab computers 2, 9 and 16. JAWS and MAGic, software for the visually impaired, are available on computer 13. The systems revert to their initial state after a reboot, so a thumb drive or CD/DVD is required to save any work. Students must provide their own paper for printing.

Wireless Internet Access

Wireless access is available throughout and around Drachman Hall via connection to the **UAWiFi** network. UAWiFi is a secure and fast wireless network that will eventually cover most of campus. Partially funded by the Student Technology Fee, it brings roaming 802.11a/b/g wireless access for all students, staff and faculty on campus. Connection to UAWiFi requires that an individual and his or her computer be registered or identified to the network. The UAWiFi network, when connected, allows students to access on-campus networked resources that are generally unavailable over the public Internet. Instructions for setting up wireless access are below:

For Windows XP:

http://downloads.oscr.arizona.edu/guides/WirelessSetup_WindowsXP.pdf

For Windows Vista:

http://downloads.oscr.arizona.edu/guides/WirelessSetup_WindowsVista.pdf

For Macintosh Computers:

http://downloads.oscr.arizona.edu/guides/WirelessSetup_MacOSX.pdf

How to get help with UAWiFi

Help can be obtained through the Office of Student Computing Resources (OSCR) help desk, located in the [OSCR Underground](#). Call 626-TECH (8324) to schedule an appointment, or stop by during walk-in hours. Limited support is available at OSCR computer labs and multimedia labs. The [OSCR Help Forums](#) are another source of help for UAWiFi. The MEZCOPH IT staff can also help with the setup as needed at <http://www.publichealth.arizona.edu/contact.aspx> or call 626-7417.

Additionally, the **UAPublic** wireless network is available in the area. This network does **not** require any registration. It is an open network that allows students to surf the web.

Student Lounge

The College of Public Health Student Lounge is located on the first floor of Drachman Hall in Room A110. The lounge is equipped with a sink, microwave, and refrigerators, and students are encouraged to eat in the Lounge rather than in other locations in Drachman Hall. A vending machine offering a variety of snack choices can be found in the Lounge. It is expected that students keep the Student Lounge orderly and clean and food that is no longer fresh is disposed of in a timely manner.

Lockers

Students may reserve a locker for use while a student in the College. Requests for lockers are processed by the Executive Assistant in the Office of Student Services and Alumni Affairs, Room A302 E of Drachman Hall. A one time user fee of \$5 is assessed. To reserve a locker, a student should identify the range of locker numbers in the first floor hallway in which the locker is desired and communicate this information to the Executive Assistant, who will assign the locker number and provide the padlock combination to the student. Students *may not* use their own padlocks on Drachman Hall lockers. Drachman Hall is *not* accessible in the evening or on the weekend, so needed items stored in lockers should be retrieved prior to the conclusion of classes.

Bicycles and Bicycle Parking

UA students, faculty and staff who ride their bicycles to school are encouraged to register their bicycles with the University of Arizona Parking and Transportation Services. Bike registration provides the owner with discounts on selected bicycle supplies and services from participating bike shops, free lock cutting service for UA-registered bikes on campus, and a record of ownership and documentation for your insurance carrier. Registration aids the authorities in returning stolen bikes to their owners.

For your parking convenience, bicycle racks are located on the south side of both wings of Drachman Hall. Bicycles brought into the building or locked to stairwells or other architectural features will be impounded.

Student Mailboxes

Graduate student mailboxes are located in the Student Lounge, Rm. A110 of Drachman Hall.

Third Floor Patio

Students are welcome to use the third floor patio adjacent to the south staircase, outside the Office of Student Services and Alumni Affairs.

ANALYTICAL LABORATORY FACILITIES

In 2008, the College acquired research laboratory space in the Medical Research Building (MRB, first floor west) and teaching/research laboratory space in the Biological Research Laboratories (BRL) at the north end of the Arizona Health Sciences Center campus. Some environmental and occupational health courses will use laboratories in these buildings and students will receive specific information regarding time and place from the course instructor. Student research efforts will be assigned appropriate space by the student's Research Director depending on the nature and funding of the project. Students employed on faculty projects may be assigned to work in these laboratories.

COMMUNICATING WITH STUDENTS

Email Accounts

The University of Arizona requires that all students open email accounts through the University of Arizona. University and College messages are sent to students via this account. It is imperative, therefore, that all students keep the Office of Student Services and Alumni Affairs notified of any address changes. Failure to read your UA email account is not an acceptable excuse for not knowing important information. While forwarding one email account to another may be advantageous, there may be some risk of loss of information.

Listserves

The Office of Student Services and Alumni Affairs communicates with students primarily through email and student listservs. Current information about new policies and procedures, program and college events, and course information is announced via the student listservs and then is posted on the website. Job openings are announced via a separate listserv that students must subscribe to and these openings are posted to the career services portion of the website. Internship, scholarship, and fellowship information is announced once a week on the listserv and placed on our website.

College of Public Health students have a listserv, PHAlliance, that they may use to communicate information regarding student groups, events, community service activities, public health news, etc. Simply type in phalliance@listserv.arizona.edu to send a message to all College of Public Health students.

MEZCOPH Website

The MEZCOPH website is used as the College's primary point of information dissemination to the public, potential applicants and students. Curriculum requirements, academic and student policies, internship and job postings, and scholarship and fellowship announcements are found on the website. In addition, research interests of faculty members, a college directory and news items are posted on this site.

