

# COLLEGE OF HEALTH PROFESSIONS

## Department of Clinical Lab, Respiratory and Health Administration Programs

### BACHELOR OF SCIENCE IN PUBLIC HEALTH (BSPH) PROGRAM HANDBOOK 2018-2019

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## INTRODUCTION

The Bachelor in Science in Public Health (BSPH) program is designed to provide flexibility for students. The program provides two options for completing the program. Option one provides a traditional four year degree which leads to a BSPH degree. Option two is a five-year accelerated track that is designed for students to obtain a BSPH degree in three years and a Master of Public Health (MPH) degree in the remaining two years. If you choose the second option, it is very important that you work closely with your faculty advisor in order to ensure that you can finish the BSPH degree within three years while maintaining the required grade point average.

## PROGRAM OBJECTIVES

The objective of the BSPH program at Ferris State University (FSU) is to prepare you through classroom instruction and professional practice experience to assume an entry-level public health position.

At the conclusion of the program, the student will be able to:

1. Integrate the basic concepts of **population health** as well as the basic processes, approaches and interventions that identify and address the salient health-related needs and concerns of populations.
2. Analyze the interrelationships between the public health **domains**: (Health Promotion and Education, Epidemiology, Biostatistics, Environmental Health and Safety, Health Administration and Policy) as a basis for entry into public health practice.
3. Apply current **evidence, critical thinking, and problem-solving** into the practice of public health.
4. Apply the basic concepts of **public health communication**, including effective interpersonal, written, and oral presentation skills, as well as use of electronic technology.
5. Demonstrate effective **leadership skills** necessary to succeed in the interdisciplinary and collaborative public health domains.

## ROLE OF THE PUBLIC HEALTH PROFESSIONAL

Public health is the science and art of preventing illness and disease and promoting evidence-based health practices with the goal of improving the quality of life. Public health incorporates the interdisciplinary approaches of epidemiology, biostatistics, and a vast array of health services. A host of specialists including educators, journalists, researchers, administrators, environmentalists, demographers, social workers, laboratory scientists, and more work to protect the health of the public. Public health professionals serve local, national, and international communities in settings such as environmental health, community health, behavioral health, health economics, public policy, insurance and occupational health. Public health is a very rewarding field offering great personal fulfillment in serving others.

## **STUDENT POLICIES AND INFORMATION**

### **ACADEMIC ADVISORS**

You will be assigned an academic advisor from among program faculty members when you enter your program. Your advisor will assist you in planning your educational program. Individual student-advisor conferences should be scheduled at regular intervals. These conferences are for your benefit. They are a time for you and your advisor to evaluate your progress toward a successful career as a public health professional and to discuss problems and other matters of interest to you. You must consult with your faculty advisor prior to the beginning of each term to plan your schedule and to have the advising hold removed. Faculty members have an open door policy, and you are encouraged to visit any time you have a need; however, it may be helpful to call and schedule an appointment. Office hours are posted on the faculty member's office door.

If you should decide to have an advisor other than a departmental faculty member, it is your responsibility to see that program requirements are met.

### **ACADEMIC PROBATION AND DISMISSAL POLICY**

In keeping with the Ferris State University philosophy, the purpose of this policy is to ensure an orderly procedure for giving careful consideration to the needs of each student who is experiencing difficulty with academic work. In all matters relating to the Academic Probation and Dismissal Policy, it shall be the responsibility of the student's dean to ensure that the basic philosophy and the purpose of Ferris State University are being observed. This responsibility includes all steps necessary to ensure that each student is given the advantage of all services available in the student's attempt to become successful.

#### **I. Academic Probation**

A student will be placed on academic probation whenever any of the following conditions is met:

1. The student's cumulative grade point average (CGPA) falls below a 2.00.
2. The student's semester grade point average (GPA) for two consecutive semesters is less than 2.00.
3. The student is on semester trial, as defined by the Dean's Office.

The number of credit hours enrolled in by any student on probation will be determined by the student's advisor; however, any student who is on academic probation normally should not enroll for more than 13 semester hours of credit, nor fewer than 12 semester hours of credit. If you are on probation and want to take more than 13 credit hours, you must obtain permission from both your academic advisor and the department head.

#### **II. Academic Dismissal**

A student may be academically dismissed from the University whenever any one of the following conditions is met:

1. Failure in 50 percent or more of the course work (credit hours) for which the student is enrolled in any semester.
2. The student's academic performance at the end of any probationary semester, in the opinion of the student's dean, does not warrant continuation.

3. The student's cumulative grade point average (CGPA) falls below the minimum level indicated below:

<b>FSU</b> <b><u>Hours Grade</u></b>	<b>FSU</b> <b><u>Minimum CGPA</u></b>
0 - 20.9	1.40
21 - 30.9	1.60
31 - 50.9	1.70
51 - 67.9	1.80
68 - 97.9	1.90
98 and above	1.99

4. Students will be dismissed from the BSPH program if any of the following occurs:
  - **Two unsuccessful attempts (less than “C”) in any PUBH course, or**
  - **One unsuccessful attempt (less than “C”) in any two different PUBH courses**

### **III. Academic Dismissal Appeal**

Any student who is dismissed from the University for academic reasons, but believes they have a case of extenuating circumstances that warrants consideration, may appeal the dismissal in writing to their dean's office.

### **IV. Readmission**

Students who have been dismissed for academic reasons may apply for readmission subject to the following restrictions:

1. Any student who is dismissed for academic reasons will not be readmitted to Ferris for at least one semester, excluding summer session.
2. Application for readmission should be made to the Office of Admissions.

