



**PURDUE**  
UNIVERSITY®

Department of Public Health

*Informing healthful practice and policy*

# **Residential and Hybrid MPH Student Manual**

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2021 - 2022

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## **Preface**

This manual has been developed as a reference for students on program and university policies and procedures. While this manual is reviewed on an annual basis and is updated accordingly, there may be recent University and Program changes in policies and requirements that are not included in this manual. Every effort is made by faculty and staff to ensure timely and accessible communication on all changes. However, the student is responsible for ensuring all requirements of the program are met.

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## INTRODUCTION

Welcome to Purdue University's Department of Public Health Master of Public Health (MPH) program, located within the College of Health and Human Sciences (HHS). We are delighted you have chosen Purdue University for your graduate training in public health. Each day we strive to provide you with rigorous and relevant learning experiences to meet your career aspirations.

The MPH draws upon faculty and resources from all nine HHS departments as well as participating departments outside the College (e.g., statistics, biology, food science and communications) to provide interdisciplinary training in the many facets of public health. The principles and practices of the program are designed to meet national accreditation standards for public health programs and needs in the workforce.

Our aim is to produce leaders capable of translating knowledge gained through discovery to application for optimizing community health. We are dedicated to providing a supportive environment rich in didactic and service-learning opportunities.

Please use this manual as a resource to optimize your learning experience. If you have further questions, feel free to contact staff or faculty for clarification. We are committed to your success and are confident that the training provided through the MPH program at Purdue will serve you well. Congratulations on this exciting next step!

Sincerely,

A handwritten signature in black ink that reads "Andrea L. DeMaria". The signature is written in a cursive style with a large, stylized initial 'A'.

Andrea L. DeMaria, PhD, MS  
Assistant Professor  
Director, Master of Public Health Program  
Department of Public Health

## I. MISSION, VISION, AND VALUES

### **Mission**

To discover, disseminate, and apply knowledge to promote the public's health at home and abroad.

### **Vision**

To achieve equitable and sustainable local to global health.

### **Values**

Professional integrity; respect for diversity; multidisciplinary and collaborative training, research and practice; and excellence in research, teaching and engagement

## II. DEPARTMENT FACULTY AND STAFF

### Faculty

Faculty profiles and contact information is accessible on the department website. Students are encouraged to review research portfolios. Faculty link: <https://www.purdue.edu/hhs/public-health/about/directory/faculty/>.

### Staff

- ❖ **Sara McPhail**  
Graduate Program Coordinator – Department of Public Health  
Matthews Hall, Room 223 - 812 West State St, West Lafayette, IN 47907  
765-494-0109, [smcphail@purdue.edu](mailto:smcphail@purdue.edu)
  
- ❖ **Shauna Stapleton, MPH**  
Senior Academic Affairs Administrator – Department of Public Health  
Matthews Hall, Room 224 - 812 West State St, West Lafayette, IN 47907  
765-496-0493 – [sstaplet@purdue.edu](mailto:sstaplet@purdue.edu)

### Student Support

- ❖ **Jason Reed**  
WALC 3053T – [reed252@purdue.edu](mailto:reed252@purdue.edu)  
Jason is the liaison librarian for the MPH program. He manages content of the program's library guide and is available to assist you with developing literature searches and identifying databases for your master's projects. Jason maintains a MPH online webpage for research through Purdue Libraries:  
<http://guides.lib.purdue.edu/publichealth>.
  
- ❖ **HHS Information Technology**  
Support Policies and Services Offered  
Main Number: 765-496-2896 – [hshelp@purdue.edu](mailto:hshelp@purdue.edu)  
Technology Support: HHS IT supports University owned computers, printers, and accessories. Their responsibilities also include purchasing, software installation and troubleshooting hardware and software problems. Computers brought in from home/outside cannot join the HHS domain. Outside computers CAN access the Internet. They may be contacted by sending requests to: [hshelp@purdue.edu](mailto:hshelp@purdue.edu)

## III. ACADEMIC PROGRAM

### Purdue University 2021-2022 Calendar

<https://www.purdue.edu/registrar/calendars/2021-22-Academic-Calendar.html>

### A. Academic Advising

The senior academic affairs administrator is the academic advisor for all residential and hybrid MPH students. It is expected that each MPH student will arrange at least one meeting to discuss registration and plans of study each semester. This meeting should occur prior to class registration. During these meetings items pertaining to preparation for career aspirations, current progress towards graduation requirements, student group activities, course selection, and ongoing questions

and/or concerns will be discussed. Students can make an appointment with the senior academic affairs administrator through [BoilerConnect](#). Appointments are available in-person or virtual.

## B. Registration

### Residential Students (fully on campus)

Students self-register for residential courses through the scheduling assistant on “[My Purdue](#).” The registrar offers [how-to-videos](#) on their website. In many cases, courses require instructor or departmental approval, in these instances students will proceed with registration in the scheduling assistant. After selecting submit schedule you will be prompted to select the Request Approvals button. You will then leave a note on why you are eligible for this course.