MEZCOPH Student Portal

A Student Portal on the college's website has been developed to assist students in locating information that is relevant to their role in the college. In addition to creating an electronic student community and presenting diverse information, such as student calendars, forms, deadlines, processes and procedures, the Student Portal serves as the access point to a number of required electronic surveys. Currently, these include the Midcourse Evaluation, the Student Annual Progress Report and the Exit Survey. A UA net ID and password are required to access this site.

STUDENT SERVICES AND OPPORTUNITIES

Office of Student Services and Alumni Affairs

The MEZCOPH Office of Student Services and Alumni Affairs (OSSAA) serves as the central point of coordination for student activities and provision of services to undergraduate and graduate students in all academic programs of the College. Each OSSAA support staff member has significant experience advising students, participates in numerous university wide taskforces and committees, and meets with MEZCOPH students on a daily basis to help them resolve issues of a nonacademic nature. These issues include, but are not limited to: admissions questions; course registration; meeting academic paperwork deadlines; college financial aid, scholarships, and fellowship application processes; internship processes; career placement questions; travel requests; and graduation requirements.

Career Advising

An integrated approach to career advising continues to provide appropriate career exploration services and support related to finding a public health career position. This service utilizes the expertise of the University of Arizona Career Services Office, professionals within the MEZCOPH Office of Student Services, and public health faculty and practitioners. UA Career Services offers a broad range of programs designed to assist students and alumni in developing and implementing career plans, gaining career-related experience while enrolled in school, and pursuing post graduate career goals, whether that means permanent employment or alternate plans.

Various events and services occur on an ongoing basis. Most recently, these events have included résumé writing workshops, career fairs targeting the public service sector and health industry, and the establishment of a small resource library within the MEZCOPH Office of Student Services that showcases information regarding public health internships, fellowships, career opportunities, and provides career preparation materials.

Student Participation on MEZCOPH Committees

Membership on MEZCOPH committees provides students opportunities to participate in much of the college's decision making and governance process. Students are expected and encouraged to consider committee membership as a means of familiarizing themselves with college operations, faculty, and staff, and as a way to build their own leadership and collaborative skills. Students are invited to complete a Committee Membership Interest Form, on it indicating the committee(s) that they may wish to join. All attempts are made to accommodate as many committee membership requests from interested students as are received.

The Student Affairs Committee meets twice each semester. While student representatives from each Section, faculty from each Division, and student services personnel comprise the Student Affairs Committee, **all** students are encouraged and invited to participate in the Student Affairs Committee.

Student Input into MEZCOPH Operations

The administration of the College of Public Health is keenly interested in understanding the student perspective of the College and its operations. To that end, numerous avenues for students to provide input and share concerns have been developed. First and foremost, student members are sought for all MEZCOPH committees, with the exception of the Promotion & Tenure Committee and the admissions committees. In addition to the University administered Teacher and Course Evaluations, the College also administers a mid-semester online course evaluation to determine if there are ongoing course issues. Students are encouraged to submit suggestions to a suggestion box in the Office of Student Services. All graduating students are asked to complete a comprehensive Exit Survey.

Once a semester, the Dean hosts a "Dean's Dialogue" session for the purpose of hearing issues from the student perspective and a wrap-up meeting for each academic program's students is held with the Assistant Dean of Student and Alumni Affairs each year. Ongoing student dialogues with faculty and staff provide a venue for proactive resolution of problems. When there are issues with a particular course, students should first speak with the instructor about their concerns. Course concerns that are not resolved may be addressed at the Student Affairs Committee Meeting where a plan of action for resolution of the issues can be developed.

Confidential Problem Resolution

Students who are experiencing difficulties of a sensitive nature are encouraged to make an appointment with the Assistant Dean of Student and Alumni Affairs who can provide assistance and guidance or can help the student find additional resources to solve the problem. Issues discussed with the Assistant Dean are held in confidence.

STUDENT ORGANIZATIONS

Public Health Student Alliance

The Public Health Student Alliance (PHSA) is the chief student organization of the college. All MEZCOPH students are members of PHSA. Established in 1997 by a group of

committed MPH students, the initial charge of the group was to advocate for public health issues and to promote networking of students who work or wish to work in the field of public health. Since that time, the organization has matured and has expanded its scope of interest and activities to include participation in civic health promotion events, social events, intramural sports and service projects. In addition to fundraisers, students have organized technical assistance workshops, advocacy trainings, and a student-to-student mentorship program. Although officers are elected each year, the group has chosen to govern itself in a nonhierarchical fashion, giving each officer a programmatic area to oversee and sharing the task of meeting management. PHSA is open to all students within the university who are interested in public health.

Global Health Alliance

As a student driven organization, the Global Health Alliance (GHA) aims to enhance students' knowledge of how public health functions in a global context. GHA engages in the following activities: providing opportunities for students and faculty to connect to local organizations and community service projects; facilitating discussion of global health and social justice issues and their relevance to the Southwest, and promoting internships that increase student experience in global health and multicultural interaction.

Since its inception in 2006, GHA has successfully organized, and sponsored or co-sponsored various movie screenings including the *Lost Boys of Sudan*, *The War Tapes*, *Water*, and *At Highest Risk*. The group hosted Fulbright scholar Samia Goudie from Australia, sponsored a TB candlelight vigil, and organized major conferences examining social justice issues.

