Master of Public Health (MPH) Program Student Handbook

Supplement to the Ferris State University Code of Student Community Standards

August 2017

Department of
Clinical Laboratory Science, Respiratory Care,
Health Care System Administration, Public Health
College of Health Professions (CHP)

Vision

CHP will be a recognized leader in the preparation of healthcare professionals.

Mission

The mission of the CHP is to train and educate future healthcare professional leaders through inter-professional collaboration, practice, and academic excellence.
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Master of Public Health (MPH) Program
Admission Criteria

Purpose: To explain implementation of the MPH program admission criteria, as stated and approved in the University Curriculum Committee (UCC) Form D Checksheets of Ferris State University (FSU).

Policy: This policy restates the admission criteria and elaborates on their implementation in the review of applications to the MPH program. In case of conflict between the Form D Checksheets and this policy, the Checksheets will prevail.

The admission criteria for the MPH program are summarized as follows:

1. Submission of online application for MPH program.

2. An earned bachelor’s degree from a regionally accredited university with an overall grade point average (GPA) of 3.0 or higher on a 4-point scale, as verified by an official transcript. (International students may be required to provide English translation of transcripts conducted by a certified translation service and foreign transcript evaluation by an organization approved by FSU.)

3. GRE® or equivalent taken within the last three years with scores in the upper 50th percentile. (Waiver of test requirement may be considered if the applicant holds a relevant professional certification or another master's degree or a bachelor's degree with a GPA of 3.5 or higher.)

4. International applicants only: TOEFL® score of 70 or higher on Internet-based test.

5. Completion of college level courses in the areas of mathematics, statistics, natural sciences (a minimum of two out of the three subjects of biology, chemistry, physics), and social science, with grades of “C” or higher. (International students may be required to provide English translation of transcripts conducted by a certified translation service and foreign transcript evaluation by an organization approved by FSU.)
6. Personal statement of interest in public health.

7. Three professional references.


Applications to the MPH program are reviewed by all Public Health faculty members whenever possible. A majority of the Public Health faculty members must agree on granting full or provisional admission to an applicant. The faculty may require an applicant to attend an interview, in person or by phone, before making an admission decision.

In support of FSU’s philosophy of fostering lifelong learning and providing opportunities for advancement, the faculty will consider the overall likelihood of an applicant’s success in the MPH program, rather than strict adherence to each and every criterion listed above.
Master of Public Health (MPH) Program
Provisional Admission

Purpose: To extend an opportunity for advancement to applicants to the MPH program that do not meet all the criteria for full admission into the program.

Policy: This policy specifies the only circumstances under which provisional admission may be granted and how the associated conditions may be satisfied.

**Bachelor’s degree in progress.** An applicant that is in the process of completing an undergraduate degree program and expecting to receive a bachelor’s degree at the end of the current or the next semester may be provisionally admitted into the MPH program, pending award of the bachelor’s degree and submission of an official transcript to that effect. Submission of transcript is not required for current students of Ferris State University. With the MPH Program Coordinator’s approval, the provisionally admitted student may register for graduate courses in a semester that will begin after the expected date of award of the bachelor’s degree.

**Undergraduate GPA below 3.0.** An applicant whose undergraduate GPA is below 3.0 may be admitted into the MPH program and must successfully complete nine semester hours of MPH course work with a GPA of 3.0 or higher.

**Required college level courses not taken or passed.** An applicant who did not take or pass one or more of the required college level courses in mathematics, statistics, natural sciences, or social science may be provisionally admitted into the MPH program and must clear any deficiency before nine semester hours of MPH course work have been completed, unless otherwise approved by the MPH Program Coordinator on the basis of class scheduling issues beyond the student's control. The deficiency may be cleared by taking the required undergraduate course concurrently with graduate courses and passing the course with a grade of “C” or higher. Alternatively, where applicable, the student may (a) submit an ACT math subscore of 24 or higher, (b) submit a COMPASS Algebra test score of 61 or higher, or (c) pass a challenge test in the subject in question if offered by the MPH program.

**TOFEL score below 70.** An international applicant that has a TOEFL score below 70 may be provisionally admitted into the MPH program. The admitted
student must enroll in and successfully complete recommended ESL courses and retake the TOEFL exam to achieve a score of no less than 70.
Master of Public Health (MPH) Program
Challenge Tests (For Admission's Purposes Only)

Purpose: To allow a student that has been provisionally admitted to the MPH Program an opportunity to demonstrate knowledge and competency in a subject at a level equivalent to completion of an undergraduate or higher level course in that subject.

Policy: A student that scores at least 70% on the challenge test is deemed to have satisfied the MPH admission condition of successfully completing an undergraduate course in the subject at a grade of "C" or higher.

The test will be similar to a final, cumulative exam that students in an undergraduate course in that subject would take. It will be a timed, open-book test, administered online. Only one attempt will be allowed. There is no credit hour or quality point associated with the test. It will not be included in the student's academic transcript for the MPH Program.

The student will be provided with resources such as the title of a textbook used for an undergraduate course or access (for no more than one month) to a training course in the Ferris State University learning management system. The student may, but is not required to, use such resources to prepare for the test. No instructor assistance will be available.

The test must be completed no later than 14 calendar days before the beginning of the semester to which an MPH student is admitted, unless otherwise approved by the MPH Program Coordinator. In no case will a student be allowed to take such a test after having completed nine semester hours of graduate course work in the MPH program.

