

Master of Health Administration Student Handbook

2013 – 2014

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Preface

This handbook is designed for Master of Health Administration (MHA) students as a source of information concerning regulations and procedures of the MHA program and the College of Public Health (CPH). It is supplementary to the University of Kentucky Graduate School Bulletin <http://www.research.uky.edu/gs/CurrentStudents/bulletin.html>. Questions should be directed to the MHA Director of Graduate Studies, Dr. Martha Riddell, martha.riddell@uky.edu, 218-2012.

It is the student's responsibility to be informed concerning all regulations and procedures required by the program of study being pursued. Students should become familiar with the Graduate School Bulletin (especially the section on student responsibility) and the MHA Program Student Handbook. Ignorance of departmental or university regulations and procedures is not a valid excuse.

Introduction

THE UNIVERSITY OF KENTUCKY

The University of Kentucky, a land grant institution, was established in 1865. It began offering graduate work in 1870 and awarded its first graduate degrees in 1876. The university is a complex institution with both a liberal arts school and a number of professional schools, including the six health-related Colleges of Medicine, Dentistry, Nursing, Pharmacy, Health Sciences, and Public Health. As the Commonwealth's comprehensive institution of higher learning, it is charged with a statewide mission in higher education, research and service.

From an enrollment of 273 students in 1876, the University has grown to include approximately 29,000 students (graduate enrollment of 8,000) and 14,000 faculty and staff members on the Lexington campus. It is the largest single employer in Lexington/Fayette County.

THE COLLEGE OF PUBLIC HEALTH

In 2012, the College of Public Health was ranked 25th in the nation by U.S. News and World Report. The University of Kentucky has provided graduate education in public health since 1988, when the Master of Science in Public Health degree program was approved by the state's Council on Higher Education. With the development of the School of Public Health, the first full MPH class of students was accepted for the Fall 2000 semester, and the first sixteen graduates were honored in May 2002.

In May 2004, the Board of Trustees granted college status to the school, making it the sixth health-related college and

the first new college at UK in nearly 40 years. The college was fully accredited in 2005 and reaccredited in 2010. It includes some 70+ faculty members and 330 students in six academic departments: Biostatistics, Epidemiology, Health Behavior, Health Services Management, Preventive Medicine and Environmental Health, and Gerontology. The Dept. of Health Services Management, where the MHA program is housed, has 17 faculty members with doctoral degrees in law, economics, medicine, health administration, health services research and education, as well as public health.

In addition to the MHA, Master of Public Health (MPH) and Doctor of Public Health (DrPH) degrees, the CPH offers a PhD in Gerontology, MS degrees in Epidemiology and Clinical Research Design, and a PhD in Epidemiology and Biostatistics. Joint degrees are currently offered with the Colleges of Pharmacy and Medicine, and other joint degree programs are under development. The College is also home to a clinical program in occupational health and has medical residency programs in Occupational Medicine and Preventive Medicine.

College faculty and staff are active in a wide range of research areas with funding from the National Institutes of Health, the Centers for Disease Control and Prevention, the Robert Wood Johnson Foundation, and many other public and private sources. The College is home to seven research centers: the Kentucky Injury Prevention and Research Center, the Southeast Center for Agricultural Health and Injury Prevention, the Center for Prevention Research, the National Coordinating Center for Public

Health Systems and Services Research, the Center for Excellence in Workforce Research and Policy, a CDC-funded Prevention Research Center, and the Graduate Center on Gerontology. It also houses two institutes, the Kentucky Public Health Leadership Institute and the Kentucky Public Health Practice Based Research Network.

The University of Kentucky College of Public Health building is located at 111 Washington Avenue. MHA core faculty,

other academic departments, the college's dean, and the Admissions and Student Affairs Office are located at that site. Students are advised to familiarize themselves with the Washington Avenue location in order to make use of the services and resources available through the UKCPH's faculty and staff.

The Master of Health Administration Program

Health administration education at UK began in the late 1970s as an area of concentration in the Master of Public Administration (MPA) program at the urging of local and state health care administrators to meet the Commonwealth's need for professionally trained managers. At that time, teaching responsibilities were shared by faculty in the Department of Community Medicine and the Martin School of Public Policy and Administration. The MHA program, initially located in what is now the College of Health Sciences, admitted its first students in 1989. Now, over 350 MHA graduates are employed in a wide variety of local, regional and national health care settings.

Over the years, classes have been taught by faculty from the Martin School and the Colleges of Health Sciences, Public Health, Business and Economics, and Pharmacy. In 2010, the MHA program was moved to the College of Public Health during an administrative reorganization that moved most of the university's interdisciplinary programs out of the Graduate School.

The MHA program has been accredited continuously by the Commission on Accreditation of Healthcare Management Education (CAHME) and its predecessor organization since 1994. The MHA program recently was reaccredited for the seven years—the maximum reaccreditation length attainable—from CAHME.