Purdue University considers graduate students enrolled in 8 or more credit hours to be full time. The MPH program allows students to choose the number of credit hours to take each semester based on their discussion with the senior academic affairs administrator and individual circumstances. Students pursuing part-time status will likely require more than 2 years to complete the degree.

*Often, residential students choose to take one or two online courses over the summer or due to personal circumstance. This is called online hopping. To register for an online course as an online course hopper, the student will seek approval from the senior academic affairs administrator and then complete the online request form.*

### Hybrid Students (12-18 credits taken online)

Hybrid students need to register for residential courses through [MyPurdue.purdue.edu](#) and complete the online course request form for online courses. Courses for hybrid students are a mixture of on-campus and online options. Online courses are run as 8-week modules, while residential courses are the typical 16-week semester. It is important for hybrid students to meet with the Senior Academic Affairs Administrator to plan their curriculum.

**Exam/Degree Only registration:** This is a specially priced registration (about \$205) for students who have all course work on the plan of study completed and need only to finish or present their final project. The deadline is about one month earlier than the regular exam/deposit deadline. Students who do not make the deadline must change the registration to the required number of credits and pay the difference in fees. Non-thesis students can only register this way one time. This registration must be approved and entered by the Graduate School and requires a form 23 signed by your advisor.

**Failure to Register:** Should a student go three terms without enrolling in a course, the student will be required to reapply to the Purdue Graduate School.

## C. Competencies

The MPH program is a competency-based program. This means that students are evaluated based on their mastery of the following competencies. Training on competencies includes, but is not limited to, coursework, internship experiences, seminar participation and Public Health Student Association involvement. Students are responsible for ensuring competencies are mastered through these various activities.

### CORE COMPETENCIES

Evidence-based Approaches to Public Health

1. Apply epidemiological methods to the breadth of settings and situations in public health practice
2. Select quantitative and qualitative data collection methods appropriate for a given public health context
3. Analyze quantitative and qualitative data using biostatistics, informatics, computer-based programming and software, as appropriate
4. Interpret results of data analysis for public health research, policy or practice

### Public Health & Health Care Systems

5. Compare the organization, structure and function of health care, public health and regulatory systems across national and international settings
6. Discuss the means by which structural bias, social inequities and racism undermine health and create challenges to achieving health equity at organizational, community and societal levels

### Planning & Management to Promote Health

7. Assess population needs, assets and capacities that affect communities' health
8. Apply awareness of cultural values and practices to the design or implementation of public health policies or programs
9. Design a population-based policy, program, project or intervention
10. Explain basic principles and tools of budget and resource management

### Policy in Public Health

11. Discuss multiple dimensions of the policy-making process, including the roles of ethics and evidence
12. Propose strategies to identify stakeholders and build coalitions and partnerships for influencing public health outcomes
13. Advocate for political, social or economic policies and programs that will improve health in diverse populations
14. Evaluate policies for their impact on public health and health equity

### Leadership

15. Apply principles of leadership, governance and management, which include creating a vision, empowering others, fostering collaboration and guiding decision making
16. Apply negotiation and mediation skills to address organizational or community challenges

### Communication

17. Select communication strategies for different audiences and sectors
18. Communicate audience-appropriate public health content, both in writing and through oral presentation
19. Describe the importance of cultural competence in communicating public health content

## Inter-professional Practice

20. Perform effectively on interprofessional teams

## Systems Thinking

21. Apply systems thinking tools to a public health issue

## CONCENTRATION COMPETENCIES\*

### Family and Community Health

1. Critically evaluate the social, biological, political, cultural, legal, economic and environmental factors affecting the health of families and communities
2. Evaluate health programs and policies through the application of appropriate quantitative and qualitative methods, models, theories, and best practices
3. Prioritize community needs, concerns, and resources when addressing family and community health issues
4. Critically evaluate the factors that create, perpetuate and ultimately eliminate health disparities
5. Demonstrate communication skills and strategies for promotion of family and community health

### Health Statistics

1. Demonstrate the ability to properly design variables, validate, manipulate, store, and maintain public health data sets
2. Demonstrate mastery of at least one statistical software package commonly used to assess public health issues
3. Select and apply the most appropriate statistical approaches to address public health issues
4. Evaluate the limitations of statistical evidence (e.g., validity, reliability, sample size, bias, generalizability)
5. Communicate data and quantitative information to professionals and the public using a variety of approaches

\*The environmental health concentration has been retired and all students currently in this area must graduate by May 2023. New students cannot pursue environmental health.

## D. Curriculum

Public health students gain proficiency through 42 credits of coursework in the areas of epidemiology, biostatistics, health system administration and management, environmental health sciences, and social and behavioral sciences. To reinforce and apply this knowledge base, training in public health also includes a 200-hour practicum tailored to each student's area of interest and a community-based culminating experience.