Successful results on the challenge test cannot be used to seek equivalency credit for any undergraduate or graduate course at Ferris State University.
Master of Public Health (MPH) Program
Academic Advising

Purpose: To ensure that students receive the needed advice and guidance in meeting academic requirements to progress through the MPH program in a timely manner and with a rewarding learning experience.

Policy: As soon as possible after a student’s full or provisional admission into the MPH program, and no later than the first semester of a student’s entry into the program, one of the Public Health faculty members will be assigned as the student’s academic advisor. This faculty member will assist the student in course registration, if necessary, and guide the student throughout the duration of the program to help the student achieve his or her academic and career goals.

Specifically, the academic advisor will assist the student in tracking the student’s progress toward the MPH degree. It remains the student’s responsibility to continue to meet the MPH program requirements and progression policy. Students should discuss their plan for program progression and other matters of interest or concern with their academic advisor at least once a semester and as needed, via e-mail, telephone, or a face-to-face or virtual meeting. A student must consult with the academic advisor prior to registering for courses in an upcoming semester.

The academic advisor will also help the student select a suitable capstone project (PUBH 692 and PUBH 694), based on the student’s area of interest in public health and career plan, and supervise the student during the project, in collaboration with any third-party preceptor or supervisor.
Master of Public Health (MPH) Program
Curriculum Guide and Program Plan

Purpose: To provide an easy reference to the MPH program curriculum guide and program plan, as stated and approved in the University Curriculum Committee (UCC) Form D Checksheets of Ferris State University (FSU).

Policy: The curriculum guide and program plan as approved by the UCC are reproduced below. To avoid confusion, the program plan on page 12 lists only selected electives for graduate courses; undergraduate electives that may be required to make up undergraduate deficiencies are not included.

Curriculum Guide

<table>
<thead>
<tr>
<th>REQUIRED COURSES</th>
<th>COURSE TITLE (Prerequisites)</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Core Courses: 21 Credits Required</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PUBH 500</td>
<td>Public Health Concepts (Admission to MPH Program)</td>
<td>3</td>
</tr>
<tr>
<td>PUBH 510</td>
<td>Biostatistics in Public Health (COHP 350 or equivalent)</td>
<td>3</td>
</tr>
<tr>
<td>PUBH 520</td>
<td>Health Behavior &amp; Health Promotion in Public Health (PUBH 500)</td>
<td>3</td>
</tr>
<tr>
<td>PUBH 530</td>
<td>Environmental Health Sciences in Public Health (PUBH 550)</td>
<td>3</td>
</tr>
<tr>
<td>PUBH 540</td>
<td>Cultural Diversity &amp; Competence in Public Health Practice (PUBH 520 &amp; 560)</td>
<td>3</td>
</tr>
<tr>
<td>PUBH 550</td>
<td>Epidemiology in Public Health (PUBH 500 &amp; 510)</td>
<td>3</td>
</tr>
<tr>
<td>PUBH 560</td>
<td>Health Services Administration &amp; Management in Public Health (PUBH 520 &amp; 550)</td>
<td>3</td>
</tr>
<tr>
<td>Capstone/Synthesis/Integration Courses – 9 Credits Required</td>
<td></td>
<td></td>
</tr>
<tr>
<td>----------------------------------------------------------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PUBH 600 Grant &amp; Research Proposal Writing in Public Health (PUBH 520 &amp; 550)</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>PUBH 692 Capstone Project I (PUBH 520 &amp; 550)</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>PUBH 694 Capstone Project II (All PUBH courses &amp; electives)</td>
<td>4</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Electives – 12 Credits Required (Select Electives to Align with Career Goals – Advisor Approval Required)</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
</tr>
<tr>
<td>3</td>
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<tr>
<td>3</td>
</tr>
<tr>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Total Program Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>42</td>
</tr>
</tbody>
</table>

**PROGRAM LEARNING OUTCOMES**

1. Synthesize advanced public health concepts, skills, and principles of ethical analysis (Public Health Code of Ethics) to analyze public health data in order to improve the health status of the population through evidence-based research, practice, and service.

**ASSESSMENT METHODS**

- **Assessment Measures:**
  - Completion of all PH core and elective courses
  - Capstone experience synthesis
  - Professional capstone portfolio
  - Preceptor evaluations
  - Employer evaluation survey

2. Analyze the role of socio-behavioral determinants of health in both the onset and solution of public health problems in individuals and population groups.