Program Overview

The Master of Health Administration degree program (MHA) is designed to provide graduate level education to individuals who, after appropriate managerial experience, are capable of assuming leadership positions in a variety of health services organizations. Examples include health systems, hospitals, community health centers, government and other public

sector providers, the health insurance industry sector, home health agencies, physician practices, long-term care and mental health providers. The program is structured primarily for full-time students; highly qualified part-time students follow a standardized curriculum sequence.

The MHA degree is offered through the College of Public Health in cooperation with several other academic units in the University. This multidisciplinary approach enables the MHA program to draw on highly qualified faculty in the six healthcare colleges.

The total program consists of 54 semester hours at the graduate level. Program completion normally requires two years for a full-time student and four years for part-time students. Students are also required to complete a final integrative project and Master's examination. To be eligible to sit for the final examination, students must have completed or be enrolled in their last semester of coursework, and have an overall GPA of 3.0 or better. Students with "I" or "S" grades in credit-bearing classes are not eligible for the final examination.

Orientation

Attendance at orientation is mandatory for all entering students. During orientation, students receive advising from the Director of Graduate Studies, have a chance to learn about career paths from practitioners in the field, meet current students and faculty, and take a pre-program self-assessment. At specific times during the program, self-assessments are administered. These assessments are intended to help evaluate and improve the MHA program.

All students should schedule tours of the W. T. Young Library and the Medical Center Library early in the semester to

familiarize themselves with the resources that they will be working with during the program.

Students also are required to complete specific certifications and forms as a student in the College of Public Health.

These include but are not limited to specific immunizations, specific training programs, and external background inquiry forms. (See Appendix 2).

Pre-requisites

Two MHA courses have formal prerequisites. Before enrolling in HA 636 Health Economics, an undergraduate course in microeconomics (ECO 201) or its equivalent is required. A basic course in accounting (e.g., ACC 201) is required before taking HA 635 Management Accounting for Healthcare Organizations. Students who have not taken these courses as undergraduates must take the two pre-requisites in their first semesters of coursework as indicated on the template that follows, or at a minimum, cover the material in a formal self-study curriculum approved by the Director of Graduate Studies. Pre-requisite course requirements will be discussed during the first advising session.

Curriculum

The following represents a topical breakdown of the MHA course requirements.

Foundational Courses	15 credits
Core Courses	29 credits
Application Courses	10 credits

Foundation Courses

HA 621 QUANTITATIVE METHODS FOR HEALTHCARE MANAGEMENT

This course is a survey of quantitative methods for health care managers. Emphasis is placed upon problem selection and identification, data collection, measurement, analytic techniques, and research design. (3 credit hours)

HA 601 OVERVIEW OF U.S. HEALTHCARE

This course is an introduction to the delivery of healthcare in the United States, including composition, functioning, the relationships of organizations and professional groups within the system in various settings, and major problems and issues in the delivery of health services. (3 credit hours)

HA 635 MANAGEMENT ACCOUNTING FOR HEALTHCARE ORGANIZATIONS

This course introduces the use of management accounting techniques to support decision making in health care organizations. Lectures, problems, and cases will be used to provide an opportunity to focus on the needs of various types of health care providers. (3 credit hours)

CPH 614 MANAGERIAL EPIDEMIOLOGY

This course applies and integrates the principles and tools of epidemiology in the decision-making process in health care management. (3 credit hours).

CPH 663 AN INTRODUCTION TO PUBLIC HEALTH PRACTICE AND ADMINISTRATION

This course provides students with an introduction to the field of public health using a systems approach to contemporary public health issues. The course uses a combination of on-line and classroom modules. (3 credit hours).

Core Courses

HA 623 OPERATIONS ANALYSIS AND MANAGEMENT

This course covers the basics of operations improvement from project selection through process and outcomes evaluation. The focus is on strategic decision making under conditions of uncertainty, risk and multiple objectives as well as change implementation using teams. (3 credit hours)

HA 628 STRATEGIC HUMAN RESOURCES MANAGEMENT IN HEALTHCARE

The course will examine concepts, methods, systems and processes for planning and managing human resources in healthcare. It is designed for those aspiring to strategic leadership roles in complex healthcare organizations rather than primarily for those seeking a specialized role in human resources. (3 credit hours)

HA 642 ORGANIZATION THEORY AND BEHAVIOR

This course is an introduction to the disciplines of organization theory and organization behavior and their application in healthcare organization management. It includes the interaction of both external and internal resources and constraints on administrative decision-making processes and a focus on the management challenges presented by organizations, particularly healthcare organizations. (3 credit hours)