## **ACADEMIC WARNINGS**

Mid-term warnings for students with academic deficiencies are posted on the FSU student web services. You are encouraged to become familiar with the web services and use them to determine your progress in courses.

## **ACADEMIC YEAR**

The academic year at Ferris State University consists of two 15-week semesters Fall and Spring, and a 12-week summer session.

## **ADD/DROP/WITHDRAW FROM CLASSES**

Once classes begin, if you want to add a class or change a class section, you may do so only during the designated drop/add days at the beginning of the semester. To add or drop a class, use the course registration system found on the student web services, My FSU, under Academics & Services. If it becomes necessary to add or drop a class following the FOURTH day of the semester, you must obtain a 4-part form from the Student Academic Affairs Office in VFS 209. Adding a class after the official drop/add days requires permission from your advisor.

Classes dropped during the first 9 weeks of the semester will result in a grade of "W". Courses dropped after that time usually result in an "F" grade. Not attending a class does not automatically drop your classes. Dropping a class may adversely affect your financial aid and medical insurance coverage. Please see your advisor prior to dropping the course.

If you decide to withdraw from a class, you must report to your Dean's Office and process a withdrawal clearance form. A reduction in course load (a class withdrawal) after the fourth (4) day of classes is not a basis for a refund.

If you stop attending all classes, but do not officially withdraw from the University, grades of "F" will be recorded in all courses and the student will remain responsible for full tuition and fees. More information can be found at <http://www.ferris.edu/admissions/registrar/schdbook/homepage.htm>

### **ASSIGNMENTS**

You are expected to submit assignments on the dates and times specified by the course instructor in the course syllabus. If you are unable to meet the scheduled deadline, prior arrangements should be made with the course instructor. Students are expected to adhere to the policies of the individual instructors regarding returning exams and projects.

### **"C" REQUIREMENT FOR BACHELOR OF SCIENCE IN PUBLIC HEALTH PROGRAM**

All students enrolled in the BSPH Program must earn at least a "C" in all MATH, BIOL, CHEM, PUBH, and CHP Core Curriculum courses. If you earn less than "C" in any of the courses, you will be required to repeat the course. Prior to taking PUBH 495, students must complete all PUBH core courses and other program requirements. A GPA of 2.0 is required for graduation.

### **CAREER SERVICES**

You are encouraged to discover the services and resources available in the Office of Student Employment and Career Services early in your college enrollment. The staff in this office is ready to help you with questions and concerns regarding career directions and job opportunities. You are also encouraged to attend the workshops sponsored by them throughout the year.

### **CLASS ATTENDANCE**

Enrollment in the program designates a commitment on your part to attend class to prepare you to function in a responsible manner in the professional environment.

Attendance policies of individual instructors are outlined in the course syllabus and will be followed.

You are responsible for contacting each course instructor regarding materials handed out in class, assignments made during class, and makeup assignments for any classes missed (excused or unexcused).

### **CLASS STANDING**

The following standards will be used to determine class standings:

<b><u>Class</u></b>	<b><u>Semester Credit Hours Earned</u></b>
First Year Student	0 to under 26
Sophomore	26 to under 56
Junior	56 to under 86
Senior	86 or more

### **CLEP TESTS**

As with many schools, Ferris cooperates with the College-Level Examination Program (CLEP), offered by the College Entrance Examination Board. CLEP offers a series of tests in the areas of English composition, humanities, mathematics, natural science, and social sciences history which, if passed, gives the student college credit.

The aim of CLEP is to give students who already have a college-level knowledge of these areas a chance to bypass taking similar classes in college. University credit granted on the basis of CLEP examination is entered on the student's record without a grade, and is not included in the computation of Ferris' cumulative honor point average or graduation honors.

If you have already taken CLEP tests elsewhere, make sure you send the results to Ferris.

Further information about CLEP tests can be obtained from the office of Institutional Research and Testing, extension 3628.

### **COURSE ANNOUNCEMENTS**

Prior to the beginning of each semester, the class schedule is published on student Web services. It contains a listing of all courses offered during the next semester, as well as information regarding registration. You must consult your advisor prior to registering to plan your schedule.

### **COURSE CHALLENGE- PROFICIENCY**

Ferris recognizes that college-level learning can occur in places other than the classroom. Experienced individuals who have learned on their own and want to "test out" of a course may receive credit through a proficiency course test.

Proficiency course testing is done on a course-by-course basis. The method of evaluation is determined by the faculty of the department. A challenge examination is available for all Health Management courses except internship. The following procedures apply:

## **COURSE CHALLENGE**

1. If a course has a prerequisite, the prerequisite must be fulfilled before the course may be challenged.
2. Competency assessment cannot be used for a course already appearing on a student's FSU transcript either by having completed the course or by transfer.
3. In order to receive credit for a course through challenge, a standard equal to at least a "C" (73%) must be earned.
4. Credit awarded by competency assessment is recorded on your transcripts on a course-by-course basis as credit.
5. Competency assessment credits apply toward credit requirements, but are not used to compute honor point averages (HPA).
6. A competency assessment for a course may be taken only once.
7. There is a fee for competency assessment which must be paid prior to taking the exam.
8. Applications for course competency assessment are available from the departmental secretary in Room 401 of the College of Health Professions Building.

Specific information about competency assessment for a course can be obtained from the head of the department offering the course.

## **COURSE LOAD**

The maximum load that may be carried without special permission is 19 semester hours of credit, or four courses totaling more than 19 semester hours of credit. The student's academic department head may approve overloads beyond 19 hours.