## Degree Tracks

The MPH program offers three tracks for students to pursue.

- ❖ **Combined MPH (4+1):** Students completing a bachelor's degree in the College of Health and Human Sciences and selected other departments at Purdue may apply for admission to the MPH program in their junior year. Undergraduate and graduate courses will be combined

over the next two years, allowing full-time students to complete both the BS and MPH degrees in five years.

- ❖ **Standalone MPH:** Students with a bachelor's degree who meet stipulated eligibility criteria may be admitted directly to the College of Health and Human Sciences to pursue the MPH degree. With full-time study, this track typically requires 2 years to complete.
- ❖ **Dual Degree MS/MA/PhD +MPH:** Students interested in pursuing an MPH in combination with another graduate degree must apply to the academic unit of their choosing for admission to that unit's graduate program. Students may also apply to the MPH program at the time of initial application for graduate study or subsequently during graduate training. In consultation, with the student's advisor and academic unit head, the student may be admitted to the MPH program and pursue both degrees. It is expected that full-time study for both degrees will require an additional one or two semesters of enrollment.

### Delivery Methods

The MPH degree offers three delivery methods to fit the needs of students.

- ❖ **Residential/Campus:** residential students complete 100% of their coursework on campus.
- ❖ **Hybrid:** Hybrid students complete 12-18 credits online and the remaining credits on campus.
- ❖ **Online:** all online students complete 100% of their coursework through distance delivery. Family and Community Health is the only fully online concentration.

### Concentrations

- ❖ **Family and Community Health (campus and online):** The health and well-being of individuals depends heavily on their families and the communities where they live. The family unit continues to evolve. Single parenthood is rising, gender roles are transforming and recognition of same-sex couples is growing. Meanwhile, racial and economic disparities are challenging governments, health systems, schools and other institutions that serve our communities. However, these changes and challenges present opportunities to address important population health issues. Students pursuing the Family and Community Health Concentration will gain an understanding of the dynamics of these institutions and settings, approaches to assess them, methods to promote health, and skills to evaluate programs.
- ❖ **Health Statistics (campus only):** Advances in data acquisition and storage have led to the availability of vast quantities of data. This information can provide the basis for sound decision-making and policy development, but this requires knowledge of the theory and practice of statistical analyses. Additionally, there is a growing demand for professionals trained to manage and interpret large databases and to advance information technology. Purdue faculty engaged in the Statistical Bioinformatics Center and in other departments contribute expertise at many centers across campus including the Bindley Bioscience Center, Center for the Environment, Discover Learning Center and Regenstrief Center for Healthcare Engineering. Such collaborations provide valuable training opportunities for students interested in applied statistical decision-making to promote population health.

### Courses

The curriculum consists of 42 credits hours: 18 core, 15 concentration, 3 elective, 3 practicum, and 3 culminating experience. There are five core areas of public health: biostatistics, epidemiology, environmental health, health administration and policy, and social and behavioral sciences. Each student will take a course in all five of these core areas along with an integrative course on design and analysis of public health interventions. After the core courses have been completed, students are

eligible for their practicum experience. Working with the Senior Academic Affairs Administrator, students will choose concentration courses. The concentration courses chosen must address all concentration competencies before the plan of study will be approved.

## **MPH CORE COURSES**

### **PUBH 601 – Introduction to Quantitative Methods of Public Health**

Acquaints students with the basic concepts and methods of statistics, the applications, and their interpretation as used in public health. Students learn basic terminology and its meaning, how to calculate various statistical measures and indices, how to quantify health relationships, and how to compute and interpret inferential statistical techniques. Students will acquire the ability to utilize statistical software as a tool to facilitate the processing, editing, storing, displaying, analysis, and interpretation of health research-related data.

### **PUBH 602 – Theoretical Foundations of Health Behavior**

Examines the theoretical foundations of health behavior. Emphasizes the development of a conceptual framework for understanding and facilitating behavior enhancement, elimination, and/or maintenance in health promotion and education. Focuses on current theories regarding health-related behaviors

### **HSCI 547 – Fundamentals of Epidemiology**

The use of epidemiological methods to study the adverse effects of environmental agents on human health. Study designs, association and causation, statistical analysis, bias and confounding, modeling of exposure-response relationships, molecular epidemiology, and investigation of disease outbreaks. The emphasis of the course is on analytical studies, quantitative measures of association, and critical readings of current literature.

### **PUBH 604 – Public Health Administration**

This course provides a learning laboratory experience for students to appreciate the economic metrics for effective delivery of healthcare and to apply the business concepts of strategic marketing and management to the health context through exploring a variety of settings and building business models for initiatives/programs of the case organizations.