American Industrial Hygiene Association

The American Industrial Hygiene Association (AIHA) at the University of Arizona is the local student section of the nationally recognized AIHA. As a member of the University of Arizona community, this club strives to promote interest in the profession of Industrial Hygiene, as well as create professional development opportunities for student members. The club provides networking opportunities for members of the Industrial Hygiene community through seminars, training opportunities, local tours, and roundtable discussions developed by the student group. Each year, AIHA at UA makes a strong effort to raise money and send as many members as possible to the American Industrial Hygiene Conference and Exposition held in early summer at the end of the school year.

The club has a strong focus in forging solid relationships with local and national employers with an interest in developing internships, building careers, and securing donations of equipment and money for the club. In addition to professional development, the UA AIHA chapter collaborates with UA Risk Management as a service to the university and participates in student recruitment for the Environmental Health Sciences programs.

Student Aid for Field Epidemiology Response (SAFER)

Developed as part of an MPH internship in Fall 2004 and Spring 2005, the Student Aid for Field Epidemiology Response (SAFER) team has become a well established organization within the College. The organization's goal is to provide training and infrastructure for graduate students to work with state and county public health practitioners on short-term

outbreak investigations or short-term, high need problems. Training is provided through a class that covers the basics of outbreak investigations and brings in speakers who share their real world experiences with the students. Students also attend training sessions at the state and two major county health departments. Students have assisted various agencies on multiple outbreaks since the team's creation. The SAFER experience is now offered as a 1-3 unit credit course, EPID/CPH 596D.

STUDENT MANAGED EVENTS

MPH Internship Conference

With minimal faculty and administrator guidance, MPH Program student volunteers are responsible for planning and facilitating the college's Internship Conference, held in the spring, summer and fall semesters. This conference, to which public health professionals, university administrators, undergraduate students and the public are invited, showcases the outstanding accomplishments of MPH students in their internships and functions as an outreach event, as well as serves as a student recruitment strategy. The format of the Internship Conference is similar to that of a scientific meeting, with multiple sessions occurring at the same time. A good deal of event coordination and collaboration skills on the part of the student volunteers to insure that all details are effectively managed. In addition to selecting and inviting a keynote speaker (usually a program alumnus or public health leader in the community), the students design a promotional brochure, develop and mail invitations, collect presentation abstracts from their peers, and format and print a conference program containing presentation abstracts. A larger group of student volunteers serves as session moderators, greeters and facilitators on the day of the conference.

Epidemiology in Arizona Poster Forum

The Epidemiology Graduate Program hosts a yearly Epidemiology in Arizona Poster Forum that Epidemiology students organize and facilitate. This event provides an opportunity for the Epi Program's students and faculty to network with public health professionals, including regional and state epidemiologists, often resulting in future collaborations such as employment and research partnerships. The student planning group invites a keynote speaker, develops promotional literature, maintains a website for assisting poster presenters with instructions for registering and composing posters, and produces a forum program which includes abstracts. Epidemiology students and faculty are strongly encouraged to present posters, and posters from other students and faculty within the College are welcomed. Posters are judged, and a cash prize is awarded to the best student poster.

STUDENT FINANCIAL INFORMATION

THE OFFICE OF STUDENT FINANCIAL AID

Federal Financial Aid

Financial aid (i.e., loans and grants for College of Public Health students) is awarded through the University of Arizona Office of Student Financial Aid. Application for financial

aid should be made in the semester prior to each semester the aid is requested. Further information can be found on their web site at <http://financialaid.arizona.edu/> by telephone (520) 621-1858, or by e-mail at askaid@arizona.edu.

The College of Public Health Office of Student Services manages the award process for the following scholarships and avenues of financial assistance. A full listing of these scholarships, complete with application deadlines and forms can be found at <http://publichealth.arizona.edu/StudentResources/FinancialAssistance.aspx>.

GRADUATE COLLEGE FUNDING

The University of Arizona Graduate College allots the College of Public Health a limited amount of scholarship and fellowship funding each academic year. The recipients of this funding are chosen by the MEZCOPH Scholarship Committee based on the student's past academic performance and need. Applications for the Graduate Tuition and Fellowship awards are available in the Office of Student Services and Alumni Affairs, as well as on the MEZCOPH website. Please contact the Assistant Dean for more information. Applications for the Graduate Minority Tuition Scholarship are made through the Graduate College.

Graduate College Tuition Scholarship

Based on both financial need and academic merit, MEZCOPH awards Graduate Tuition Scholarships that can be used to pay out-of-state tuition and/or the costs of registration fees. Awards vary in amount. Students must have established and maintain at least a 3.0 cumulative GPA to be eligible and retain their awards.

Graduate College Fellowship

MEZCOPH awards Graduate Fellowships to its students, based on both financial need and academic merit. Graduate Fellowships are cash awards that can be applied to tuition, health insurance or any other academic expense, the balance of which is paid directly to the student. Awardees must have established and maintain at least a 3.0 cumulative GPA and be enrolled in six graduate units per semester to be eligible to retain their award.

Graduate Minority Tuition Scholarship

The Graduate College awards Graduate Minority Tuition Scholarships to students in targeted ethnic minority groups – Black, Hispanic, American Indian/Alaskan Native, or Asian/Pacific Islander who are not residents of Arizona. Awardees must have at least a 3.00 cumulative GPA. The College must send a letter of recommendation on behalf of the student to the Graduate College Minority Student Affairs Program.

MEZCOPH SCHOLARSHIPS AND INTERNSHIP, RESEARCH AND TRAVEL AWARDS

The following monetary awards have been established to assist College of Public Health students in funding their required coursework or research or internship experiences in specific areas of interest. Application materials and further information can be found at http://publichealth.arizona.edu/students/financial_info.htm.