## **COURSE OBJECTIVES**

The program objectives will be met by meeting the objectives for the specific courses as outlined in the course syllabus. Course syllabi will be distributed by the instructors during the first class meeting. You are expected to become familiar with the course objectives as outlined in the syllabi.

## **CONFLICT RESOLUTION**

When a student has an issue with a grade, internship or other student/faculty issue, it is the responsibility of the student to use a progressive procedure to resolve the issue. This policy provides a step-by-step means of resolving student/faculty issues. Individual programs may have other specific steps for resolving student/faculty issues.

- 5.1 The first step in resolving a grade, internship or other student/faculty issue is for the student to talk to the faculty member about the situation. There may be a simple remedy (e.g., a calculation error and the faculty member can make the correction with a change of grade form).

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.

5.2 If the issue is not resolved between the student and faculty member within five days, the next step is for the student to submit a written request, stating the issue of concern, 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/she may petition in writing to the Dean. All discussions will be recorded and placed in the student's file.

5.3 If the issue is not resolved by the Department Head within five days, the next step is for the student to submit a written request, stating the issue, to the Dean. 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.

5.4 If the student does not agree with the decision of the Dean, he/she may petition in writing to the office of the VPAA according to the respective policies and procedures of that office. All discussions will be recorded and placed in the student's file.

5.5 According to FSU Academic Policy 04:4, Students have one year to appeal a course grade. After a year, grades cannot be changed. All other issues must be resolved within the semester the issue occurred or within the following semester at the latest.

### **Steps in the Student/Faculty Issue Resolution: Progressive Only if Required**

Step	Parties Involved	Timeline (Business Days)
Step 1 Student meets with faculty member	Student/Faculty	5 days
Step 2 Student meets with Faculty/Department Head	Student/Faculty/Department Head	5 days
Step 3 Student meets with Faculty/Department Head and Dean	Student/Faculty/Department Head/Dean	5 days
Step 4 Student petitions Office of VPAA	Student and appropriate Representative of VPAA	According to VPAA Policies/Procedures

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.

### **CRIMINAL BACKGROUND CHECK**

A Criminal Background Check *may be* required by certain internship sites. Please comply with the regulations and instructions regarding background checks at your respective internship sites.

### **DISMISSAL**

The following are considered causes for possible dismissal from the program:

1. Unsatisfactory academic performance as defined in the Student Handbook.
2. Unsatisfactory professional or personal performance at the internship site as judged by either the program faculty or the Site Coordinator.

### **DISRUPTIVE BEHAVIOR POLICY STATEMENT**

The COLLEGE OF HEALTH PROFESSIONS strives to maintain a positive learning environment and educational opportunity for all students. Consequently, patterns of behavior which obstruct or disrupt the learning environment of the classroom or other educational facilities will be addressed.

1. The instructor is in charge of the course. This includes assignments, due dates, methods and standards of grading, and policies regarding attendance, tardiness, late assignments, outside conferences, etc.
2. The instructor is in charge of the classroom. This includes the times and extent to which they allow questions or discussion, the level of respect with which they and other students are to be treated, and the specific behaviors they will allow within their classes. Open discussion of an honest opinion about the subject of a course is encouraged, but the manner in which the class is conducted is a decision of the instructor.
3. An instructor is entitled to maintain order in his/her class and has an obligation to other students to do so. Toward that end, an instructor is authorized and expected to inform a student that his/her behavior is disrupting a class and to instruct the student to stop that behavior. If the student persists, the instructor is authorized to direct the student to leave the class. If the student fails to comply with a directive to leave the class, the instructor may call Public Safety to assist with the student's removal.
4. If a student persists in a pattern of recurrent disruptive behavior, then the student may be subject to administrative action up to and including an involuntary withdrawal from the course, following administrative review by the College of Health Professions Dean's Office, and/or University disciplinary proceedings.
5. Disruptive behavior cannot be sanctioned by a lowered course grade (e.g., from a B to a C) except insofar as quality of classroom participation has been incorporated into the instructor's grading policy for all students. (Note: Academic misconduct, which

is covered by other regulations, can be a legitimate basis for lowering a grade or failing the student.)

6. Students as well as employees are bound by the University's policy against harassment in any form. Harassment will not be tolerated.
7. The office of the student's dean will be notified of any serious pattern or instance of disruptive behavior.

### **DROPPING A CLASS**

See the **ADD/DROP/WITHDRAW FROM CLASSES** section.

### **ENTRANCE REQUIREMENTS**

Students must have a 2.7 GPA to enter the BSPH program for the traditional track and a 3.0 GPA for the accelerated track.

### **EVALUATION**

At the end of each of your courses, you will be given the opportunity to evaluate the course. Before you graduate, you will be asked to complete a program evaluation. Please complete the evaluations honestly. Your input is extremely valuable for program evaluation and modification.

### **EXCELLENCE IN COMMUNITY SERVICE**

The College of Health Professions (CHP) aims to improve faculty-student engagement through shared participation in community service activities. To facilitate this engagement, CHP faculty and students will collaborate in the planning and implementation of two community service events each year, one in Fall semester and one in Spring semester. Students who 1) Participate in the two CHP community service events; 2) Complete at least 10 community service hours each semester (Fall and Spring) and 3) Provide evidence of meeting the first two criteria on the “CHP Community Service Log” form will earn an “Excellence in Community Service” certificate at the end of the academic year.

### **FIELD TRIPS**

Field trips may be arranged to various institutions concerned with some aspect of public health. You are responsible for all costs unless otherwise informed by the instructor. Please remember that while on field trips, you represent FSU. Please dress professionally.

### **FINANCIAL AID**

Financial aid checks will be mailed to your permanent address, unless other arrangements are made. You may select direct deposit to your bank account via MyFSU.