### **HSCI 575 – Introduction to Environmental Health**

An introduction to chemical, physical and biological factors in the environment that affect the health of the community. This course examines health issues, scientific understanding of causes and approaches to the control of major environmental health problems in industrialized and developed countries.

### **PUBH 606 – Design and Analysis of Public Health Interventions**

Addresses professional competencies in design, implementation, evaluation and diffusion of health interventions in community settings. Program planning paradigms, determinants of health behavior, and behavior change strategies serve as a basis for analyzing health interventions.

\*Below are the concentration course guides. Concentration courses are offered by their home departments and are **subject to change**. As always, the MPH will work to provide you the most updated course list each semester. Graduate courses are not always offered yearly, and titles and course numbers can change.

## **Health Statistics**

Course #	Title	Competencies	Credits
<b>REQUIRED</b>			
STAT 512/ HDFS 590	Applied Regression Analysis OR Linear Regression		3/4
STAT 506	Statistical Programming and Data Management	1, 2	3
PUBH 525	Statistical Methods for Public Health Evaluation	3, 5	3
PUBH 590	Design and Analysis of Randomized Trials in Public Health	4	3

<b>CONCENTRATION SELECTIVES – CHOOSE 3 CREDITS</b>			
ASM 540	Geographic Information Systems Application		3
CPB 619	Design, Conduct, and Analysis of Clinical Trials		2
CPB 626	Design and Analysis of Epidemiologic Studies		3
EDPS 607	Mixed Methods Research Designs and Application		3
HSCI 520	Risk Assessment		3
PUBH 590	Advanced Epidemiology		3
PUBH 590	Epidemiology Module 1 -2 (repeatable up to 3 credits)		1
PUBH 694	Public Health Independent Research or Study		Variable
STAT 524	Applied Multivariate Analysis (Fall) (Pre-Req STAT 512)		3
STAT 522	Sampling and Survey Techniques (Spring)		3

## Family and Community Health

Course #	Title	Competencies	Credits
<b>REQUIRED</b>			
PUBH 547	Public Health Program and Policy Evaluation	2,3	3
PUBH 590	Health Counseling	5	3
PUBH 590 OR HDFS 590	Family and Child Health Policy OR* Families and Health	1,3 (family focus)	3
PUBH 511 OR PUBH 501	Foundations of Global Health OR* Introduction to Health Equity	1 (community focus), 4	3

\*Students are required to take one of these courses, but may also take both to complete their concentration credits.

<b>CONCENTRATION SELECTIVES – CHOOSE 3 CREDITS</b>			
<b>Brian Lamb School of Communications</b>			
COM 576/478	Health Communication OR Health Communication Campaigns		3
COM 676	Special Topics in Health Communication**		3
<b>Department of Human Development and Family Studies</b>			
HDFS 590	Families and Health		3
HDFS 590	Research in Child Obesity		3
<b>Department of Public Health</b>			
PUBH 543	Physical Activity and Public Health		3
PUBH 590	Health Counseling		3
PUBH 590	Cancer in Public Health		3
PUBH 511	Introduction to Global Health		3
PUBH 590	Families and Child Health Policy		3
PUBH 590	Human Sexuality and Sexual Health		3
PUBH 590	Healthcare Administration and Policy		3
PUBH 695	Public Health Independent Research or Study		Variable
<b>Department of Nutrition Science</b>			
NUTR 532	World Food Problems		3
NUTR 590	Food Policy		3

<b>School of Nursing</b>		
<b>NUR 67800</b>	Health Economics and Finance	3
<b>NUR 69060</b>	Innovative Care/Innovations in Healthcare Delivery	3
<b>Department of Political Science</b>		
<b>POL 524</b>	Public Policy and the Family	3
<b>POL 620</b>	Pro-seminar: Public Policy	3
<b>Department of Sociology</b>		
<b>SOC 611</b>	Social Inequality: Class, Race, and Gender	3
<b>SOC 674</b>	Seminar in Medical Sociology**	3
<b>Department of Agricultural Systems Management</b>		
<b>ASM 540</b>	Geographic Information Systems	3

\*\*The Brian Lamb School of Communications and Department of Sociology offer various courses related to public health each year. Once those are announced and approved, MPH students may consider taking these courses.

#### iv. Course Substitution Policy

Students may petition to substitute or waive required coursework. All petitions must clearly explain what is being requested and why. They must, when appropriate, have a memo from the course instructor attached. Petitions should be submitted two weeks prior to the final meeting of the Professional Graduate Committee in the spring or fall. Students should request the course substitution petition form from the graduate coordinator.

#### v. Independent Research Policy

Students may petition to include independent research on their MPH plan of study. All petitions must clearly explain what is being requested and why. They must, when appropriate, have a memo from the faculty researcher attached.

Petitions should be submitted to the graduate coordinator two weeks prior to the final meeting of the Professional Graduate Committee (spring or fall) in the semester before the start of the research experience.