HA 602 STRATEGIC PLANNING AND MARKETING IN HEALTHCARE

This course focuses on the future needs of the healthcare organization rather than day-to-day operational management. Strategies for design and implementation of organizational change including techniques of quality and process improvement will be addressed. The strategic planning components of needs assessment, demands analysis, generation of alternative, priority setting, and evaluation form the basis of the course. Several healthcare trends such as restructuring, innovation in health care delivery and financing, and performance measurements will be illustrated through case analysis in a variety of provider settings. (3 credit hours)

HA 603 LEGAL ASPECTS OF HEALTHCARE MANAGEMENT

This course will familiarize students with the application of law to management issues in healthcare organizations. Skills including terminology, legal reasoning, the tools of law, and topics specific to the healthcare setting are addressed. (3 credit hours)

HA 604 HEALTHCARE ETHICS AND GOVERNANCE

This course addresses the basic concepts and principles of healthcare ethics -- including the organizational, biomedical, and managerial components -- and applies them using case studies, role playing, and analytical exercises. The course also examines the roles and responsibilities of healthcare governing boards and factors that influence their effectiveness. (2 credit hours)

HA 624 INFORMATION SYSTEMS IN HEALTHCARE

This course provides a managerial level perspective on the use of information and information systems (IS) in healthcare. The course will review basic information on IS technology, terminology, and data management. In this course, a lifecycle approach to information systems development including systems analysis, design, development, implementation, and evaluation is applied. Legal, governance, and ethical issues regarding health information will be addressed. (3 credit hours)

HA 636 HEALTH ECONOMICS

This course is designed to provide students with an understanding of current health economics issues, using economics as a tool to analyze health care and health

care policy. Primary topics covered include the production of and demand for health and medical care; information asymmetries between patients, doctors, and payers; and health care reform. (3 credit hours)

HA 637 HEALTH FINANCE

This course applies general principles of finance to the financial management of healthcare institutions. The major financial incentives that dictate how healthcare is delivered are studied, and proposals to change these incentives are explored. (3 credit hours)

HA 673 HEALTH POLICY

The purpose of this course is to enable students to think systematically about the problems of the healthcare system and strategies for their solution. Students will have the opportunity to develop their analytic skills by applying a structured analytic approach to health policy problems. (3 credit hours)

Application Courses

HA 711 PRACTICUM (INTERNSHIP) IN HEALTHCARE MANAGEMENT

This course offers practical field experience in a healthcare management setting under the direction of a faculty member and a workplace preceptor. The internship is tailored to the student's background and interests. For students already employed as health administrators or who are health providers, worksite administrative practice can be arranged. The internship is arranged jointly by the MHA Internship Coordinator and the student. Students are also required to participate in monthly topical seminars during the academic year in preparation for the internship. (1 credit hour)

HA 660 DECISION MAKING IN HEALTHCARE ORGANIZATIONS

This course is designed to build on the concepts and techniques introduced in the MHA curriculum and integrate them with a decision making focus in a variety of health care problems and settings. Case analysis will be used extensively to provide an opportunity for students to learn to apply the appropriate skills in an unstructured environment. (3 credit hours)

HA 785 INDEPENDENT STUDY

This course supports the student's preparation for the final integrative experience. (1 credit hour)

ELECTIVES (see below) (5 credit hours)

Other Health Administration-Related Offerings

If a student has filled some requirements through transfer work or waiver, other courses that may be taken to supplement the program include but are not limited to the following:

HA 775 Special Topics in Health Administration

An analysis of selected issues with special significance for health administration. Prerequisite: Consent of instructor. (Variable credit)

HA 785 Independent Study in Health Administration

Supervised individual research on a topic related to health administration selected by the student. The student must present a signed Independent Study Contract to the Student Affairs Office before they will be allowed to register. (This form is in Appendix 1 of this handbook.) (Variable credit)

CPH 653 Public Health Law

Overview of public health law with emphasis on topics and materials used by public health practitioners, as well as the use of law to advance a public health agenda. (3 credit hours)

CPH 751 Global Public Health

This course will acquaint students with the major issues and challenges for public health in a variety of wealthy, emerging, and impoverished nations and with the impact of local or regional issues on national and/or global levels. (3 credit hours)

CPH 758: Special Topics in Public Health

This course will engage students in readings, projects, lectures and/or discussions to address current topics of special interest or concerns. May be repeated to a maximum of 6 credit hours.

CPH 775: Advanced Seminar in Health Care Financial Management

This course is the third course in a three-course sequence addressing fiscal management in health care

organizations. Goals of the course include the application of previously learned theories to real-world situations and the development of more in-depth understanding of the healthcare industry's financial framework. (3 credit hours)

LIS 639 Introduction to Medical Informatics

Medical Informatics is a developing field that essentially seeks to apply information and computing technologies to improve all aspects of healthcare, including patient care, research, and education. A number of topics central to understanding the field will be explored including: the nature of biomedical information, the electronic medical record, the role of information and computing technologies to support clinical decision making, healthcare and informatics standards, information retrieval, system analysis and technology assessment, and essential issues of information technology in medical education and medical ethics. (3 credit hours) Distance course.