### **CALCULATION OF GRADE POINT AVERAGE**

Multiply the number of honor points by the number of credits of the course and divide by the total number of credit hours completed for the marking period. (See grading system for honor point allocation.) For example: You complete five courses for the semester (PUBH 200 – 3 cr.; PUBH 210 – 3 cr.; COHP 350 – 3 cr.; ENGL 150 – 3 cr.; and PSYC 150 – 3 cr.), and you earn a B+ in PUBH 200; an A- in PUBH 210; a B in COHP 350; a C in ENGL 150; and a B- in PSYC 150. To calculate the GPA, you would multiple credit hours for each course by the honor points per credit hour, and total

the honor point column (B) and the credit hour column (A). Then divide the total number of honor points by the total number of credit hours.

(A)	=	(B)			
3 x 3.3	=	9.9	(PUBH 200)		
3 x 3.7	=	11.1	(PUBH 210)	$\frac{44.1}{15}$	= 2.94 (GPA)
3 x 3.0	=	9.0	(COHP 350)		
3 x 2.0	=	6.0	(ENGL 150)		
<u>3 x 2.7</u>	=	<u>8.1</u>	(PSYC 150)		
15		44.1			

### GRADING SCALE

Uniform grading scale for all BSPH courses.

A	93-100	B-	80-82	D+	67-69
A-	90-92	C+	77-79	D	63-66
B+	87-89	C	73-76	D-	60-62
B	83-86	C-	70-72	F	59 and below

Additional comments regarding grading procedures are found in the course syllabi.

### GRADING SYSTEM

All instructors in the BSPH program use a 12-point grading system.

This is the scale for the 12-point grading system:

<u>Letter Grade</u>	<u>Honor Points Per Credit Hour</u>	<u>Letter Grade</u>	<u>Honor Points Per Credit Hour</u>
A	4.0	C	2.0
A-	3.7	C-	1.7
B+	3.3	D+	1.3
B	3.0	D	1.0
B-	2.7	D-	0.7
C+	2.3	F	0.0

Other grades which can be obtained in special circumstances:

"W" means you withdrew from the class before the final withdrawal date, and while the "W" remains on your official transcript, it does not count in either total credit hours or your honor point average.

"I" means you did not complete the required work by the end of the term through no fault of your own. It also means that, had the quality of your work continued, you would have passed the course. The incomplete work must be completed within the time limit designated by the instructor, but usually no longer than the following semester. "I" grades turn into "F's" if you fail to make up the work the following semester.

### **GRADUATION CLEARANCE**

Two semesters prior to the semester that you intend to graduate, you are required to complete a graduation application. This is found on the college homepage:

<http://www.ferris.edu/htmls/colleges/alliedhe/Editor/Files/GRADAPP09.pdf>

Work closely with your advisor to assure that your graduation audit is completed on time. Failure to complete the graduation application and audit requirements could result in a delay of graduation. Students on financial aid may be required to have an exit interview prior to graduation. It can be accessed via My FSU.

### **GRADUATION REQUIREMENTS**

A 2.0 or better GPA is required for graduation. A minimum of one full year of work (at least 30 semester hours of credit) in residence at FSU is required for all students who receive a BSPH degree. A minimum of 40 credits must be earned at the upper division (300 or 400) level for the BSPH degree. See the 'C' requirements section for graduation from each of the programs. You are responsible for completion of all courses listed. Use the checksheets below to record your progress toward completion of your goal.

<http://www.ferris.edu/HTMLS/colleges/alliedhe/PublicHealth/BSPH-BS-Trad-Prog-Plan-2014.pdf>

<http://www.ferris.edu/HTMLS/colleges/alliedhe/PublicHealth/BSPH-BS-Accel-Prog-Plan-2014.pdf>

### **GROOMING**

While on field trips, internship assignments and at professional meetings, you are asked to remember that you represent FSU and dress appropriately. Jeans are considered inappropriate dress for such functions.

### **HONESTY POLICY**

The purposes of this policy are to encourage a mature attitude toward learning to establish a sound academic morale, and to discourage illegitimate aid in examinations, laboratory, and homework.

Cheating is defined as using or attempting to use, giving or attempting to give, obtaining or attempting to attain, products or prepared materials, information relative to a quiz or examination or other work that a student is expected to do alone and not in collaboration with others. Plagiarism (copying) of themes or other written work shall also be considered an infraction.

Students are required to present the results of their own work except under circumstances in which the instructor may have requested or approved the joint effort of a number of students.

The penalty for the first offense of willful cheating consists of the student receiving a zero for the assignment in which the infraction occurs. However, cheating on quizzes or examinations means failure in the course. The student may appeal the decision to the Disciplinary Committee.

Further offenses may result in suspension or dismissal from the University.

**See Appendix D for more complete information on the Public Health Code of Ethics.**

### **INCOMPLETES**

In the event that you receive an incomplete grade, you must make arrangements with the instructor to complete all requirements by the close of the following semester or the grade becomes an "F". A second registration for the course is not permitted for removal of an incomplete. However, if the grade becomes an "F", the class may then be repeated.

### **INTERNSHIP EXPERIENCE/POLICIES**

An important aspect of the BSPH program is the professional practice component. The capstone course provides the student with an internship opportunity to integrate classroom learning and guided experiences with the challenges of the practice environment. Students will collaborate with a faculty advisor, the Internship Coordinator and community preceptors(s) to pursue a capstone project in a contemporary health care/public health services facility. The project focuses on the application of public health skills, concepts and principles in terms of solving problems within health care organizations and systems. A capstone written paper will be developed to describe, reflect on and evaluate the experience, and the student will make an exit oral presentation.