#### Requirements

1. No more than 6 credits of independent research credits will be permitted on a plan of study.
2. Students who want to include independent research credits on their plan of study may use up to 3 credits of their concentration coursework so long as the following guidelines are met:
  - Research credits may not replace required courses.
  - Research credits may not replace required courses within concentration categories.
  - The research should complement the training of the concentration competencies.
  - The independent research credits must be public health focused.
  - The experience should enhance the student's professional training.
3. Students may use elective credits for independent research credits so long as the following guidelines are met:
  - The independent research credits must be public health focused.
  - The research should complement the training of the concentration or core competencies.
  - The independent research credits must be public health focused.
  - The experience should enhance the student's professional training.

4. Independent research credits are not meant for dual-degree students to count MS and PhD thesis credits towards their plans of study. The focus of independent research credits for the MPH is to enhance research skills and knowledge in the field of public health.

#### **v. Course Repetition and Grade Policies**

Students may repeat a course or similar course that meets the same curriculum requirements no more than two additional times.

**Core Course Requirement:** minimum cumulative GPA of 3.0 and 80% or higher earned in all core courses.

**Concentration and Elective Course Requirement:** 80% or higher. Students may receive a grade equivalent to 70-79% on two courses.

**Experiential Learning (Practicum and Culminating Project) Requirement:** 80% or higher.

*All courses included on the MPH plan of study must be graded with a letter grade. Pass/Not Pass or Satisfactory/Unsatisfactory graded courses will not be accepted by the Graduate School.*

#### **vi. Practicum Experience**

##### **Overview**

Students are required to complete a professional practicum as part of the Purdue University MPH program. The design of the practicum experience is based on the individual student's interests, past experience and academic training, unique ability and skills, public health goals, and the MPH curricular plan-of-study. MPH students must earn an 80% or higher to pass their MPH practicum experience.

The practicum requires 200 hours of internship experience directed by an approved on-site supervisor. Students take an active role in identifying potential practicum settings that are submitted for approval by the practicum instructor. The program is designed so that students can complete their practicum while working 25 hours/week over 8 weeks. If a student cannot complete the practicum within one term, they may appeal to extend the practicum over two consecutive semesters. This will be considered on a case-by-case basis.

Students must identify 10 competencies to cover during their practicum experience. At least three of these competencies must be core competencies in three different categories. The remaining seven may be a mixture of concentration and core competencies.

Practicum hours may be earned in a number of ways. During your MPH practicum, you will complete a major project and a secondary project. Other practicum activities may include making contributions to projects, assisting with public health interventions, as well as engaging in observation of practice, group initiatives and off-site planning and preparation. All MPH practicum activities will be approved by the site supervisor and practicum instructor.

**The professional practicum is required of all Purdue MPH students. There is no waiver of the Purdue MPH Practicum and hours may not be applied retrospectively.**

The practicum may take place in the same setting as the student's current or past employment, but the experience must be:

- a) Different from their current or past employment responsibilities.
- b) Directed by a site supervisor who is not immediately responsible for their employment evaluations.

For a full listing of practicum procedures and policies request a practicum manual from the department of public health.

**Practicum Eligibility**

The purpose of the practicum is to test the ability of public health students to apply core public health skills, tools, and knowledge to the workplace and to test their understanding of core public health program competencies. Students are expected to have a basic understanding of core public health knowledge before beginning their practicum experience.

To be eligible for the practicum experience, students must meet the following criteria:

- ❖ Adequately trained through coursework on all core MPH competencies
- ❖ Completed the six core courses prior to the start of the practicum
- ❖ Submission of all application materials by the designated deadlines.
- ❖ Enrollment in PUBH 607 Public Health Practicum
- ❖ Securement of liability insurance through Purdue

If a student meets most, but not all of the above requirements, due to extraordinary circumstances, they may petition the practicum instructor to start their practicum experience. These requests will be considered on an individual basis. A petition consists of a formal letter addressed to the practicum instructor from the student.

**E. Culminating Experience**

Each student must complete a culminating project that shows mastery of concepts learned throughout the program. MPH students will enroll in PUBH 608 Culminating Project and community agency in which to partner 5-10 months prior to graduation. Each student will then complete a 12-hour non-profit grant-writing workshop offered by Purdue Extension. Under the direction of the faculty mentor, the student will complete a grant application for their community partner.

Students must identify at least 10 competencies to address during their culminating project. These must be a mixture of concentration (at least two) and core competencies (at least three). Students will provide a short description on how their project will meet these competencies on the culminating project form prior to course approval. Refer to the culminating project manual for more details.

**F. Portfolio**

Each student is expected to update and maintain a portfolio throughout the MPH program. materials, core courses, practicum, and concentration. The checklist below describes the documents to be submitted. The portfolio should be maintained as a digital file. Details on how to submit virtually will be provided by the program. The portfolio must be finalized by the end of the student’s final semester. Students should maintain and update their portfolios each semester.