**ASSESSMENT METHODS**

- **Assessment Measures:**
  - Completion of all PH core and elective courses
  - Capstone experience synthesis
  - Professional capstone portfolio
  - Preceptor evaluations
  - Employer evaluation survey
<table>
<thead>
<tr>
<th></th>
<th>Synthesize advanced principles of program planning, policy development, staff supervision, grant writing, budgeting, management, evidence-based research, and evaluation in public health practice and community initiatives.</th>
</tr>
</thead>
</table>
|   | **Assessment Measures:**  
|   | • Completion of all PH core and elective courses  
|   | • Public Health journal reviews  
|   | • Capstone experience synthesis  
|   | • Professional capstone portfolio  
|   | • Preceptor evaluations  
|   | • Employer evaluation survey |
|   | Synthesize health informatics concepts with vital statistics and public health records in the analysis of public health characteristics and in public health evidence-based research and evaluation. |
|   | **Assessment Measures:**  
|   | • Completion of all PH core and elective courses  
|   | • Capstone experience synthesis  
|   | • Professional capstone portfolio  
|   | • Preceptor evaluations  
|   | • Employer evaluation survey |
|   | Analyze public health problems in terms of magnitude, person, time, and place. |
|   | **Assessment Measures:**  
|   | • Completion of all PH core and elective courses  
|   | • Capstone experience synthesis  
|   | • Professional capstone portfolio  
|   | • Preceptor evaluations  
|   | • Employer evaluation survey |
|   | Analyze personal leadership skills for building public health partnerships and coalitions. |
|   | **Assessment Measures:**  
|   | • Capstone experience synthesis  
|   | • Professional capstone portfolio  
|   | • Preceptor evaluations  
|   | • Employer evaluation survey |
| 7. Deliver written and oral presentations based on public health concepts/principles for both public health professionals and lay audiences. | **Assessment Measures:**  
- Submission of written papers and oral presentations  
- Capstone experience synthesis  
- Professional capstone portfolio  
- Preceptor evaluations  
- Employer evaluation survey |
|---|---|
| 8. Synthesize advanced public health skills and knowledge, including community needs assessment methods, research strategies, and policy development. | **Assessment Measures:**  
- Completion of all PH core and elective courses  
- Review of PH journals  
- Capstone experience synthesis  
- Professional capstone portfolio  
- Preceptor evaluations  
- Employer evaluation survey |
## Program Plan

### Year 1 (Direct Entry) or Year 4 for Accelerated BSPH Program

<table>
<thead>
<tr>
<th>FALL</th>
<th>CREDITS</th>
<th>SPRING</th>
<th>CREDITS</th>
<th>SUMMER</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>PUBH 500 Public Health Concepts</td>
<td>3</td>
<td>PUBH 520 Health Behavior &amp; Health Promotion in Public Health</td>
<td>3</td>
<td>PUBH 600 Grant &amp; Research Proposal Writing in Public Health</td>
<td>3</td>
</tr>
<tr>
<td>PUBH 510 Biostatistics in Public Health</td>
<td>3</td>
<td>PUBH 550 Epidemiology in Public Health</td>
<td>3</td>
<td>PUBH 692 Capstone Project I</td>
<td>2</td>
</tr>
<tr>
<td>Selected Elective (Graduate)</td>
<td>9</td>
<td>Selected Elective (Graduate)</td>
<td>9</td>
<td></td>
<td>5</td>
</tr>
</tbody>
</table>

### Year 2 (Direct Entry) or Year 5 for Accelerated BSPH Program

<table>
<thead>
<tr>
<th>FALL</th>
<th>CREDITS</th>
<th>SPRING</th>
<th>CREDITS</th>
<th>SUMMER</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>PUBH 530 Environmental Health Sciences in Public Health</td>
<td>3</td>
<td>PUBH 540 Cultural Diversity &amp; Competence in Public Health Practice</td>
<td>3</td>
<td>PUBH 694 Capstone Project II</td>
<td>4</td>
</tr>
<tr>
<td>PUBH 560 Health Services Administration &amp; Management in Public Health</td>
<td>3</td>
<td>PUBH 560 Health Services Administration &amp; Management in Public Health</td>
<td>3</td>
<td>PUBH 694 Capstone Project II</td>
<td>4</td>
</tr>
<tr>
<td>Selected Elective (Graduate)</td>
<td>9</td>
<td></td>
<td>6</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Master of Public Health (MPH) Program
Selected Electives and Transfer Credits

Purpose: To establish guidelines for selecting electives and transferring credits that satisfy requirements of the MPH program.

Policy: Students may select from a variety of graduate courses offered within Ferris State University (FSU) or at other institutions to meet the “Selected Electives” for the program.

Elective courses are dependent on the student’s interest, areas of expertise, and future career plan.

Selected electives must be at the graduate level. If it is a course that is offered at both the undergraduate and graduate levels, it must have assignments specifically designated for the graduate MPH student.

Selected electives must have public health relevance and may not be redundant to one of the MPH core courses, but could be an “advanced” MPH course.

Selected electives must be approved by the student’s academic advisor. If they are not taken at FSU, they must be approved also by the MPH Program Coordinator.

To take a selected elective at another institution, the student must obtain approval from the academic advisor and then submit a written request to the MPH Program Coordinator to have the course considered for transfer credit. The course syllabus must be submitted for review. The MPH Program Coordinator will make a decision on whether the course is transferable based on its equivalency in content, structure, and credit hours. Students should expect a minimum time of four weeks for this process to complete and should not take a course while awaiting a determination on transfer credit. Once an equivalent course in the MPH program has been taken, the student will lose the opportunity to receive transfer credit for that course.

Students must earn a minimum of 70% of the total graduate degree credits from FSU. For the MPH program, this is 30 credits.
Master of Public Health (MPH) Program
Online Readiness and Attendance

Purpose: To define requirements for and attendance in courses using the online delivery format.

Policy: All students taking online courses at Ferris State University are required to complete the Online Readiness Orientation tutorial, which can be accessed from MyFSU. Students should also have basic computing skills, such as competency in Microsoft Office.

It is a student’s responsibility to have the necessary hardware, software, and a reliable high-speed Internet connection that will enable the student to conduct all course activities effectively. Course-specific requirements will be included in the syllabus.