College of Public Health General Scholarship Fund

The College has a limited, but growing, General Scholarship Fund. Students are welcome to apply for funding through the Office of Student Services. Scholarship funds are awarded based on a variety of criteria, including financial need and academic achievement.

Hispanic Women's Corporation & Canyon Ranch Latina Student Scholarship

The Hispanic Women's Corporation and Canyon Ranch have partnered to provide scholarship money to Latina students in the College of Public Health who demonstrate an interest and commitment to serving our Hispanic populations, and whose professional goals include continuing service to those populations. Five \$4000 scholarships are awarded annually.

Russell Swanson Scholarship

Dr. G. Marie Swanson, Founding Dean of the Mel and Enid Zuckerman College of Public Health, provides a continuing \$2500 scholarship in memory of her late husband, Dr. Russell Swanson. This scholarship is awarded to recognize leadership skills in a graduate student.

Maureen Mangotich Scholarship

The family of Maureen Mangotich, MD, MPH has provided a scholarship for full time undergraduate or graduate students of the College of Public Health. Generally, two Mangotich awards in the amount of \$1,000 are made each year.

Helen and Raymond Sarocco Scholarship

The Helen and Raymond Sarocco Scholarship supports MPH students with financial need who have achieved academic excellence. Two scholarship awards of \$1,000 are made each year.

Elbridge and Genevieve Morrill Memorial Scholarship

Mr. and Mrs. Elbridge Morrill established this scholarship to support academic related expenses of students in the Environmental and Occupational Health (EOH) Concentration of the MPH Program. EOH students who are US citizens and have graduated from Arizona high schools are eligible to receive this award. Morrill Scholarship award amounts vary.

Jane and Bruce Ash Scholarship

Jane and Bruce Ash of Tucson fund a \$5000 annual scholarship for exceptional Native American, Latino & African American graduate students in the Mel & Enid Zuckerman College of Public Health who have demonstrated a desire to work in under served communities in Arizona after graduation. As life long Arizonans, the Ash family is committed to rural health care and assistance to under served local communities. It is their hope that the students they assist at the University of Arizona will be the future leaders in health care who reach out across the state to enhance healthy living and the prevention of disease

Drachman Prevention Fellowship

The Drachman Prevention Fund was established to honor Mr. Roy P. Drachman, the founding Chairman of the College of Public Health Advisory Board and for whom College of Public Health building is named. Mr. Drachman was involved in all aspects of community life and community building, and had a particular passion for healthy children and schools. The Drachman Fund provides fellowships to support students of public health who will further this work. A competitive award of \$1500 is made three times a year to College of Public Health interns and student researchers who best outline an internship or research experience designed to promote healthy behaviors, sound nutrition, and physical activity in children and/or to mentor at-risk children and youth.

Yuma Friends of AHSC Young Investigator Award

The Yuma Friends of the Arizona Health Sciences Center Young Investigator Award is intended to provide seed grant funds to promising junior clinical and basic investigators to encourage and stimulate quality research in medicine, nursing, pharmacy and public health and the many subdisciplines within these colleges. The translation of advances in laboratory research into advances in patient care has long been a hallmark of the Arizona Health Sciences Center and it is believed that these awards will help nurture junior scientists who will some day alter the course of health care in America.

Funds (generally \$2500) are awarded annually to the investigator whose proposal best outlines a community-based research project that demonstrates need for public health intervention/expertise, builds or improves the college's relationship to the community, and expands visibility of the College of Public Health.

Nichols Initiative Scholars Fund Awards

The Andrew W. Nichols Initiative provides funding to support internships, research experiences, and preceptorships for MPH students currently enrolled in the College of Public Health. Andrew Nichols, MD, MPH, sponsored and inspired significant positive changes to health care programs and public health policy. As a physician working in public health and as a teacher and as a member of the Arizona Legislature, Dr. Nichols spent his entire career instigating the development of programs to benefit populations living in rural and border areas of the Southwest. This fund helps support students of public health and medicine who will further this work.

Two annual awards of \$1000 are made to MEZCOPH interns, student researchers, or student preceptors whose proposals best outline an internship, research, or preceptorship experience designed to promote policy, advocacy, or innovative service delivery in rural or border health.

Arizona Rural Health Association Scholarship in Rural Health

The Arizona Rural Health Association established this scholarship to support an MPH internship that will advance the rural health agenda. One or two scholarship awards in the amount of \$1000 are made annually.

Research Awards

Graduate students in the MS/PhD Epidemiology and PhD Biostatistics Programs are also eligible for available research funds. No more than one MEZCOPH award can be awarded to the same student in a given academic year. These awards are designed to assist graduate students in the completion of their thesis or doctoral research and to provide them funds to purchase supplies, equipment, or laboratory tests that are not funded by other resources. The maximum award is \$2500. Application deadlines are October 1 and March 1, depending upon availability of funds.

Notification of these awards will be distributed to graduate students via student listservs, as well as on the website.

Travel Awards

Limited funding for student travel to scientific and public health meetings is available. Priority is given to applications of students who 1) are presenting their work (e.g., posters, abstracts) at a meeting, 2) have completed a significant portion of core curriculum, and 3) have not received previous travel funding. Applications for travel funding are available on the MEZCOPH website at

http://www.publichealth.arizona.edu/StudentResources/Documents/Travelapp2007_001.s wf.