Portfolio Checklist	
✓	Item
	I. Public Health Solution

	<ul style="list-style-type: none"> <li>• Grant Proposal for Culminating Project</li> </ul>
	<ul style="list-style-type: none"> <li>• Grant Proposal Poster</li> </ul>
	II. Practicum
	<ul style="list-style-type: none"> <li>• Practicum Packet</li> </ul>
	III. Core Courses
	<ul style="list-style-type: none"> <li>• Core Courses Final Projects</li> </ul>
	IV. Concentration and Electives
	<ul style="list-style-type: none"> <li>• Concentration and Elective Courses Final Projects</li> </ul>

## G. Professional Development in Public Health Seminar

Each month, the MPH program hosts a seminar focused on professional development. Meetings include guest speakers and professional development workshops. Students are expected to attend all sessions. If extreme circumstances prevent a student from attending a seminar, the student should immediately notify the graduate coordinator to discuss alternate plans.

## H. Graduation Requirements

### i. Plan of Study

Students must complete an online plan of study through their MyPurdue account (<https://wl.mypurdue.purdue.edu/>). The plan of study should be started and completed as soon as possible. The plan of study must be approved at all levels before the start of the final semester of their studies. If the student fails to receive all the necessary approvals by this date, a \$200 late fee will be assigned by the Graduate School. The MPH Director should be listed as the chair of the plan of study committee. No other faculty members should be listed.

### ii. Graduation Checklist

- 42 coursework credits completed
- 15 concentration credits completed
- 18 core credits completed with 80% or higher earned and a cumulative GPA of 3.0
- 3 practicum credits with 80% or higher earned
- 3 elective credits (selected from any of the approved concentration sheets)
- 3 culminating project credits with a grade of 80% or higher
- No more than two grades that fall within the range of 70-79% in elective and concentration courses. All remaining courses must be 80% or higher
- Courses with a grade of 70% or lower will not be accepted for the plan of study
- No P/NP or S/UN graded courses on the plan of study
- Completion of the MPH program student portfolio
- Regular attendance at the Professional Development in Public Health Seminar
- Approval from all levels of plan of study before first day of final semester
- Registered for at least one credit during the semester in which they graduate

## I. Conditions for Continued Enrollment

Some students are admitted into the MPH program with conditions. These conditions are stated in the MPH's letter of admittance and the official acceptance letter sent by the Graduate School. These conditions must be met before the student can file their plan of study for graduation. Specific information on grade and course requirements will be included in the acceptance letter from the MPH program. Students should consult with the Senior Academic Affairs Administrator, if they have questions.

## **J. Conditions of Retention**

Public health students are expected to maintain a cumulative grade point average of 3.0 or higher, attend all seminars each semester, and submit their portfolio after 21 credits are completed to remain in the MPH program. If a student's GPA falls below the threshold values, they will receive a notification and be given one semester to raise their GPA to an acceptable level. If the student fails to meet the minimum requirements the following semester, they may be asked to leave the MPH program. If a student begins to notice difficulties with their grades, they should reach out to the Senior Academic Affairs Administrator for support. Other MPH students and the Public Health Student Association are able to offer advice on course material and study strategies for ongoing success.

## **IV. FUNDING**

Master of Public Health students are not eligible for graduate assistantships or graduate staff appointments through the University because the MPH is a professional program. If a student is awarded a fellowship, they are only eligible for the room and board portion and not the tuition waiver. In addition, spousal and faculty/staff remissions will not apply for the MPH program. A student may not receive an assistantship from another department either. Funding obtained outside of the University may be acceptable. Students should check with the Bursar's Office to verify the acceptability of such support. Students should be prepared to pay their tuition.

## **V. PUBLIC HEALTH STUDENT ASSOCIATION**

### **Mission**

The Public Health Student Association (PHSA) aims to promote an active community of Purdue graduate and undergraduate students who share a passion for the field of public health. We plan and participate in a variety of activities each semester, including academic and professional development events, outreach and service opportunities, and social functions.

### **Purpose**

The MPH program strives to provide students with an education that will prepare them for future leadership roles in the public health sector upon graduation. The Public Health Student Association (PHSA) is an integral part of this education by providing opportunities for leadership, service, and socializing. The organization is run by the MPH graduate students and represents all MPH students in the MPH, whether part-time or full-time in status. For more information about PHSA visit [purduepublichealth.weebly.com](http://purduepublichealth.weebly.com).

### **Structure**

The PHSA includes all MPH students. Officer elections are held in May of each year. The PHSA president is automatically included as the student representative on MPH executive committee to allow direct flow of student input to the Director and other program leaders. In addition, the student group is responsible for selecting the student representatives for the curriculum, accreditation, and practicum committees. These students should communicate regularly with all MPH students to solicit feedback on programmatic policies and plans and to provide updates to students on administrative issues.