Students are expected to actively participate in an online course. Active participation means logging onto the course daily and following the course schedule weekly. It also means posting in discussion forums, submitting assignments, and completing quizzes and exams in a timely manner, as required by the professor. An online course is not self-paced. Simply logging in without performing these course-related activities is not equivalent to attending the course. While the actual time spent in learning activities may vary depending on the course and a student’s background and experience, students should expect to spend 9 to 10 hours of time per week for each 3-credit hour graduate course.

Holidays that occur during or at the end of a week are not days off for an online course and do not affect the due dates of course work, unless otherwise approved by the professor.

If a student has an emergency that might prevent him or her from submitting any course work on time, the student must communicate with the professor before the due date. Communication does not automatically postpone the deadline. The professor will evaluate extenuating circumstances on a case-by-case basis.
Master of Public Health (MPH) Program
Communications and Privacy

Purpose: To define student and faculty responsibilities in promoting effective communications and preserving privacy and confidentiality in an online learning environment.

Policy: Students and faculty are responsible for maintaining a positive learning environment and conducting themselves in a professional manner.

Professional oral and written communications, including e-mail communication, are expected of graduate students. That includes the correct use of salutation, language, grammar, spelling, punctuation, and capitalization. In electronic communications, students should follow the Ferris State University (FSU) guidelines on Netiquette (https://ferris.edu/HTMLS/online/facultyresources/documents/PoliciesProcedures/Netiquette_decl.pdf) and The Four Hallmarks of FerrisConnetiquette™ (https://ferris.edu/HTMLS/online/facultyresources/documents/EMAT/4_Hallmarks_of_FerrisConnetiquette.pdf).

Students’ FSU e-mail account is the official channel for all communications between students and professors or other FSU employees in relation to the MPH program. Students’ non-FSU e-mail account (work or personal) must not be used. Students should check their FSU e-mail account at least every other day for messages.

Students should respect the rights of all users of a course, protect privacy and confidentiality, and not disclose other individuals’ personal information that is shared in discussion forums and various course activities.

For accreditation purpose and to ensure integrity of a test or exam, professors may use the software Respondus Monitor or a similar product. Respondus Monitor will start the student’s webcam so that the professor or proctor can monitor the student’s test-taking activity. The recordings made through Respondus Monitor are maintained on a secure server and may only be viewed by the professor or an FSU employee assisting the professor. These recordings are deleted after the end of the semester.
Online courses require students to use the Internet for course-related activities. FSU, the College of Health Professions, and individual professors attempt to provide secure access to course materials and student work; however, none of these entities and individuals will be responsible if other Internet users or hackers manage to gain access to students’ work or if a student downloads malware or virus from using the Internet. Students should install appropriate antivirus software on their computers and ensure that materials they upload to the FSU learning management system or attach to their e-mails are safe.
Master of Public Health (MPH) Program

Academic Integrity

Purpose: To establish standards of academic integrity in compliance with Ferris State University (FSU) policies and expectations.

Policy: All student work submitted to satisfy course or program requirements must be the student’s own work. Cheating, plagiarism, and any other form of academic dishonesty will result in disciplinary action up to and including dismissal from the MPH program and FSU.

The College of Health Professions’ Academic Honesty Policy states, “Cheating is defined as using or attempting to use, giving or attempting to give, obtaining or attempting to obtain products or prepared materials, information about a quiz or examination, or copies of work that a student is assigned to do alone and not in collaboration with others. Plagiarism (copying) of written work is also considered an infraction of this policy. Students are required to present their own work except under circumstances where the instructor has requested or approved the joint efforts of a group of students. The penalty for a first offense of willful cheating will be a grade of zero for the assignment. Cheating on a quiz or examination may mean failure of the course. The student may appeal any decision to the Program Director or Department Head.”

Students should refer to the examples of academic misconduct in Academic Misconduct: University Policies (https://ferris.edu/HTMLS/administration/studentaffairs/judicial/faculty_resources/homepage.htm) and the Code of Student Community Standards (http://ferris.edu/HTMLS/administration/studentaffairs/judicial/student-code.pdf) and make sure not to commit such acts. Note that plagiarism includes cases where materials are copied verbatim or almost verbatim but are not properly cited as direct quotations. At the discretion of the professor, a student may receive a zero grade for the whole assignment if any part of the student’s submission is plagiarized. In a group project, this penalty may apply to all students in the same team if the group’s work product is determined to violate the academic integrity policy, regardless of which student actually committed plagiarism, because the whole group is responsible for all deliverables of the project.
Students are expected to apply analytical skills and critical thinking in completing their readings, assignments, and projects; therefore, students should paraphrase the literature in their own words and minimize the use of direct quotations. When direct quotations are used, they should be cited as such. Furthermore, whenever an idea is taken from someone else, even when paraphrased, the source should be credited. That includes any work that a student has created previously, outside of the specific course for which the current work is submitted (self-plagiarism). All in-text citations and reference lists should conform to the editorial style of the latest edition of the Publication Manual of the American Psychological Association (APA) (currently the 6th edition).

Course materials, hard copy or digital, are provided to students for use in the respective courses. A student may not use the materials for any other purpose, including but not limited to reproducing or distributing the materials with or without changes, unless the student has obtained express, written permission of FSU and the copyright owners or unless the materials are in the public domain.

A student that fabricates or falsifies data in a research study or other project also violates the rules of academic integrity and will be subject to disciplinary action up to and including dismissal from the MPH program and FSU.
Master of Public Health (MPH) Program
Nondiscrimination and Accommodation

Purpose: To state the nondiscrimination policy of Ferris State University (FSU) and required documentation for granting reasonable accommodation.