Internship (Practicum or Field Experience)

Managerial experience in a health care setting is an essential component of the health administration educational process. Administrative internships provide the student with the opportunity to apply the theories and techniques discussed in the classroom to operational health care situations under the guidance of an experienced health care professional with faculty oversight.

This sharing of educational responsibility between the professional school and experienced health care administrators is necessary to assure the quality of professional education. This is particularly true when the goal is acquisition of operational skills through real-life experiences in settings outside the classroom.

A positive administrative internship does not happen by chance, but has to be carefully planned and implemented. It requires active commitment to the concept of the internship on the part of the faculty, preceptors/sites, and students. Only in this manner can effective mechanisms for collaborative efforts by all concerned be maintained.

All students without significant administrative experience must complete a 400-hour administrative internship. This can be done on a full-time or part-time basis.

Students with clinical experience, but no administrative experience, also complete a 400-hour administrative

internship. This work can be in the same organization in which the student is employed. Senior management will often allow a student to take on additional administrative projects in the organization.

Students with administrative experience may develop an administrative internship within their own organization that requires activities beyond their existing job responsibilities.

With the written approval of the Director of Graduate Studies, students with significant administrative experience may take an additional 3-credit course in lieu of the internship.

Credit for the internship includes participation in monthly seminars that provide students with important information to prepare them for their field experience.

Students should refer to the Administrative Internship Handbook for details on requirements and processes to complete a successful experiential learning experience. The Administrative Internship Handbook is distributed at a meeting called by the Internship Coordinator to begin the planning process during the spring semester and is also available from the Internship Coordinator.

Final Master's Exam

Students are required to complete a final integrative project and Masters' examination as the culminating experience for the MHA program. This experience will incorporate elements of the overall curriculum and focus on the attainment of the defined MHA program competencies. To be eligible to sit for the final examination, students must have completed or be enrolled in their last semester of coursework, and have an overall GPA of 3.0 or better. Students with "I" or "S" grades in credit-bearing classes are not eligible for the final examination. Additional information regarding the integrative project and final Masters examination will be shared by the Director of Graduate Studies.

Suggested Schedule For Full-Time Students

NOTE: Courses listed on the template in fall are only offered in fall. Those listed in spring are only offered in spring. Students who take courses out of sequence do so at their own risk – they may delay their graduation by doing so. Students who intend to change their full-time or part-time status after program admission must notify the program director to avoid errors in advising and potential delays in completing graduation requirements.

First Year

Summer

Acct. or Economics
Pre-req.

Fall

HA 601 Overview of
U.S. Healthcare

HA 621 Quantitative
Methods for
Healthcare
Management

HA 603 Legal
Aspects of Healthcare
Management

HA 642 Organization
Theory and Behavior

CPH 663
Introduction to Public
Health Practice and
Administration

Spring

HA 628
Strategic Human
Resources
Management in
Healthcare

HA 711 Practicum
(Internship)
in Healthcare
Management
(completed in
summer)

HA 635
Management
Accounting
for Healthcare
Organizations

HA 636 Health
Economics

HA 623 Operations
Analysis and
Management

CPH 614
Managerial
Epidemiology

Second Year

Fall

HA 602 Strategic
Planning and
Marketing in
Healthcare

HA 604
Healthcare Ethics and
Governance

HA 660 Decision
Making in Healthcare
Organizations

HA 637 Health
Finance

Elective

Spring

HA 785
Independent Study

HA 624 Information
Systems in
Healthcare

HA 673
Health Policy

Elective

*Students who have not satisfied the pre-requisite required for admission to HA 635 and HA 636 must do so before enrolling in those courses.

Required Course Sequence for Part-Time Students

Semester	Fall 1	Spring 1	Summer 1
Course	HA 601	HA 635	Elective
Course	HA 621	CPH 614	
Credits	6	6	2-3

Semester	Fall 2	Spring 2	Summer 2
Course	HA 603	HA 628	HA 711
Course	HA 642	HA 636	or sub
	CPH 663		
Credits	9	6	1

Semester	Fall 3	Spring 3	Summer 3
Course	HA 602	HA 623	Elective
Course	HA 637	HA 624	
Credits	6	6	3

Semester	Fall 4	Spring 4
Course	HA 660	HA 673
Course	HA 604	HA 785
	(possible electives)	(possible electives)
Credits	5	4

University Academic Regulations

Health Care Colleges Code of Professional Student Conduct (HCC Code)

The Health Care Colleges Code of Student Professional Conduct (HCC Code) provides the standards of professional conduct and procedures to be followed when questions arise about the professional, moral or ethical character of a student enrolled in courses or programs, including clinical programs, in the health care colleges,
http://www.uky.edu/Provost/APFA/Policy_Protocol/HCCSPBC.pdf.