### **Activities**

Each year the student group engages in community-service and outreach, MPH informational sessions, professional development opportunities and a variety of social events. For instance, the PHSA develops a display for Spring Fest and activities for National Public Health Week in April as well as hosting speakers from around the state. The student group always welcomes new ideas for

enhancing the experiences of MPH students. The MPH highly recommends involvement with the student group for social support, networking and outreach opportunities, and as a way to have a voice in program improvements.

### **Connect with the PHSA**

**Facebook:** [Purdue Public Health Student Association](#)

**Twitter:** [@PurduePHSA](#)

**Instagram:** <https://www.instagram.com/purduepublichealth/?hl=en>

**Boilerlink:** [boilerlink.purdue.edu/organization/phsa](http://boilerlink.purdue.edu/organization/phsa)

## **VI. GENERAL INFORMATION**

### **Social Media**

The MPH program maintains a [Facebook page](#), [Twitter account](#) with the handle [@PurduePubHealth](#), and [Instagram page](#). Students are encouraged to monitor and engage with these social media accounts.

### **LinkedIn**

The MPH program maintains an alumni LinkedIn page. Through this format, the program is able to communicate job opportunities and connect alumni and students. Students are encouraged to maintain a professional profile and engage in this LinkedIn alumni group.

### **Purdue University Identification (PUID)**

The Purdue ID Card proclaims students as a member of the Purdue community and is key in accessing essential campus services.

All persons affiliated with the University as a student, faculty or staff (regular, temporary or affiliate) will be assigned a PUID number upon joining the University community. It takes just a few minutes to get the Purdue ID Card. Students may visit the Purdue ID Card Office, on or after August 1<sup>st</sup>, on the ground floor, room 5, of Hovde Hall to get their photo taken and card issued.

Students will be required to show an official government-issued photo ID when picking up their card such as a driver's license, passport, military or state ID and asked to provide their 10-digit PUID number.

**What is my Purdue career account?** The career account will give electronic access to students' @purdue.edu email account and other electronic services. This account is created upon admittance to Purdue and is available for use as long as the student is affiliated with Purdue. Students can store files in their career account and access them anytime, anywhere on campus. The career account alias comprises the part of the students' email address before the @purdue.edu.

To activate their career account, students need their Purdue University Identification Number (PUID), which was provided in the online admission decision letter. (See the New Graduate Student Checklist's item 1, on page 2 of this document, for instructions on accessing your online letter.) Students will also need an initial account setup PIN. The initial account setup PIN is sent to students by email from the Graduate School's Admissions office after the student has reviewed their online admission decision letter. If a student has not yet reviewed their online admission decision letter from the Graduate School, they need to do so to receive their initial account setup PIN. Students need to access <https://www.purdue.edu/apps/account/AccountSetup> and use their PUID and PIN numbers to activate their account. For any questions regarding how to set up the career account, inquiries can be

sent by email or by calling ITaP at [itap@purdue.edu](mailto:itap@purdue.edu) or (765) 494-4000. Students need to be prepared to provide their career account login when contacting ITaP.

**What is My Purdue?** <https://wl.mypurdue.purdue.edu> is the portal system where students can access their academic and financial account information. The software package is called Banner, so students may hear faculty and staff members refer to it by that name as well. Career account login and password information is used to log in to myPurdue. Some of the benefits of myPurdue include:

- Online course registration in real time
- Online credit card payment for tuition
- Access to financial aid information
- Access to personal information such as emergency contacts and mailing address

**What is Office 365?** [Office 365](#) is Purdue students' primary email and calendaring service. This includes 50 GB of email storage and access to the Office 365 suite of collaboration tools and products. Also included is the ability to download Office 2016 on up to five personal devices (computers, tablets or phones) with Windows, OS X or iOS operating systems. Students can get started by going to <http://portal.office.com> and logging in with their Purdue username and password. For any questions, email or call [ITaP](#) at [itap@purdue.edu](mailto:itap@purdue.edu) or (765) 494-4000.

### **Smoking Policy**

Smoking is prohibited on the West Lafayette Campus, except in designated smoking areas. Smoking is also prohibited in all vehicles owned or leased by Purdue University both on and off the campus. Smoking is permitted inside privately owned, closed vehicles. The designation of smoking areas on the West Lafayette Campus may be granted only by the Executive Vice President for Business and Finance and Treasurer, who may rescind such designations at any time.

When a university employee, student, or visitor enters the West Lafayette Campus, any Smoking Material shall be extinguished and disposed of in an appropriate receptacle at the perimeter of the West Lafayette Campus.

The sale, distribution, sampling, or advertisement of all tobacco products is prohibited on the West Lafayette Campus and at Purdue University-sponsored events.