You will not be paid for your services during your internship.

### **BSPH INTERNSHIP COURSE**

#### **PUBH 495 (3 credits)**

Students will spend a total of 300 hours (20 hours/ week) engaged in experiential learning in an approved internship setting with a qualified preceptor. A capstone written paper will be developed to describe, reflect on and evaluate the experience, and the student will make an exit oral presentation. You are responsible for costs incurred in conjunction with internship assignments.

### **INTERNSHIP ASSIGNMENT PROCESS**

You are to contact public health organizations regarding potential placement for internship. You are required to have a current resume and cover letter to present to the organization. The Internship Coordinator has the responsibility for approving sites, obtaining required legal agreements, and assessing appropriateness of a facility for individual student needs.

Final appointments to internship site should be finalized the semester prior to the internship. Site Coordinators retain the right to cancel acceptance of a student at any time prior to the placement.

By Week 2 of the semester BEFORE you are enrolled in PUBH 495 (Public Health Internship and Capstone), you will be required to declare your intent to complete your internship via email to the Internship Coordinator. You will also be required to complete a Capstone Contract Form by Week 4 of the semester BEFORE you are enrolled in PUBH 495. The Capstone Contract Form outlines the responsibilities of the student, Internship Coordinator, Faculty Advisor and host agency (internship site). The Capstone Contract Form requires signatures from these four parties as well as statements of the student's project objectives and learning objectives.

Prior to the starting date, the Internship Coordinator will meet with you to discuss your placement, and you will be informed regarding rules and responsibilities during the internship as well as project requirements and grading practices. Depending on where you will complete your internship, you may be required to complete a Criminal Background Check (CBC) prior to your internship. You are responsible for the cost of the CBC. The College of Health Professions has an agency that will process the CBC for you. Also, proof of current immunization may be required by the internship site. Some sites may require a drug screening or physical exam. The Internship Coordinator will work closely with you while seeking and securing an internship site.

#### A. **Steps to Complete Internship in Subsequent Semester**

1. By Week 2 of the semester before you complete your internship, declare (via email to the Internship Coordinator) your intent to complete your internship
2. By Week 4 of the semester before you complete your internship, submit the completed Capstone Contract Form.
3. Complete any required internship applications that are specific to the internship site by the required deadlines.
4. Register for the internship course (PUBH 495) at least 4 weeks prior to the end of the current semester.

#### B. **Repeating an Internship**

An internship that results with a grade of C- or lower must be repeated. Repeating an internship is considered a new internship. Registration in a subsequent semester is required. Repeating an internship may be at the same or a different facility.

#### C. **Repeating an Internship/Corrective Action Plan**

Students repeating an internship are required to complete a corrective plan of action with the assistance of the faculty that supervised the first internship. Please see Appendix C.

#### D. **Dismissal from the Internship**

You may be removed from a professional practice site for any reasonable cause including, but not limited to:

1. Unethical or unprofessional conduct
2. Unauthorized disclosure of confidential information
3. Excessive absence
4. Conduct in direct violation of the policies and procedures of the health care facility to which you are assigned.

If there is evidence that any of the above have occurred, the Internship Coordinator will be contacted by the Site Coordinator. A meeting between you and the Internship Coordinator will be scheduled to obtain the facts. A meeting of the Site Coordinator and Internship Coordinator will follow. At this time, a decision will be made as to whether you will continue at the professional practice site.

If the decision is made to remove you from the site, an attempt will be made to locate another site for you. Dismissal from a professional practice site may prolong the length of time spent in the program.

If you are removed from a professional practice site, the entire course may have to be repeated at another site.

F. **Appeal of Internship Dismissal**

You have the right to appeal an academic termination, disciplinary termination, or removal from a Internship site. See the Conflict Resolution policy.

G. **Ferris State University Career Services**

Students should register with the Student Employment and Career Services prior to leaving for the professional practice assignment. This will assure that you receive placement bulletins in a timely manner. Student Employment and Career Services is located in the Timme Student Services Center.

H. **Financial Aid**

Financial aid checks will be mailed to your permanent address, unless other arrangements are made prior to the beginning of the internship. You may select direct deposit to your bank account via MyFSU. Students on financial aid may be required to have an exit interview prior to graduation. It can be accessed via My FSU. Contact the Timme Center for specific questions about your loan arrangements.

I. **Graduation Procedures**

A Graduation application and audit must be filled out before leaving for the internship if you are not returning to campus. Students on financial aid may be required to have an exit interview prior to graduation. It can be accessed via My FSU.

J. **Registration Procedures**

If you will be returning to campus after your internship experience, you will register for the next semester during your internship. Class schedules are posted on MY FSU. Please contact your advisor to make sure that you are selecting the correct courses and remove your advising hold. You can obtain the exact date and time of registration on My FSU.

K. **Tuition**

Tuition payment is the responsibility of each student and should be sent to Business Office, In the Timme Student Center, by the deadline announced. If there is some need to defer payment, arrangements must be made with the Business Office by the student.