Policy: FSU is an equal opportunity institution. For information on the university’s policy on non-discrimination, visit http://www.ferris.edu/non-discrimination.

Students with disabilities requiring reasonable accommodation, such as extra time for test-taking, should contact the FSU Disabilities Services as early as possible in a semester. Detailed procedures can be found at http://ferris.edu/HTMLS/colleges/university/disability/services-procedures/request-accommodations-each-semester.htm.

If Disabilities Services approves the requested accommodation, it will issue a Letter of Accommodation (LOA) and transmit it to the professors teaching the courses in which the student is registered. The student should follow up with the professors to ensure that they have received the LOA. The LOA specifies the accommodation to be granted and the professors will make the necessary arrangement accordingly. Professors will not provide accommodation without the LOA.

Accommodations for students with disabilities are designed to "level the playing field," not provide unfair advantages over other students.
Master of Public Health (MPH) Program
Program Progression, Grade Requirements, and Sunset Policy

Purpose: To enable students in the MPH program to track and compare their own status with the program progression policy and grade requirements, and to alert students to the potential consequence of interrupted enrollment, as stated and approved in the University Curriculum Committee (UCC) Form D Checksheets of Ferris State University (FSU).

Policy: This policy restates the program progression policy, grade requirements, and FSU’s sunset policy as an easy reference for students in the MPH program. In case of conflict between the Form D Checksheets and this policy, the Checksheets will prevail.

Program Progression Requirements

- Students must complete at least four PUBH 500 level courses before enrolling in PUBH 692 Capstone Project I.
- Students must complete all PUBH courses and other program requirements, including a passing grade (“C” or higher) in a comprehensive exam, prior to enrolling in PUBH 694 Capstone Project II.
- Degree requirements shall be completed within a maximum of five years from the first enrollment in a graduate course following admission.

Program Grade Requirements

- A grade of 3.0 or “B” or higher is required for all PUBH courses.
- Two unsuccessful attempts (grades lower than “B”) in any PUBH course will result in dismissal from the program.
- Two unsuccessful attempts (grade lower than "C") in the comprehensive exam will result in dismissal from the program.
- No grade below “C” for any course is acceptable for graduation.
FSU Sunset Policy

If a student returns to FSU after an interrupted enrollment (not including summer semester), the requirements of the curriculum which are in force at the time of return must be met, not the requirements in effect at the time of original admission. In special circumstances, the academic department head/chair may permit the student to finish under the program requirements in force at the time of original admission to the program.
Master of Public Health (MPH) Program
Grading Scale

Purpose: To standardize the grading scale across all courses in the MPH program that carry letter grades (not “Pass/Fail”).

Policy: In every PUBH 500 and 600 level course, except PUBH 694 Capstone Project II, students will receive a final letter grade. The letter grade will be based on a percentage of total points for all assessment tools in a course.

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>% Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>≥ 93%</td>
</tr>
<tr>
<td>A-</td>
<td>90–92%</td>
</tr>
<tr>
<td>B+</td>
<td>87–89%</td>
</tr>
<tr>
<td>B</td>
<td>83–86%</td>
</tr>
<tr>
<td>B-</td>
<td>80–82%</td>
</tr>
<tr>
<td>C+</td>
<td>77–79%</td>
</tr>
<tr>
<td>C</td>
<td>73–76%</td>
</tr>
<tr>
<td>C-</td>
<td>70–72%</td>
</tr>
<tr>
<td>D+</td>
<td>67–69%</td>
</tr>
<tr>
<td>D</td>
<td>63–66%</td>
</tr>
<tr>
<td>D-</td>
<td>60–62%</td>
</tr>
<tr>
<td>F</td>
<td>&lt; 60%</td>
</tr>
</tbody>
</table>

An incomplete grade of “I” in a course is assigned only when a student has completed at least 75% of course work at passing levels and specific circumstances beyond the control of the student have prevented him or her from completing the course work on time. Incomplete grades that are not made up within the following semester are changed to grades of "F," unless otherwise authorized by the professor.
Master of Public Health (MPH) Program
Group Projects

Purpose: To emphasize the importance of developing students’ team skills, as employers of MPH graduates expect the graduates to working in teams effectively.

Policy: Courses throughout the MPH curriculum will incorporate group projects as the professor sees fit and to the extent feasible in an online program.

Whenever a group project is required in a course, students in the course are expected to collaborate in groups in a collegiate and cooperative manner to achieve the objectives of the project.

Ideally, each group will come to a consensus as to how it will approach the project, establish ground rules and timelines that guide the conduct and performance of its members, and submit a high-quality work product that satisfies or exceeds the requirements of the project.

In case of disagreement among group members, it is the group members' responsibility to arrive at an amiable solution, guided by the project instructions, grading rubric, and advice of the professor.

Where the course syllabus or group project instruction specifies that all members of a group will receive the same grade for the group project, such a policy will be enforced by the professor regardless of any student’s complaint about another member in the same group. At the discretion of the professor, a separate, additional grade may be used to assess the effectiveness of team work of individual students, based on peer evaluations performed by every student on their teammates in the group.
Master of Public Health (MPH) Program
Comprehensive Exam

Purpose: To ensure students’ comprehension of and ability to apply core knowledge in public health at the graduate level, as required by the accreditation criteria of the Council on Education for Public Health.