Fitness for Duty

College of Public Health students who are on rotations, internships, assistantships, or work assignments with UK Healthcare are subject to its Fitness for Duty policy, online at <http://www.hosp.uky.edu/policies/viewpolicy.asp?PolicyManual=10&PolicyID=928>.

Social Media Guidelines

UK HealthCare recognizes the impact of social media websites like Facebook, Twitter and MySpace on our workforce. Our expectation is that faculty, trainees, students and employees know what is expected in our environment of health care and observe our policies on behavioral standards, patient privacy, use of personal electronic devices and hospital resources. Patient privacy is vitally important to us. We train regularly on our obligations related to privacy and security matters (HIPAA). Recent changes to the HIPAA rules require us to notify the federal government when patient privacy has been violated.

Below are some expectations when using social media sites.

Expectations:

- Do not “friend” patients
- Do not accept “friend requests” from patients or their family members
- Never share any patient information via Facebook or other social media
- Never post pictures of patients or pose with patients for pictures
- Never give medical advice via social media

Frequently asked questions

Please view Social Media Guidance (Appendix 3) for further information on UK HealthCare’s social media guidelines.

Summary

Incidental and occasional use of Internet and Web resources are permissible, but personal use should not adversely affect the responsibilities/productivity of any employee; nor should it detract from the professional perception of the work environment. Use discretion when posting on social media sites; remember this is public information that can be viewed by the public and our patients. Your supervisor has the responsibility to determine excessive usage or negative impact of assigned responsibilities. The supervisor will determine if access should be revoked and any disciplinary action if warranted.

Reference

HP08-01 Behavioral Standards

<http://www.hosp.uky.edu/policies/viewpolicy.asp?PolicyID=897>

HP01-12 Confidentiality

<http://www.hosp.uky.edu/policies/viewpolicy.asp?PolicyID=779>

A09-040 Use of Portable Personal Electronic Devices

<http://www.hosp.uky.edu/policies/viewpolicy.asp?PolicyID=3368>

HP01-14 Management of Hospital Personal Computer Resources

<http://www.hosp.uky.edu/policies/viewpolicy.asp?PolicyID=781>

Confidentiality and Disclosure

The Family Education Rights and Privacy Act of 1974 (FERPA, also known as the Buckley Amendment) provides basic privacy rights to students in regard to their academic transcripts. Under FERPA provisions, students have the right to have their academic records kept separate and confidential unless they consent in writing to have it released. However, FERPA also provides that the College of Public Health may disclose (to University personnel) the student’s academic record without the student’s consent

when the person requesting the information has a legitimate educational interest and the information is used under the following disclosure guidelines and for the purpose of:

1. academic advising
2. writing a letter of recommendation requested by the student;
3. selecting students for honorary organizations;
4. informing community-based faculty members serving as preceptors to improve the quality benefit to each rotation;
5. responding to a directive pursuant to law or court order.

Diversity, Equal Educational and Employment Opportunities

The College of Public Health and University of Kentucky strive to develop an environment where the value of diversity among students, faculty and staff is accepted, encouraged and embraced. Diversity encompasses differences in age, ethnicity, gender, national origin, race, religion, sexual orientation, socioeconomic background and unique individual style. The individual characteristics, talents and contributions of all people are valued and recognized for the unique contribution they make to our College. The following statement, required on all official UK documents, guides all admissions and employment practices, and represents the best expression of the CPH commitment to diversity.

The University of Kentucky is committed to a policy of providing educational opportunities to all qualified students regardless of economic or social status, and will not discriminate on the basis of race, color, religion, sex, marital status, beliefs, age, national origin, sexual orientation, or physical or mental disability.

Financial Assistance

Financial support is usually awarded on an academic year basis with a semester-by-semester review. Newly admitted and continuing students will normally be informed whether they will receive assistance and the amount of assistance by April 15; however that date may vary depending on several factors. Assistantships require that the recipients perform certain duties, e.g. assisting a faculty member with research. It is College of Public Health policy to assign assistantship duties that require about twenty hours of service per week. Fellowship recipients are generally not required to perform such duties.

Students wishing to be considered for financial aid should notify the CPH Office of Student Affairs.

Disabilities (Physical, Mental and/or Learning)

The University of Kentucky is committed to meeting its obligations pursuant to Section 504 of the Rehabilitation Act of 1973, as amended; and the Americans with Disabilities Act of 1990, as amended. An individual with a disability is defined as someone who has “a physical or mental impairment that substantially limits one or more of the major life activities of such individual.”

Any student who has such a disability and seeks special accommodations from the University must notify the Admissions/Academic Affairs Office of the College of Public Health of that disability, in writing, preferably before the beginning of the school year, but in no case later than the third day of classes for the fall semester. If a disability develops during the school year for which accommodations are requested, the student must notify the Admissions/Academic Affairs office, in writing, as soon as they become aware of the disability.