MEZCOPH FELLOWSHIPS, RESEARCH AND TEACHING ASSISTANTSHIPS

NIOSH Training Program Graduate Fellowships

MEZCOPH students studying industrial hygiene in the Environmental Health Sciences Section may be eligible for National Institute of Occupational Safety and Health (NIOSH) Training Fellowships or other financial awards. Awardees must have established and maintain at least a 3.0 cumulative GPA and be enrolled in six graduate units per semester to be eligible to retain their award.

Research Assistantships

Research Assistantships are oftentimes available through the research grants of MEZCOPH faculty members or from other departments on the University campus. The Office of Student Services and Alumni Affairs posts all opportunities of which it is notified on the MEZCOPH website. In general, these positions are awarded based on a competitive application that exhibits excellence in academic and/or professional endeavors and a strong indication that the candidate has the talents or abilities that the assistantship requires. In addition to a stipend, these assistantships typically provide the recipient with a waiver of out-of-state tuition, partial remission of the registration fee (in-state tuition), and student health insurance. Students apply for these positions directly to the faculty member who is seeking a graduate assistant.

Graduate Teaching Assistantships

A number of MEZCOPH courses utilize teaching assistants who serve mentoring, instruction, and administrative roles working with course instructor(s) in the classroom. TA job duties may include taking attendance, grading papers, preparing course materials, developing and holding study sessions, scheduling guest speakers, monitoring academic integrity, holding office hours and lecturing. In addition to a salary stipend, these

assistantships typically provide the recipient with a waiver of out-of-state tuition, partial remission of the registration fee (in-state tuition), and student health insurance.

The MEZCOPH Student Services Office determines TA assignments, utilizing an equitable process that considers 1) instructors' preferences, 2) the placement priorities established by the College, and 3) information regarding students' employment and scholarship status. Graduate students will be considered for placement as teaching assistants in the following order: 1) MEZCOPH doctoral students who are required, as part of the degree curriculum, to TA a course; 2) All other MEZCOPH doctoral students; 3) MEZCOPH master's level concentration or program students who have taken the course offered by their Section; 4) Non concentration or program students who have taken the course; 5) Non degree seeking students who have taken the course.

TA's are required to attend the University Graduate Assistant Teaching Orientation (GATO and TATO) and the College's Teaching Assistant Orientation prior to serving as a TA. The course instructor serves as the TA's supervisor and it is the instructor's responsibility to communicate job expectations to the TA. It is also the instructor's responsibility to hold the TA accountable for meeting these expectations. At the end of the semester, the instructor is expected to evaluate the TA through a University established process.

To be considered for a teaching assistantship, students must fill out the College's Financial Assistance Application, speak with the course instructor early in the semester prior to the course offering **and** notify the Assistant Dean of Student Affairs of their interest in a particular assistantship.

STUDENT HONORS AND AWARDS

Outstanding Senior Award

Each college within the University of Arizona is invited to select an Outstanding Graduating Senior in the fall and spring semesters who demonstrates above-average scholastic ability, citizenship, leadership, and promise for the future. These awards are for well-rounded individuals whose contributions through co-curricular and community leadership are evident. Undergraduate faculty may nominate students for this award.

College of Public Health Student Life Award

The College of Public Health Student Life Award was instituted to acknowledge and recognize a graduating student who has made significant contributions to initiating, promoting and facilitating student activities and events across the entire college. Faculty and staff may nominate students for this award.

Outstanding MPH Student Award

The Outstanding MPH Student Award recognizes a graduating student from the MPH Program who exhibits outstanding academic performance, internship performance, commitment to the College of Public Health, and/or community service. Faculty members may nominate students for this award.

Outstanding Graduate Teaching Assistant Award

The Outstanding Graduate Teaching Assistant Award is given for meritorious performance of Graduate Teaching Assistants within each college.

Outstanding Internship Presentation Awards

Awards to recognize the best Internship presentation in each judged session of the MPH Internship Conference are presented at the MPH Internship Conference Reception.

Epidemiology in Arizona Poster Forum Prize

A prize for the best student poster presented at the Epidemiology in Arizona Poster forum is awarded at the conclusion of the Forum.

Delta Omega

The Alpha Nu Chapter of Delta Omega, the public health honorary society for graduate students, was established at the UA Zuckerman College of Public Health in 2002. Since then, 150 members have been inducted into the chapter. Graduating students who are academically in the top 10% of their graduating class are eligible for nomination by Delta Omega members.

DEGREE COMPLETION INFORMATION

Exit Survey

The Exit Survey provides a mechanism for obtaining anonymous, continuous student feedback which is used by the College of Public Health to refine and adjust its operations. The perceptions of our graduating students provide valuable feedback to College faculty and administration.

All students are required to complete the Exit Survey as part of their graduation requirements. Final degree paperwork will be processed after the student has responded to the survey. Student answers are one-way encrypted, meaning that, while the computer will recognize that a student has responded, the responses will no longer be linked to the student's email address.

Graduate Information Sheet

As part of the degree completion process, students are required to complete a Graduate Information Sheet, which provides the College with the student's forwarding address and future plans, if known.

MEZCOPH Convocation

The College of Public Health hosts convocation ceremonies in May and December. Students who finish all degree requirements in spring may participate in the May convocation ceremony. Students who will not finish all degree requirements until fall semester may participate in December convocation. Bachelor's and master's degree candidates who are planning to complete their degree requirements in August may participate in either the May or December convocation ceremony. Doctoral level students

may not participate in either convocation ceremony until they have successfully completed their dissertation defense. The MEZCOPH convocation ceremony is smaller and more intimate than the UA commencement ceremony. Graduates are recognized by name and are called to the stage. Master's and doctoral level students are hooded. Students are given a limited number of tickets and may purchase additional tickets for family and friends if space permits. A reception follows the ceremony.