Policy: A comprehensive exam will be administered after a student has completed all of the following courses at a grade of "B" or higher:

- PUBH 510 Biostatistics in Public Health
- PUBH 520 Health Behavior & Health Promotion in Public Health
- PUBH 530 Environmental Health Sciences in Public Health
- PUBH 540 Cultural Diversity & Competence in Public Health Practice
- PUBH 550 Epidemiology in Public Health
- PUBH 560 Health Services Administration & Management in Public Health

The comprehensive exam will comprise six "take-home" questions, to be completed in writing and submitted by the student within seven calendar days of receiving the questions. The questions will be essay-type questions based on concepts and theories learned in the above courses and will require the student to demonstrate learning at the application level and above (applying, analyzing, evaluating, and creating).

Within three calendar weeks of submission of the written exam, the student will present orally the materials of the exam to the Public Health faculty of the College of Health Professions (CHP). Administrators of CHP may be invited to attend. The presentation will be based on the questions and answers of the exam. The meeting may be conducted in person or virtually.

The student may choose the exact week in which he or she will take the exam, to be approved by the student's academic advisor.

Students must achieve a grade of "C" or higher in the comprehensive exam prior to enrolling in PUBH 694 Capstone Project II. A student that does not achieve this passing grade the first time is allowed one second attempt with a different set of questions.
Master of Public Health (MPH) Program
Capstone Project

Purpose: To establish the standards for the courses PUBH 692 Capstone Project I and PUBH 694 Capstone Project II, with the aim that graduates of the MPH program will possess the competencies and practical experience expected by employers and colleagues in the workplace.

Policy: The capstone project builds on knowledge attained in the core and elective courses a student has completed in the MPH program. PUBH 692 comprises the project-planning, organization, and proposal phase and PUBH 694 is the implementation and final phase of the project.

A student must complete at least four PUBH 500 level courses before enrolling in PUBH 692 and must complete all PUBH courses and other program requirements, including a passing grade in a comprehensive exam, prior to enrolling in PUBH 694. A student is expected to enroll in PUBH 692 approximately halfway in the MPH program, that is, in the third semester for a full-time student. PUBH 694 will be taken in the last semester.

In PUBH 692, a student will identify a project and a capstone supervisor that will guide and supervise implementation of the project. The project should address a meaningful public health issue that is aligned with the student’s area of interest in public health and career goal. The project may be conducted within or outside of the student’s current employer organization. If in the existing employer organization, the project must be in an area or organizational unit that is different from the student’s job assignment. This requirement ensures that a student will gain the immersion experience outside of his or her usual role.

The capstone supervisor must (a) have a master’s or higher level of education or a professional certification that is relevant to public health, (b) be a professional practicing in the specific discipline within the domains of public health that is compatible with the student’s career plan, and (c) have the requisite supervisory experience to guide the student successfully throughout the project, in both PUBH 692 and PUBH 694.

In PUBH 692, the student will submit a proposal of the capstone project in writing to his or her academic advisor for approval. Since this capstone project
The proposal is equivalent to a thesis proposal in a program that has completion of a thesis as part of the graduation requirement, the proposal must clearly state specific and measurable project objectives and outcomes, including the metrics to be used to evaluate achievement of the objectives. Samples of the Capstone Project Information Form and Capstone Project Proposal Outline are available from the MPH Program Coordinator upon request.

The academic advisor must approve the project’s objectives, the metrics used to measure outcomes, and the criteria for successful completion of the project. Upon approval, the MPH Program Coordinator will serve as the liaison in finalizing any necessary affiliation agreement with the host organization according to Ferris State University (FSU) and College of Health Professions (CHP) policies. Note that if no current affiliation agreement with the host organization exists, the affiliation agreement must be approved at least one semester in advance.

In PUBH 694, the student will implement the project. In the semester in which the student is enrolled in PUBH 694, the student should be prepared to dedicate a minimum of 180 hours of work (average of 12 hours per week for 15 weeks) in the project onsite (preferred) or with daily contact with the host organization team or capstone supervisor. Time that is needed for incidental activities, such as report writing or travel, is additional. During the project, the student will be under the supervision of the selected capstone supervisor in collaboration with the academic advisor. Any change in the capstone supervisor must be approved by the academic advisor and the new capstone supervisor must meet the selection criteria specified above.

Upon completion of the project, the student will submit a report in writing in a format approved by the MPH Program. The format of the written project report will be similar to that of a thesis required in some graduate programs. Depending on the nature of the project, the length of the report should be between 5,000 and 7,000 words, excluding preliminary matter and back matter. The capstone project report will be archived in the Ferris Institutional Repository (FIR) and must comply with the formatting policy of the FSU Office of Graduate Studies (http://www.ferris.edu/HTMLS/administration/academicaffairs/graduateprograms/documents/formatting-policy.pdf). The student will be required to sign an agreement for placement of the report in the FIR whereby, among other things, the student certifies that he or she has obtained all necessary permission in writing for copyrighted material to be published with the report.

The student will also present the project orally to the Public Health faculty of the CHP. Other faculty members and administrators of CHP and the capstone supervisor may be invited to attend. The meeting may be conducted in person or virtually.
The above reporting requirements must be completed before the end of the semester in which a student is enrolled in PUBH 694 and the time required is not counted toward the 180 hours.