All students requesting accommodations need to be registered with the Disability Resource Center (DRC) and have official UK accommodation letters to provide to each of their faculty. Students are advised that they must provide a reasonable amount of notice for faculty to arrange testing accommodations. Faculty should honor accommodation requests received at least one week prior to a scheduled test or exam. Requests for faculty support with notes are to be interpreted such that when you publicly display outlines or text through a PowerPoint presentation, overheads, or other visual device, it is reasonable for you to provide the student with a copy of that text. (If you are displaying a set of slides or showing a short film, it is not reasonable for the student to receive a copy. If you work on problems or make lists on a chalk board, it is not reasonable for you to provide a written copy to the student. Students may not request your private, personal notes.)

Requests for testing accommodations that only include extended time (50% or 100%) and testing in a separate, low distraction environment may be set up by the faculty, with a proctor and a quiet work space. At faculty’s discretion, the accommodated testing can take place in the Counseling and Testing Center, but the exam must be completed by 4:00 p.m. For further information about scheduling

accommodated exams at the Counseling and Testing Center, please call 257-8703 or visit their website at <http://www.uky.edu/StudentAffairs/Counseling/testing.html>.

Requests for testing accommodations that include use of a computer, software, a reader, a scribe, an interpreter, or exams that take place after 4:00 p.m. may not be scheduled with the Counseling and Testing Center. Faculty are responsible for establishing arrangements for these accommodated tests. Academic departments are required to assist with this process.

If you need additional accommodated testing resource options, you may contact the Disability Resource Center for assistance. However, the DRC also must have a reasonable advanced notice (at least one week) of a test or exam that needs special accommodations. For further information or questions, please call the DRC at 257-2754, <http://www.uky.edu/celt/disabilities.php>.

Drug Free Institution

The Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendment of 1989 set a standard of behavior, which affects students who are on University of Kentucky property, on University business, or at University-sponsored events. The University policy, as well as the laws from which the policy is derived, define conduct related to the unlawful possession, use, dispensation, distribution or manufacture of alcohol or illicit drugs. Students found in violation are subject to disciplinary action up to and including suspension or termination. The Drug-Free Institution Policy can be found here, <http://www.uky.edu/HR/policies/hrpp013.html>.

UK Academic Ombud

At the University of Kentucky, the Office of Academic Ombud Services is responsible for assisting students and instructors work through and resolve academic related problems and conflicts. The major arenas of activity for UK's Academic Ombud include both Student Academic Rights and Academic Offenses. The primary focus of Academic Ombud Services is the process by which decisions are made, and the primary task of the ombud is to ensure fair policies, processes, and procedures that are equitably implemented. Thus, the Academic Ombud is a neutral party working as an advocate for fairness and equity, <http://www.uky.edu/Ombud/>.

The UK academic ombud is located at 109 Bradley Hall and may be reached at (859) 257-3737, fax, (859) 257-5346, or email: ombud@uky.edu.

Smoke-Free Environment

On April 22, 2008, the UK Board of Trustees gave final approval to the revised version of the university policy that outlines the university's smoke-free policy. Tobacco use is not allowed on University property.

Class Attendance

Every student is expected to attend all class sessions, including laboratories and other outside- the-classroom activities as deemed necessary by the course instructor, and to take all examinations. Each instructor determines his/her individual policy for class attendance, completion of assigned work, absences at announced and unannounced examinations and excused absences. A student has the right to expect this policy to be in writing and given to him or her by the first or second meeting of the class. Failure to comply with these rules may result in lowered grades.

In all cases, the student bears the responsibility for notifying the instructor of any missed work and for making up any missed work. If feasible, the instructor may give the student an opportunity to make up the missed work or examination missed due to an absence during the semester in which the absence occurred.

Class Cancellations

The University never entirely closes, but there may be a rare cancellation of classes due to inclement weather. Announcements of cancellation or delay of classes normally will be made by 6 a.m. through the local media. The latest information will be on the UK Infoline at 257-5684, UK Cable Channel 16, or UK website, <http://www.uky.edu/>. Those students who are participating in an off-site experience will be expected to follow the cancellation/closing policies of the agency/clinic/company where they are assigned.

Dress Code

This policy is designed to provide a reasonable standard of dress and appearance for public health students. If a faculty member deems a particular student's attire to be inappropriate, according to the guidelines below or

according to the class syllabus, he or she may notify the student privately at any time before, after, or outside of class and ask the student to correct the problem.

General

- All students should maintain a clean, neat appearance at all times, and students' attire should be appropriate for the activities in which the student will participate during that day.
- A professor may set forth additional standards of attire in his or her syllabus.

Practice Settings

All students should dress in accordance with the healthcare organization's standards for dress and appearance when participating in patient-oriented activities or during field internship experiences.