Effective July 1, 2010, this policy supersedes any heretofore smoking regulations and prohibitions referenced in any other policies or executive memoranda. ***Smoke Free West Lafayette Campus Policy 1.4.2.***

The entire smoking policy can be viewed by visiting the [University Policy Office website](#).

### **Anti-Harassment Policy**

Harassment in the workplace or the educational environment is unacceptable conduct and will not be tolerated. Purdue University is committed to maintaining an educational and work climate for faculty, staff and students that is positive and free from all forms of Harassment. This policy addresses Harassment in all forms, including Harassment toward individuals for reasons of race, religion, color, sex, age, national origin or ancestry, genetic information, disability, status as a veteran, marital status, parental status, sexual orientation, gender identity or gender expression. The University will not tolerate Harassment of its faculty, staff or students by persons conducting business with or visiting the University, even though such persons are not directly affiliated with the University.

The full anti-harassment policy can be viewed at <https://www.purdue.edu/policies/ethics/iic1.html>.

### **Student Complaint Policy**

All student complaints should be directed to the Senior Academic Affairs Administrator, who will assist the student in identifying the appropriate resources for resolving the conflict or addressing the concern.

Another option for students is the [Purdue Graduate School ombudsman program](#). Although not a formal route of grievance, it does provide graduate students with a private means of discussing concerns with trained peers.

### **Computers Labs**

Click [here](#) to view computer lab locations.

### **Scheduling for Rooms or Audio-Visual Equipment**

If students need to reserve a room in any academic building on campus (for a meeting, social activity, speaker, etc.), they should call the Office of Space Management at 494-5700. Most rooms, including Conference rooms, come equipped with computers and projectors. Students should contact the MPH program if they have other equipment needs.

### **Public Health Associations**

American Public Health Association: [www.apha.org](http://www.apha.org)

“APHA champions the health of all people and all communities. We strengthen the public health profession. We speak out for public health issues and [policies backed by science](#). We are the only organization that influences federal policy, has a 140-plus year perspective and brings together members from [all fields of public health](#).”

Indiana Public Health Association: <http://inpha.org/>

“The Indiana Public Health Association was incorporated in 1964 to unify efforts for advancing public health in Indiana. Public and environmental health professionals, educators and students across the state join IPHA to be part of its mission of professional development, partnership formation and advocacy, and to enjoy the benefits of networking and friendship with public health colleagues.”

Indiana Environmental Health Association: [www.iehaind.org](http://www.iehaind.org)

“The Indiana Environmental Health Association is a non-profit organization of professional environmental health personnel who work to control environmental hazards to permit attainment of optimum human health.”

Indiana Rural Health Association: [www.indianaruralhealth.org](http://www.indianaruralhealth.org)

“The mission of the Indiana Rural Health Association is to enhance the health and well-being of rural populations in Indiana through leadership, education, advocacy, collaboration, and resource development.”

### **Student Associations for the Advancement of Underrepresented Minorities**

ACCLAIM – An organization that brings together students in the College of Health and Human Sciences particularly those of international and multicultural background to provide support for academic success, social networking and career resources.

<https://boilerlink.purdue.edu/organization/ACCLAIM>

BGSA – The Black Graduate Student Association is a non-profit student organization committed to the unification of its members through the facilitation of programs that strengthen the community of African American graduate and professional students across disciplines.

<https://boilerlink.purdue.edu/organization/bgsa>

LGSO – The Latino/a Graduate Student Organization sees to represent Latino/a graduate student interests and concerns at the University and greater community; develop and disseminate ideas to improve the academic, social, and professional welfare of all Latino/a students.

<https://boilerlink.purdue.edu/organization/lgso>

ASA - The African Students' Association is an independent, non-profit, non-sectarian, sociocultural and educational student organization.

<http://web.ics.purdue.edu/~africans/>

## Helpful Web Links

Registration Deadlines:

<http://www.purdue.edu/registrar/currentStudents/students/registrationFaq.html>

Tuition and Fees:

<https://www.purdue.edu/hhs/public-health/graduate/graduate-degrees/mpH-in-person-hybrid/tuition-funding.php>

Responsible Conduct of Research:

[www.purdue.edu/gradschool/research/rcr/index.html](http://www.purdue.edu/gradschool/research/rcr/index.html)

Purdue Libraries

Departmental Materials: <http://guides.lib.purdue.edu/publichealth>

<https://www.lib.purdue.edu/libraries>

<https://www.lib.purdue.edu/hoursList>

Purdue Rosetta Stone

<https://secure.rosettastone.com/lp/ebsco/index.html?custid=s8475741>

ACE Campus Food Pantry

<https://boilerlink.purdue.edu/organization/ACECampusFoodPantry>

<https://www.facebook.com/ACECampusFoodPantry/>

Purdue Center for Career Opportunities

<https://www.cco.purdue.edu/Students/WhatWeOffer/>