A host organization may require one or more of the following, the costs of which are the responsibilities of the student unless covered by the host organization:

- Criminal background check
- Proof of immunization
- Drug screening
- Physical exam
- Biometric identification (for access to host organization site)
Master of Public Health (MPH) Program
Probation and Dismissal

Purpose: To state the conditions under which MPH students may be placed on probation or dismissed due to unsatisfactory academic performance.

Policy: Probation

An MPH student will be placed on academic probation if any of the following situations occur:

- A grade lower than “B” is earned in any PUBH course
- A grade lower than "C" is earned in the comprehensive exam
- Any condition of provisional admission to the MPH program is not cleared before nine semester hours of MPH course work is completed, unless otherwise approved by the MPH Program Coordinator on the basis of class scheduling issues beyond the student's control
- First occurrence of unethical conduct or unprofessional behavior or language, as determined by the MPH program faculty or the preceptor or supervisor of a capstone project

Dismissal

An MPH student may be academically dismissed if any of the following situations occur:

- A grade lower than “B” is earned in two attempts of the same PUBH course
- A grade lower than "C" is earned in two attempts of the comprehensive exam
- Any condition of provisional admission to the MPH program is not cleared before 12 semester hours of graduate course work is completed
- Repeated occurrences of unethical conduct or unprofessional behavior or language, as determined by the MPH program faculty or the preceptor or supervisor of a capstone project

Students that are academically dismissed from the MPH program are not eligible for re-entry into the program.
Students with extenuating circumstances may appeal their dismissal from the program, as outlined in the Student Conflict Resolution policy.
Master of Public Health (MPH) Program
Student Rights and Responsibilities

Purpose: To inform students of their rights and responsibilities and complaint procedures.

Policy: The Ferris State University (FSU) Code of Student Community Standards (http://ferris.edu/HTMLS/administration/studentaffairs/judicial/student-code.pdf) establishes student rights and responsibilities, including students’ rights with regard to their educational records under the Family Educational Rights and Privacy Act (FERPA), and explains the process of filing a complaint. It is important that students follow established policies and procedures to resolve any complaint.

MPH students have the right to be treated with respect and to know course requirements and the professor’s expectations.

MPH students have the responsibilities of respecting others, keeping an open mind to all viewpoints, and complying with program policies as set forth in this handbook.

As a current or future public health professional, MPH students also have the responsibility of maintaining ethical standards of confidentiality and third party’s right to privacy when preparing materials for course assignments or capstone projects.
Master of Public Health (MPH) Program
Student Conflict Resolution

Purpose: To provide a step-by-step means of resolving student/faculty issues.

Policy: When a student has an issue with a grade, project, or other student/faculty concern, it is the responsibility of the student to use a progressive procedure to resolve the issue.

1. The first step is for the student to talk to the faculty member about the situation. There may be a simple remedy (e.g., the faculty member can correct a calculation error in a grade). The student and faculty member must try to resolve the issue within five business days of the initial meeting of the student and faculty member. All discussions will be recorded and placed in the student’s file.

2. If the issue is not resolved between the student and faculty member within five business days, the next step is for the student to submit a written request, stating the issue, to the department head. After reading the documentation between the student and faculty member, the department head will meet with the student and faculty member to hear both sides of the situation and analyze the issue. The department head will render a decision on the issue and inform the student and faculty member in writing within five business days of the meeting. If the student does not agree with the decision, he or she may petition in writing to the Dean of the College of Health Professions. All discussions will be recorded and placed in the student’s file.

3. If the issue is not resolved by the department head within five business days, the next step is for the student to submit a written request, stating the issue, to the Dean of the College of Health Professions. After reading the documentation between the student and faculty member, and the department head’s decision, the dean will meet with the student, faculty member, and department head to hear all sides of the situation and analyze the issue. The dean will render a decision on the issue and inform the student, faculty member, and department head in writing within five business days of the meeting. The decision of the dean is final. All discussions will be recorded and placed in the student’s file.
4. If the student does not agree with the decision of the dean, he or she may petition in writing to the Office of the Vice President for Academic Affairs according to the policies and procedures of that office. All discussions will be recorded and placed in the student’s file.

5. In all cases for steps 1 to 3, if the issue occurs at the end of the semester, the business day count will continue into the next semester, including summer semesters.

According to the Ferris State University Registration and Academic Guide: Grade Change policy (http://www.ferris.edu/admissions/registrar/schdbook/page17-18.htm), a grade appeal must be made no later than the 10th calendar day (excluding weekends and holidays) of the semester following the semester for which the grade was given. The appeal process must be concluded no later than the end of the semester in which the appeal was initiated.

All other issues must be resolved within the semester the issue occurred or within the following semester at the latest.
Master of Public Health (MPH) Program
Student Resources

The following pages provide information that students may find useful:

- Public Health program staff and faculty contact information
- Ferris State University (FSU) frequently used websites
- APA Style website
- Public health professional associations
- Major public health conferences

Public Health Program Staff and Faculty Contact Information
(in alphabetical order of last name)