UNIVERSITY POLICIES

Academic Policies

MEZCOPH students are expected to adhere to all registration, enrollment, grading and academic policies outlined in the University and Graduate College Catalogs found on the web at <http://catalog.arizona.edu/2009-10/> and <http://grad.arizona.edu/catalog/Policies/>.

Code of Academic Integrity

Integrity and ethical behavior are expected of every student in all academic work. This Academic Integrity principle stands for honesty in all class work, and ethical conduct in all labs and clinical assignments. This principle is furthered by the student Code of Conduct and disciplinary procedures established by ABOR Policies 5-308 through 5-404, all provisions of which apply to all University of Arizona students.

The procedures for reviewing a suspected violation are found in the complete Code of Academic Integrity (available in the Dean of Students Office and online at <http://deanofstudents.arizona.edu/codeofacademicintegrity>).

University of Arizona Policy on Disruptive Behavior in an Instructional Setting

The University seeks to promote a teaching and learning environment free from material and substantial classroom disruptions. Faculty members and teaching staff have the authority and responsibility to effectively manage their classroom environments. Instructors may determine the time and manner for student questions and expression of points of view in the instructional setting. Accordingly, instructors should establish, communicate and enforce reasonable rules of classroom behavior and decorum via the syllabus and classroom discussion. This policy is not intended to discourage appropriate classroom expression, discussion or disagreement, but to promote respectful interactions. Please go to <http://web.arizona.edu/~policy/distruptive.pdf> for a full description of the policy.

University of Arizona Policy on Threatening Behavior by Students

The University seeks to promote a safe environment where students and employees may participate in the educational process without compromising their health, safety or welfare. The Arizona Board of Regents' Student Code of Conduct, ABOR Policy 5-308, prohibits threats of physical harm to any member of the University community, including to one's self. Threatening behavior can harm and disrupt the University, its community and its families. For a full description of this policy, please see <http://web.arizona.edu/~policy/threatening.pdf>.

GRADUATE COLLEGE POLICIES

Academic Deficiencies Noted at Admission

A deficiency is a lack of course work or knowledge in a basic area that may be critical to graduate and professional work. Deficiencies in a student's past academic work may be identified by program faculty during the admissions process. The program faculty has the authority to note that deficiency on the Admission Recommendation Form and to require completion of additional coursework prior to entry into the program or at the onset of the student's graduate study. The coursework required must be taken at the undergraduate level, can be transferred from another accredited institution, and must be graded "A", "B", or "C". Students should take steps immediately to address any deficiencies noted on their letter of admission. No student with academic deficiencies may hold a Graduate College scholarship, fellowship, or graduate teaching or research assistantship.

Transfer Credit

No more than 20% of the minimum number of units required for a master's degree can be transferred from other accredited institutions (e.g., if a Master's degree requires 30 units, then no more than 6 units can be transferred from another university). Such transfer credit can be applied to an advanced degree only upon satisfactory completion of deficiencies as prescribed by the head of the major department in which the student seeks a degree. Transfer of credit toward an advanced degree will not be made unless the grade earned was A or B, and unless it was awarded graduate credit at the institution where the work was completed. Grades of transfer work will not be used in computing the student's grade-point average. Credit for correspondence courses or extension work from other institutions will not be accepted for graduate credit.

Students who wish transfer credit must submit an ['Evaluation of Transfer Credit'](#) form before the end of their first year of study.

Academic Probation at the Graduate Level

Students who have a cumulative grade point average of less than 3.00 will be placed on academic probation. Graduate College policy requires students who are on probation to meet with their Faculty Advisor, discuss the steps to be taken to remedy the circumstances that caused the probationary status, and submit a written plan of action to the Graduate College. Graduate students who are on probation for two consecutive semesters will be converted to non-degree status by the Graduate College. Students who have been converted to non-degree status may again apply for admission to the Program as early as the semester after their conversion to non-degree status, if they achieve a cumulative grade point average of at least 3.0 through additional graduate coursework. The Program can request termination of graduate studies for a student on academic probation. No student on academic probation may hold a Graduate College scholarship, fellowship, or graduate teaching or research assistantship.

Incomplete Grades

The grade of I (for Incomplete) may be awarded only at the end of a term, when all but a minor portion of the course work has been satisfactorily completed. The incomplete grade will not to be awarded in place of a failing grade or when the student is expected to repeat

the course; in such a case, a grade other than incomplete must be assigned. Students must make arrangements with the instructor to receive an incomplete grade before the end of the term and will not automatically receive an incomplete simply because all course requirements were not met.

The course instructor will determine the conditions of the incomplete grade and set a date for completion of all required assignments at any point within the year following the end of the course. Those conditions will be outlined on a Report of Incomplete Grade form, which serves as a contract between the student and the instructor. The Report of Incomplete Grade form will be kept on file in the Office of Student Services until the conditions for completion have been met. When the instructor notifies the Office of Student Services the work has been completed, a Change of Grade form will be submitted for the course. If assignments are not completed, incomplete grades convert to "E" (Failure) on the last day of classes of the same semester, one year after the incomplete grade was awarded. Students will not be permitted to graduate until all incomplete grades are cleared.