**NON DISCRIMINATION STATEMENT**

*Ferris State University is an equal opportunity institution. For information on the University's Policy on Non-Discrimination, visit <http://www.ferris.edu/non-discrimination>.*

**PROGRAM FACULTY**

Program faculty are available during posted office hours. These hours will vary from semester to semester. They are also available by appointment whenever the need arises. Get acquainted with your faculty advisor as soon as possible, and make it a practice to talk to him/her at least once during a semester. The faculty are:

Fathima Wakeel, PhD, MPH (BSPH Program Coordinator)	VFS 428 ext. 3137
Margaret Wan, PhD, MSPH, MS, LLB (Advisor)	VFS 403 ext. 3131
Emmanuel Jadhav, DrPH, MHA (Advisor)	VFS 332 ext. 3134
Anuli Njoku, DrPH, MPH (Advisor)	VFS 426 ext. 3136
Michael Reger, PhD, MPH (MPH Program Coordinator)	VFS 330 ext. 3132

### **REGISTRATION**

You should plan your schedule with your faculty advisor for the next semester prior to your assigned registration date. Early registration helps to insure a better selection of elective courses, as well as assure that you are making satisfactory progress toward graduation. You will not be allowed to register unless your advisor removes your registration hold. If you have not paid all debts owed the University, you will not be allowed to register.

Your registration date is posted on the course registration system found on the student web services, My FSU, under Academics & Services.

### **REPEATING CLASSES**

You may repeat a course whether it was previously passed or failed. When a course is repeated, the original subject and grade remains on the academic record, but the last grade earned is used to calculate the grade point average.

A student in the BSPH program may only take a professional course (PUBH course) two times. If a student does not earn a “C” or better on the first or second attempt, he/she will be dismissed from the program.

### **STUDENT DIGNITY/POLICIES**

The University expects all students and employees to conduct themselves with dignity and respect for students, employees, and others. It is each individual’s responsibility to behave in a civil manner and make responsible choices about the manner in which they conduct themselves. Harassment of any kind is not acceptable at Ferris State University. The University does not condone or allow harassment of others whether engaged in by students, employees, supervisors, administrators, or by vendors or others doing business with the University. Harassment is the creation of a hostile or intimidating environment in which verbal or physical conduct, because of its severity or persistence, is likely to significantly interfere with an individual’s work or education, or adversely affect a person’s living conditions.

To assist with the understanding of what harassment is, this policy contains specific definitions of two of the more prevalent types of harassment – racial harassment and sexual harassment.

### **Racial Harassment**

Racial harassment includes any conduct, physical or verbal, that victimizes or stigmatizes an individual on the basis of race, ethnicity, ancestry, or national origin. Such behavior could involve any of the following:

1. The use of physical force or violence to restrict the freedom of action or movement of another person, or to endanger the health or safety of another person;
2. Physical or verbal conduct intentional or otherwise that has the purpose or effect of (or explicitly or implicitly threatens to) interference with an individual's personal safety, academic efforts, employment, or participation in University-sponsored activities.
3. The conduct has the effect of unreasonably interfering with an individual's work, or academic performance or creating an intimidating, hostile, or offensive working, learning, or living environment.

The attributes of racial harassment described above are also the attributes of most other types of harassment that can occur. Harassment may be based upon a person's status that is protected by law (i.e., religion, veteran status, handicap, etc.), or may be for some other reason not specifically covered by law. In any event, harassment of any type is not acceptable at Ferris State University.

### **Sexual Harassment**

Using the definition contained in the Equal Employment Opportunity Commission guidelines, adapted to include educational environments, sexual harassment is defined as follows:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when:

- 1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic advancement;
- 2) submission to or rejection of such conduct by an individual is used as a factor in employment or academic decisions affecting such individuals;
- 3) such conduct has the purpose or effect of substantially interfering with an individual's work or academic performance, or creating an intimidating, hostile, or offensive working, living, or academic environment.

While sexual harassment most often takes place in situations of power differential between the persons involved, sexual harassment may also occur between persons of the same status, e.g., student-to-student. The person exhibiting sexually harassing conduct need not realize or intend the conduct to be offensive for the conduct to constitute sexual harassment.

### **Harassment Concerns**

Any person who believes he or she has been subjected to harassment of any kind (sexual, racial, or otherwise) should approach the individual whom they believe is responsible. He or she should identify the specific behavior, explain that he or she considers the behavior to be offensive and/or

harassing, and ask the individual to stop the behavior. If assistance is needed to approach the individual, contact either an Academic Dean, the Dean of Students, the Director of Minority Student Affairs, or the Director of Affirmative Action.

If approaching the individual is not possible (i.e., you are uncomfortable or uncertain as to how the situation should be handled or concerned the situation may become volatile) or does not resolve the matter, it should then be reported immediately to an Academic Dean, the Dean of Students, the Director of Minority Student Affairs, the Director of Student Judicial Services, or the Director of Affirmative Action. If, for some reason, you are uncomfortable discussing your situation with any of these individuals, please report your situation to any member of University administration. The circumstances surrounding the matter will be fully investigated, including the nature of the harassment and the context in which it occurred.

All reports of harassment and subsequent investigations will be kept as confidential as possible. Anyone found to have violated this Policy will be subject to discipline up to and including discharge and dismissal, that may include, but not be limited to, official reprimand, official apology, sensitivity training, and/or other disciplinary action including dismissal. Likewise, because intentionally false accusations of harassment can have serious effects on innocent people, anyone found to have intentionally falsely accused another person of violating this Policy will be subject to discipline up to and including discharge or dismissal.

### **Consensual Relationships Between University Employees and Students**

Consensual relationships of an amorous or sexual nature that might be appropriate in other circumstances are deemed inappropriate when they occur between an employee of the University and a student for whom he or she has a professional responsibility. For example, such a relationship would be inappropriate between a faculty member, administrator, supervisor, advisor, coach, or residential staff member and a student for whom he or she has professional responsibility. Even when both parties have consented to the development of such a relationship, the relationship can raise serious concerns about the validity of consent, conflicts of interest, and unfair treatment for others and may result in serious consequences. Employees and students of the University are expected to make responsible choice.