<table>
<thead>
<tr>
<th>Name / Title</th>
<th>Office</th>
<th>Phone</th>
<th>E-mail Address</th>
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<tbody>
<tr>
<td>Emmanuel Jadhav, DrPH, MHM</td>
<td>VFS 332</td>
<td>231-591-3134</td>
<td><a href="mailto:EmmanuelJadhav@ferris.edu">EmmanuelJadhav@ferris.edu</a></td>
</tr>
<tr>
<td>Assistant Professor</td>
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<td>Assistant Professor</td>
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<tr>
<td>Michael Reger, PhD, MPH</td>
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<td>Assistant Professor</td>
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<tr>
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<td>Assistant Professor</td>
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<tr>
<td>Assistant Professor Branch School of Public Health Program Coordinator</td>
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<tr>
<td>Margaret Wan, Ph.D., MSPH, MS, LL.B.</td>
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<td>231-591-3131</td>
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<tr>
<td>Assistant Professor Branch School of Public Health Program Coordinator</td>
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<tr>
<td>Gregory Zimmerman, Ed.D., MSA</td>
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<td>231-591-2313</td>
<td><a href="mailto:GregoryZimmerman@ferris.edu">GregoryZimmerman@ferris.edu</a></td>
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<tr>
<td>Department Head</td>
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FSU Frequently Used Websites

- Technology Assistance Center (TAC) – If you experience problems accessing a course online or have other hardware or software issues, please contact TAC (877-779-4822 or 231-591-4822).
  https://ferris.edu/it/about/homepage-tac.htm

- Blackboard Student Help – You may find many answers to questions regarding the Blackboard features.
  https://ferris.edu/it/blackboard/student_support/index.htm

- Network Maintenance Night Schedule – Be aware that the learning management system will be unavailable during scheduled maintenance or emergencies.
  https://ferris.edu/it/announcements/maintenancenight.htm

- Ferris Library for Information, Technology, and Education (FLITE) – The library offers many online resources and research assistance.
  http://www.ferris.edu/library/

- Academic Support Center (ASC) – The ASC primarily caters to undergraduate students, but you may be interested in becoming a tutor!
  http://ferris.edu/HTMLS/colleges/university/ASC/

- Writing Center – Even students that excel in professional writing may find the Writing Center’s resources helpful.
  http://www.ferris.edu/writingcenter/

- Registrar – You may print your unofficial transcript from MyFSU. Request official transcripts from the Registrar’s office.
  http://www.ferris.edu/admissions/registrar/transcriptRequest.htm

APA Style Website

- The website has a free tutorial, The Basics of APA Style®, and quick references. Although the website does not replace the publication manual, the blog posts written by APA Style experts have helpful guidelines that you may not find easily in the publication manual.
  http://apastyle.org

Public Health Professional Associations

- The College of Health Professions lists professional associations and other links of interest –
  http://ferris.edu/HTMLS/colleges/alliedhe/PublicHealth/BSPH_Links_of_Interest.htm

- National Safety Council – Student membership is free. Students can attend the annual NSC Congress & Expo free.
  http://nsc.org
## Major Public Health Conferences

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<tr>
<th>Conference</th>
<th>Date</th>
<th>Location</th>
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<tbody>
<tr>
<td>NALBOH Annual Conference (National Association of Local Boards of Health)</td>
<td>8/2/17 – 8/4/17</td>
<td>Cleveland, OH</td>
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<tr>
<td>National Conference on Health Communication, Marketing and Media (National Public Health Information Coalition and Society for Health Communication)</td>
<td>8/15/17 – 8/17/17</td>
<td>Atlanta, GA</td>
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<td><a href="https://www.nphic.org/nchcmm">https://www.nphic.org/nchcmm</a></td>
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<tr>
<td>AHMP Annual Conference (Alliance of Hazardous Materials Professionals)</td>
<td>8/27/17 – 8/30/17</td>
<td>Fort Worth, TX</td>
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<td>National Safety Council Congress &amp; Expo</td>
<td>9/23/17 – 9/29/17</td>
<td>Indianapolis, IN</td>
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<tr>
<td>Human Factors and Ergonomics Society International Annual Meeting</td>
<td>10/9/17 – 10/13/17</td>
<td>Austin, TX</td>
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<td><a href="http://apha.org/events-and-meetings/annual">http://apha.org/events-and-meetings/annual</a></td>
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<tr>
<td>AHA Rural Health Care Leadership Conference (American Hospital Association)</td>
<td>2/4/18 – 2/7/18</td>
<td>Phoenix, AZ</td>
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<tr>
<td>Annual CUGH Global Health Conference</td>
<td>3/16/18 – 3/18/18</td>
<td>New York, NY</td>
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<td>Applied Ergonomics Conference (Institute of Industrial Engineers)</td>
<td>3/26/18 – 3/29/18</td>
<td>Atlanta, GA</td>
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<tr>
<td>Midwest Rural Health Conference (Ferris State University) (FSU announcements coming soon)</td>
<td>4/3/18</td>
<td>Big Rapids, MI</td>
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<td><a href="http://www.ferris.edu">FSU announcements coming soon</a></td>
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<td>SOPHE Annual Conference (Society for Public Health Education)</td>
<td>4/4/18 – 4/6/18</td>
<td>Columbus, OH</td>
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<td>Global Health and Innovation Conference</td>
<td>4/14/18 – 4/15/18</td>
<td>New Haven, CT</td>
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<td>AACR Annual Meeting (American Association for Cancer Research)</td>
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<td>National Conference on Health Disparities</td>
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<td>American Industrial Hygiene Conference &amp; Expo (American Industrial Hygiene Association)</td>
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<tr>
<td>American Public Health Association Annual Meeting &amp; Exposition</td>
<td>11/10/18 – 11/14/18</td>
<td>San Diego, CA</td>
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