Grade Replacement Option

Graduate students may retake up to 10 units of coursework or three courses, whichever comes first, in which they received a grade of C or below. Approval by the course instructor, Major Professor and Department Head are required. The original grade will remain on the student's transcript but will not count toward the student's GPA. A course can be retaken only once under the GRO option. The student must notify the Graduate College that they intend to retake a course under the Grade Replacement Option (GRO) by completing the [GRO approval form](#). The form must be received at the Graduate College before the deadline date in effect for the semester in which the course will be retaken. GRO filing deadlines can be found at the [Office of the Registrar's GRO deadline page](#). GROs cannot be done retroactively.

Continuous Enrollment

Master's Continuous Enrollment Policy

A student admitted to a Master's or Educational Specialist degree program must register each Fall and Spring semester for a minimum of 3 graduate units from original matriculation until all degree requirements are met.

If the degree program requirements are to be completed in the Summer, the student must register for a minimum of 1 unit of graduate credit in either Summer I or Summer II. If not graduating in the Summer term, Master's and Educational Specialist candidates do not have to register for graduate units during Summer sessions *unless* they plan to make use of faculty time. If they do plan to use faculty time, they must enroll for a minimum of 1 unit of graduate credit in the term(s) in which they are using faculty time.

Unless excused by an official Leave of Absence (which may not exceed one year throughout the student's degree program), all graduate students are subject to the Continuous Enrollment Policy and must pay in-state and out-of-state tuition and fees in order to remain in the program. If the student fails to obtain a Leave of Absence or maintain continuous enrollment, he or she will be required to apply for re-admission, to pay

the Graduate College application fee, and pay all overdue tuition and fees, including cumulative late penalties. Tuition or registration waivers can not be applied retroactively.

Leave of Absence Policy

Academic Leaves

Academic LOAs (i.e., leaves to take course work at another university, for research, field work, internships, professional development, etc.) are handled on a case-by-case basis by the student's department and the Graduate College.

Medical Leaves

Graduate students in degree programs may be granted a Medical Leave of Absence by the Dean of the Graduate College. Under extraordinary circumstances, LOAs may be granted retroactively for up to one year. Students will be readmitted without reapplying to the department and the Graduate College. Only when the LOA is approved prior to the beginning of the semester for which the LOA is being sought will students be exempted from fees for that semester. Only academic services or facilities available to the general public can be used during the LOA.

Personal Leaves

Graduate students in degree programs may be granted a Leave of Absence for a maximum of one year throughout the course of their degree program by the Dean of the Graduate College. LOAs may be granted retroactively for up to one year. LOAs are granted on a case-by-case basis for compelling reasons including birth or adoption of a child, personal or family reasons, medical reasons, military duty, or financial hardship. Students will be readmitted without reapplying to the department and the Graduate College at the expiration of the LOA. Only when the LOA is approved prior to the beginning of the semester for which the LOA is being sought will students be exempted from fees for that semester. Only academic services or facilities available to the general public can be used during the LOA.

Leaves of Absence (LOAs) may affect the status of a graduate student's financial aid. Students are responsible for determining the requirements of their funding agency and/or academic unit prior to applying for a Leave of Absence.

Failure to obtain a Leave of Absence or remain in continuous enrollment will result in penalties, as described in the [Continuous Enrollment](#) policy requirements.

[Leave of Absence form.](#)

Graduate College Petitions

Students may petition the Graduate College if extenuating circumstances have prevented their compliance with any University or Graduate College policies and procedures. The student must complete the Petition Form and submit it to the Graduate College through the Academic Progress Coordinator. The petition should explain all relevant facts. Such petitions must be accompanied by supporting documents (e.g., medical justification) and a letter of support from the Faculty Advisor and/or the Chair of the MPH Program. Petitions concerning a course must have the instructor's signature as well.

REGISTRATION, ENROLLMENT & CREDIT REQUIREMENTS

Only 500 level courses or higher will receive graduate credit, and only 500 level (or higher) courses count toward the minimum enrollment.

Registration and Payment Deadlines

Registration for UA courses can be accomplished using the University's Student Link system. Please be aware that it is your responsibility to be informed of the payment deadlines. Pay in advance of these deadlines to avoid late penalties. The Office of Student Services and Alumni Affairs office cannot negotiate the removal of late fees. It is advisable to initially pay for the number of units that you anticipate taking, even though you may be altering your schedule later.

When changing your schedule following the first registration and payment deadlines, you must always drop and add at the same time. Failure to do so will result in late registration fees levied by the university.

Students should consider registering in CPH 930 "Supplemental Registration" units for the semesters in which they are not taking courses. Supplemental Registration holds the student's place until he or she takes the next course.

Lapse in Enrollment

Students who have an interruption in their enrollment of one semester or more in the program and have not been approved for a Leave of Absence will be required to apply for readmission upon resumption of coursework. A Graduate College Admissions Application and Domicile Affidavit must be completed online. (Note that per Graduate College policy, you may be required to pay retroactive registration for all missed semesters.)

MPH PROGRAM POLICIES

Advising

Students must meet with their advisor several times each semester to plan their course of study and discuss the progress they are making toward earning the public health degree. It is the student's responsibility to schedule these regular meetings.

MPH Advisor Change

A primary Faculty Advisor is assigned to each student upon entering the program. Students have the option to select another Faculty Advisor at a later date. To accomplish this change, the student must complete the Notification of Advisor Change within their Concentration. A student also has the option to select an additional faculty member who will act as Internship Advisor when they begin to plan an internship. An advisor must be a faculty member in the College of Public Health with expertise in the student's area of concentration.