It is the policy of Ferris State University that any University employee who has professional responsibility for students shall not assume or maintain professional responsibility for any student with whom the University employee has engaged in an amorous or sexual relationship. Whether the relationship predated the assumption of professional responsibility or arose out of the professional association, the University employee will immediately disclose the relationship to the relevant unit administrator. The unit administrator will immediately arrange a meeting of the parties to the relationship to discuss alternative oversight of the student, and attempt to cooperatively agree to changes that will move professional responsibility of the student to another University employee. If no agreement is reached, the unit administrator will determine and direct the best method to deal with the situation.

### **TESTS**

Tests are administered in accordance with the policies of the individual instructors as outlined in the course syllabus.

### **TEXTBOOKS**

The course syllabus will list the text required for each course. You are strongly encouraged to keep your texts for use in other classes for your practice in the field. They are valuable resources.

### **TRANSCRIPTS**

The official academic record of a student is maintained by the Registrar's office. A student or former student in good standing may have transcripts of credit forwarded. All requests should be made one week in advance of the time they are needed.

### **TUTORING**

Tutoring is available for most courses on campus. If you feel that you need tutoring, please see the faculty member for the course, or contact the Academic Support Center and Tutoring.

<http://www.ferris.edu/htmls/colleges/university/asc/tutoring.htm>

### **WITHDRAWAL FROM CLASS/UNIVERSITY**

If you decide to withdraw from the University, you must report to your Dean's Office and process a withdrawal clearance form. If you stop attending classes, but do not officially withdraw from the University, grades of "F" will be recorded in all courses. It is your responsibility to protect your academic record. Also see the **ADD/DROP/WITHDRAW FROM CLASSES** section.

### **GLOSSARY-DEFINITIONS**

<b>Dean:</b>	Interim Dean, Dr. Lincoln Gibbs – Office – VFS 200B, phone – ext. 2269
<b>Site Coordinator:</b>	Individual responsible for supervision of internship experiences in the health care facility.
<b>Internship Coordinator:</b>	Individual responsible for coordination of internship experience.
<b>Credentialed:</b>	Having earned the right, through passing the registration or accreditation exam, to use a professional designation.
<b>Standards:</b>	Policy documents which provide minimum standards for educational programs.
<b>Professional Practice:</b>	Real life situation focusing on application of knowledge and abilities learned in the classroom.
<b>Syllabus:</b>	Document explaining course content, grading procedure, requirements, text and various other notes to the student.

### **HANDBOOK ABBREVIATIONS**

<b>CGPA:</b>	Cumulative Grade Point Average
<b>CHP:</b>	The College of Health Professions
<b>FSU:</b>	Ferris State University

**GPA :** Grade Point Average

**Appendix A**

**COURSE DESCRIPTIONS FOR BSPH PROFESSIONAL COURSES**

**PUBH 200: Introduction to Public Health**

**3 cr.**

The course introduces the student to the concepts of health and wellbeing as the foundation of public health practice. Students will explore the history of public health as a vital component of the health care delivery system, as well as the structure, principles, values and services as governed by public health laws and the public health code of ethics.

**PUBH 210: Global Health and Public Health**

**3 cr.**

This course provides a comprehensive overview of the relationship between global and public health services. The student will explore cross-cultural issues, concerns, problems and needs of different groups of people in a diverse, rapidly changing world. Health problems in developing and developed

countries of the world and the roles of health care professionals will be examined as a foundation for an understanding of how other cultures can contribute to the solution of societal problems.

**PUBH 300: Health Promotion & Education**

**3 cr.**

The course examines the theories, concepts, practices and methods of social and behavioral sciences relevant to health promotion and education. Students will explore the application of these concepts in the identification, solution and prevention of health behavioral problems/issues as well as other public health challenges. Pre-requisites: PUBH 200 and PUBH 210.

**PUBH 310: Public Health Services in Rural Populations**

**3 cr.**

This course examines the types of as well as the issues related to Public Health Services provided for underserved rural populations (RP), including their implications for people's health. The student will explore public health and medical care services related to general health needs and concerns as well as health care service disparities among rural and non-rural populations. Other issues will include collaboration in public health services, planning public health services, and community-based research in rural populations. Pre-requisites: PUBH 200 and PUBH 210.

**PUBH 320: Nutrition & Health**

**3 cr.**

This course explores the role of nutrition science in health and wellbeing of populations. Basic concepts of the food groups and the implications for health and disease causation and prevention will be comprehensively examined. The facts and myths of organic, non-organic foods, vitamins and other nutrients and substances as they affect public health care services and practices will be discussed. Pre-requisites: PUBH 200 and PUBH 210.

**PUBH 330: Environmental Health & Safety**

**3 cr.**

Environmental health professionals provide a first line of defense against public health hazards caused by the contamination of air, water, soil, and food. This course will provide an overview of environmental and occupational health and safety, followed by an exploration of how and why environmental and occupational standards and guidelines are established. The course will also address specific issues, exposures, and hazards within the field. Pre-Requisites: COHP 102, PUBH 200, and PUBH 210.

**PUBH 340: Mass Media & Technology Use in Public Health**

**3 cr.**

This course examines the use of mass media, social marketing and promotion in the dissemination of Public Health education. Terms used by health care professionals in navigating health information management and health information technology will be explained. The student will also explore the concepts, principles, and practice of health information technology and the roles of health care information technology in health care delivery services including Public Health services. Pre-requisites: PUBH 200 and PUBH 210.