Electronic Devices

Out of respect for classmates and faculty, all students are asked to function in a professional manner regarding the use of electronic devices during class sessions. Cell phones, pagers, etc. are disruptive to classroom activities and must be deactivated upon entering the classroom. Use of laptops or tablets should be limited to essential in-class activities. Faculty members have the discretion to ask students to refrain from use of electronic devices.

Student Organizations

University of Kentucky MHA Student Association

In 2008 the American College of Health Executives discontinued its student chapters, so the MHA program developed its own student organization, the MHA Student Association. This group took over the functions of UK ACHE Chapter, including organizing service and social activities, and advising the Director of Graduate Studies on career development activities. Officers, including a president, vice-president, treasurer and secretary are elected in mid-April and serve for the following year.

University of Kentucky AcademyHealth Student Chapter

AcademyHealth is the professional home for health services researchers, policy analysts, and practitioners, and a leading, non-partisan resource for the best in health research and policy. The Chapter was formed to acquaint students with the

fields of health services research (HSR), public health systems and services research (PHSSR), and health policy, provide learning opportunities through interaction with health services researchers and health policy practitioners and help expand chapter members' career opportunities. For more information visit www.academyhealth.org.

Medical Center I.D. Badges

During new student orientation, the CPH will take your photo, collect your I.D. badge application and submit the information to our security office. We will contact you when the badges are completed. If the badge is lost or stolen it is up to you to have it replaced. These badges must be worn any time you are in the Medical Center area. The security office hours of operation are Monday – Friday, 7:00 a.m. to 3:30 p.m. in room H105, 323-2356, <http://www.uky.edu/Police/MCS/mcbadges.html>, if you have any questions. Please turn these badges in upon graduation.

Student I.D. Badges

Student Identification Badges (U.K.I.D.) may be used for a variety of services on campus (copying services, athletic events, library use, etc.). These can be obtained from the University of Kentucky I.D. office, 107 Student Center. Their hours of operation are 9 a.m. to 5 p.m.; Monday thru Friday, telephone number, 257-1378, <http://www.uky.edu/UKID/>.

Library Resources

The University of Kentucky libraries house over two million volumes and rank among the largest in the south and midwest. The Government Publications Department, a Federal Depository, contains documents relating to municipal, state, and national topics. The system also includes Special Collections, and individual libraries of Medicine, Business, Economics, and Law. The University has the W.T. Young Library, a multi-million dollar, state-of-the-art central library. Public health students may also use the library sources in the Health Sciences Learning Center (College of Nursing) and the Medical Science Building. For information on training and library updates, <http://www.mc.uky.edu/medlibrary>.

Computing Services

The Communications and Network Systems offers Student Computing Services at many locations on campus.

Students can access information about these sites and other labs on campus by visiting this website, <http://www.uky.edu/ukit/labs>.

E-mail

All UKCPH students must establish a University of Kentucky e-mail address and provide it to the Admissions/Student Affairs office. All correspondence from UKCPH to students will be sent to the UK address. To establish an e-mail address please go to <http://www.uky.edu/email/> and follow the directions.

Students may report problems with their e-mail address to the Customer Service Center, 111 McVey Hall, 257-1300, <http://www.uky.edu/IT/CustomerService/contact.php>.

Conference Rooms

The College of Public Health has two large conference rooms suitable for classes or meetings (CPH 115 and 202), oral final examinations, and meetings. To reserve, contact Laura Lakes, (859) 218-2091, or llake2@email.uky.edu.

Confidentiality of Student Records, Address Information, and Student Rosters

Transcripts and grade information will be released only upon written authorization from the student. Directory information (name, address, telephone listing, email address, photographs, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, enrolled hours, and most recent educational institution attended by the student) will be released without authorization unless the student notifies the Student Records Office in writing to the contrary. University of Kentucky College of Public Health student records are kept by the Office of Admissions and Student Affairs in a locked cabinet, with access restricted to authorized personnel.

The College of Public Health does NOT make lists of students, addresses, phone numbers, e-mail addresses, etc. available to anyone other than students, faculty and staff of the school. Students are instructed NOT to distribute the lists of their classmates to individuals outside the college.

At UK, students can use the UK website to access important information, including grades, student schedules

and registration information. Students also can update their addresses and other information, <https://myuk.uky.edu/irj/portal>.

University Health Services

University Health Services provides medical treatment for full and part-time students. You should access their website for their policies and procedures, <http://ukhealthcare.uky.edu/uhs/>.

Grades

The official grades of graduate students are recorded in the office of the Registrar. The grading in graduate courses is done according to the following scale:

A	High Achievement	4 grade points per credit
B	Satisfactory achievement	3 grade points per credit
C	Minimum passing grade	2 grade points per credit
E	Failure	0 grade points per credit
I	Incomplete	See explanation below
S	Satisfactory	See explanation below

Graduate courses (400G-799) may not be taken Pass/Fail.