Course Substitution Policy

MPH required courses may be substituted if a student demonstrates that he or she has completed academic coursework comparable to the required concentration course.

To substitute a course, the student must complete the pertinent information on an [MPH Course Substitution Form](#) and submit a syllabus of the proposed course substitution, along with the completed Course Substitution Form, to the director of the MPH required course to be substituted. The director of the substituted course will assess the syllabus for comparability of curriculum to the MPH required course. If she or he determines that there is comparability, the Course Substitution request will be approved. The student is responsible for returning the Course Substitution Form, complete with syllabus and all required signatures, to the Academic Progress Coordinator in the Office of Student Services.

Concentration Change Policy

After completing the first semester of coursework within the original concentration, an MPH student may apply to change concentrations. The student may initiate the change of concentration process by completing the [Request for Change of Concentration](#) form. Concentration faculty will consider your request to switch and your suitability for the concentration in the same manner that new applicants are chosen for admission. Supplemental materials, such as a new personal statement, will be required by the concentration being applied to; please check with the concentration director. Admission to the concentration is only considered if space permits and program prerequisites for admission have been met.

Independent Study Policy

All MPH students who enroll in independent study must complete an [Independent Study Form](#) and return it to the Academic Progress Coordinator during the first three weeks of the semester (if the independent study is being taken in a fall or spring semesters) or the first week of each of the summer sessions. Failure to complete the form will result in an administrative drop of the independent study at the end of the designated time period. The

form serves to establish the scope and focus of an independent study, provide a permanent record for the student's academic file, and facilitate the assignment of final grades at the end of each semester.

Continued Program Progress/Annual Report

Of major importance to the College is the student's successful progression toward fulfilling all degree requirements. Graduate students are required to prepare an Annual Report that outlines their progress and accomplishments for the previous academic year. This report is completed online at the beginning of the calendar year and is reviewed and signed by the Faculty Advisor.

Failure Grades

While graduate students may take advantage of the University's Grade Replacement Option (GRO), it is ultimately the course instructor's decision whether a student will be allowed to retake a course. Students who receive "E" (failure) grades for a course will be dropped from the MPH program.

Time Limitation

All requirements for the MPH degree must be completed within a six year period. This includes course work transferred from other institutions. "Time to degree" commences with the first course applied to the degree, whether it be transferred in or taken after the admission date.

GRADUATION PROCEDURES

It is the responsibility of the student to make sure that all required documents are submitted to the Office of Student Services and Alumni Affairs on time.

Master's/Specialist Plan of Study

Each student is responsible for developing a written Plan of Study found online at <http://grad.arizona.edu/current-students/forms> under the advisement of his/her Faculty Advisor. The plan should include 1) courses the student intends to transfer from other institutions, 2) courses already completed at The University of Arizona that apply toward the MPH degree, and 3) additional courses the student intends to complete to fulfill degree requirements. One half of the required units must be courses in which regular grades (A, B, C) have been earned. The completed Plan of Study, signed by the Associate Dean or Section Chair and the Faculty Advisor, must be submitted to the Office of Student Services and Alumni Affairs office in the second semester of the student's academic career. For more information about the Master's Plan of Study, please refer to the Graduate College's [Plan of Study Helpful Tips](#).

Completion of Degree Requirements Form

The [Completion of Degree Requirements Form](#), signed by the MPH faculty Internship Advisor, the second reader of the final internship report, and the student's Section Chair must be submitted to the Office of Student Services and Alumni Affairs office six weeks prior to graduation, on the date designated by the staff member coordinating graduation

activities, generally one week prior to the Graduate College deadline for receipt of the form.

THE MPH INTERNSHIP

Purpose of the Internship

The internship is the culminating experience in The Mel and Enid Zuckerman College of Public Health Master of Public Health Program. The internship requires the MPH student to synthesize, integrate and apply knowledge acquired in coursework to a project in a professional practice setting. Faculty members use the internship to determine whether the student has mastered the body of public health knowledge and can demonstrate proficiency in the skills the program has determined to be necessary. Furthermore, the internship provides an opportunity for the student to obtain additional applied experience working in the public health field and further clarify your career goals.

Although it is the capstone, or culminating experience, of the MPH curriculum, it is degree. Early internship planning will reduce the anxiety that occurs as the student completes other graduation requirements and will contribute to a sense of confidence and well being as he or she begins the internship. The single most effective strategy for expanding one's knowledge of the breadth of internship opportunities is to attend the regularly scheduled MPH Internship Conference (held three times each year). Consistent attendance at the internship conferences will also ensure a student's familiarity with the format and venue of the presentation and the conference.

A comprehensive MPH Internship Manual is found on the MEZCOPH website at <http://publichealth.arizona.edu/StudentResources/InternshipResources.aspx>. The Internship Manual provides step by step guidance to the processes related to the internship and should be referred to often in the internship planning and development phase. Individual concentration areas have specific requirements related to the final internship report and these requirements are found in concentration appendices to the Internship Manual, also found at <http://publichealth.arizona.edu/StudentResources/InternshipResources.aspx>.

MPH Internship Preparation Course

Students are also required to take a one unit Internship Preparation Course (CPH 596N) prior to the semester in which they will begin their internship. The course is designed to guide the student in 1) identifying an internship experience; 2) completing and passing the UA Human Subjects Certification Program; 3) working with internship advisors and field preceptors; 4) completing all required documentation; and 5) preparing the required oral and written reports.