**PUBH 350: Epidemiology**

**3 cr.**

This course will facilitate students' understanding of fundamental epidemiological concepts (e.g. terminology, calculations, etc.); methods (e.g. study designs, risk communication, etc.); and applications (e.g. screening, disease surveillance, outbreak investigation, and community needs assessment). Case studies to explore the meaning of distributions and determinants of disease, disabilities and death in human populations; the characteristics and dynamics of human populations; the natural history of disease and the biologic basis of health will be discussed. Pre-requisites: PUBH 200 and PUBH 210.

**PUBH 400: Health Care Services Administration & Management**

**3 cr.**

The focus of this course is on the planning, organization, administration, management, evaluation and policy analysis of health programs. Students will explore the structure, organization, and function of

contemporary health care delivery organizations with emphasis on administrative and managerial concepts. Pre-requisites: PUBH 350.

**PUBH 410: Infectious/Communicable Diseases Epidemiology 3 cr.**

This course provides the student with the opportunity to apply epidemiological methods, including study design, legal/ethical aspects, and public health Information software programs in the investigation, surveillance, and prevention of infectious/communicable diseases. The focus of the course is on the applications of methods of screening, disease surveillance, outbreak investigation, and community needs assessment specifically regarding infectious-communicable diseases. Student presentations will focus on specific infectious disease topics. Pre-requisites: PUBH 200 and PUBH 210.

**PUBH 420: Health Program Planning, Implementation & Evaluation 3 cr.**

This course is designed to provide a comprehensive overview and analysis of theories, concepts, principles and practices related to program planning, administration and evaluation. Students will explore the concepts and methods involved in the determination of health needs and the planning, implementation, and evaluation of appropriate programs designed to improve health status in various population groups and community settings. Pre-requisites: PUBH 300, 310, 320, 330, 340 & 350.

**PUBH 495: Health Program Planning, Implementation & Evaluation 3 cr.**

This capstone course provides the student with an internship opportunity to integrate classroom learning and guided experiences with the challenges of the practice environment. Students will collaborate with a faculty advisor and community preceptors(s) to pursue a capstone project in a contemporary health care/public health services facility. The project focuses on the application of public health skills, concepts and principles in terms of solving problems within health care organizations and systems. A professional capstone portfolio will be developed for the experience and the student will make an exit oral presentation. Pre-requisites: Completion of all core PUBH courses. This is the last course taken in the BSPH program.

**Appendix B**

**ACADEMIC AFFAIRS POLICY LETTER**

December 15, 2001 01:8

(supercedes Academic Affairs Policy Letter 01:3)

**COURSE SUNSET POLICY**

**ON FULFILLING UNDERGRADUATE DEGREE REQUIREMENTS**

1. Ferris State University undergraduate students who maintain uninterrupted enrollment (not including summer semester) are subject to the requirements of their degree program (including General Education) which were in force when they entered the program. In the event degree program requirements change during the uninterrupted course of a student's enrollment, the student may exercise the option to meet the most recent program

requirements. An interruption of enrollment is defined as not being enrolled at Ferris for two consecutive semesters, not including summer semester.

2. If a student returns to the university after an interrupted enrollment (not including summer semester), the requirements of the curriculum (including General Education) 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.
3. When a returning or transfer student's transcript is reviewed, the student may, at the discretion of the academic department head/chair and in conjunction with any standing department policies, be required to repeat courses deemed no longer current. Such determinations may be appealed to the Dean, whose decision is final. Appeals regarding General Education requirements are made to the Assistant Vice President for Academic Affairs who, after consulting with the General Education Coordinator, makes a final determination.

**Appendix C**

**Repeating an Internship/Corrective Action Plan**

REPEATING AN INTERNSHIP - CORRECTIVE ACTION PLAN  
PUBH 495

NAME \_\_\_\_\_ DATE \_\_\_\_\_  
INTERNSHIP \_\_\_\_\_

OBJECTIVE: The intern will complete this form at the beginning of any internship that is being repeated. This should be done with the assistance of the faculty coordinator that supervised the unsuccessful internship.

1. IDENTIFY CONCERNS FOR LACK OF SUCCESSFUL INTERNSHIP

## 2. PERSONAL PLAN FOR IMPROVEMENT ON INTERNSHIP

### **Appendix D**

#### **Principles of the Ethical Practice of Public Health**

1. Public health should address principally the fundamental causes of disease and requirements for health, aiming to prevent adverse health outcomes.
2. Public health should achieve community health in a way that respects the rights of individuals in the community.
3. Public health policies, programs, and priorities should be developed and evaluated through processes that ensure an opportunity for input from community members.

4. Public health should advocate and work for the empowerment of disenfranchised community members, aiming to ensure that the basic resources and conditions necessary for health are accessible to all.
5. Public health should seek the information needed to implement effective policies and programs that protect and promote health.
6. Public health institutions should provide communities with the information they have that is needed for decisions on policies or programs and should obtain the community's consent for their implementation.
7. Public health institutions should act in a timely manner on the information they have within the resources and the mandate given to them by the public.
8. Public health programs and policies should incorporate a variety of approaches that anticipate and respect diverse values, beliefs, and cultures in the community.
9. Public health programs and policies should be implemented in a manner that most enhances the physical and social environment.
10. Public health institutions should protect the confidentiality of information that can bring harm to an individual or community if made public. Exceptions must be justified on the basis of the high likelihood of significant harm to the individual or others.
11. Public health institutions should ensure the professional competence of their employees.
12. Public health institutions and their employees should engage in collaborations and affiliations in ways that build the public's trust and the institution's effectiveness

- *Principles of the Ethical Practice of Public Health, Version 2.2*  
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