A grade of I (incomplete) may be assigned to a graduate student if a part of the work of a course remains undone and there is a reasonable possibility that a passing grade will result from completion of the work. All incompletes must be removed from a student's record before a student can schedule a final examination. Incompletes unresolved after one year will become a failing grade.

A grade of S (satisfactory) may be recorded for students in graduate courses which carry no credit and in graduate seminars, independent work courses, and research courses which extend beyond the normal limits of a semester or summer term. S grades must be removed from a student's record before a student can schedule a final examination.

An overall average of B (3.00) on all graduate work in the program must be attained before a degree may be awarded.

Scholastic Probation

When students have completed 12 or more semester hours of graduate coursework with an average of less than 3.0, they will be placed on scholastic probation and

are subject to dismissal from the program. Students will have one full-time semester or the equivalent (9 hours) to remove the scholastic probation by attaining a 3.0 average. If probation is not removed, the student will be subject to dismissal from the Graduate School. In this situation, the Dean of the Graduate School will consult with the Director of Graduate Studies prior to undertaking the dismissal action.

Students who have been dismissed from the Graduate School may apply for readmission after two semesters or one semester and the second summer term. Readmission is contingent upon the approval of the University of Kentucky College of Public Health.

Exceptions to this policy can be made only by the Dean upon the recommendation of the DGS.

Please note that students on academic probation are not eligible to sit for the master's final examination, register for a field practicum, or receive for assistantships, scholarships, and fellowships.

Academic Course Load: Full-Time

Fall And Spring Semesters:

- Minimum course load: 9 hours
- Normal course load: 12 - 15 hours*

First summer session (4 week):

- 4 hours maximum

Second summer session (8 week):

- Maximum course load: 9 hours

A maximum of 12 hours may be taken in the combined Summer Sessions.

*Course loads over 15 hours must have the written approval of the Graduate School.

Students who intend to change their full-time or part-time status after program admission must notify the program director to avoid errors in advising and potential delays in completing graduation requirements

Repeat Option

One graduate course may be repeated and only the second grade will be calculated into the grade point

average. However, both grades will be recorded on the transcript. This action must be initiated by petition of the Director of Graduate Studies to the Graduate Dean. The Request for Repeat Option form can be found on the Graduate School's webpage, <http://www.research.uky.edu/gs/Forms/RepeatOption.pdf>.

One exception is with the research or special projects series of courses. These 1-3 hour variable credit courses may be repeated up to three times in sequence for the purpose of completing the Capstone project or other research work for fulfillment of the degree. See the section on Course Descriptions for more information.

Leave of Absence

Effective fall 2009, if you are an enrolled graduate student at the University of Kentucky and you do not take courses for one or more semesters you will need to complete a new application and pay the application fee in order to be considered for readmission. In many instances you can avoid this requirement by requesting a "leave of absence". In addition to avoiding the application process, this status will allow you to priority register in preparation for your return.

Procedurally, you should contact your Director of Graduate Studies (DGS) to seek approval for the leave before the beginning of the semester in question. If your request is approved, the DGS will contact your Graduate School admissions officer who will modify your record accordingly. You may request no more than two consecutive and four total semesters in leave of absence status.

International students considering a leave of absence are strongly encouraged to discuss their plans with the Office of International Affairs, Department of Immigration Services before making a formal request.

How to Withdraw

Students must formally withdraw from the university or receive failing grades in all courses enrolled. There are three methods to withdraw from the university:

- Go to Room 10, Registrar's Office, Funkhouser Bldg, and withdraw in person. Their hours of operation are 8:00 am until 4:30 pm Monday through Friday. You must complete an Authorization to Withdraw card.
- Request withdrawal via fax. The date of the fax will

serve as the official withdrawal date. The fax number is 859 257-7160 and should include full name, social security number, list of courses, term, date, signature, and phone number and email.

- Mail your request to the Registrar's Office. The address is, Student Records, Room 10, Funkhouser Building, University of Kentucky, Lexington, KY 40506-0054.

Retroactive Withdrawal

Students must contact the Admissions/Student Affairs office if they want to withdraw after the last official day. The retroactive withdrawal process has to be approved by Dean of the College of Public Health.

Drop a Class

Students should access myUK, <https://myuk.uky.edu/irj/> portal, if you are dropping one or more classes but not all classes. The registrar's webpage, <http://www.uky.edu/registrar/>, will have the official dates for dropping a class.

Transfer of Credit

With approval from the Director of Graduate Studies and the Graduate School Dean, a maximum of 13 semester hours taken as a post-baccalaureate student, in another program, or at another university may be transferred into the MHA program. Only regular coursework, not independent studies, internships or research credit will transfer. The grades earned must be A or B. The DGS will document the course equivalencies granted by sending a memo to the Senior Associate Dean of the Graduate School. A copy will be placed in the student's file.

Time Limit

Students have six years from the first date of enrollment to complete the degree, which includes completing coursework and final project presentation/defense. Extensions of time up to two years may be approved by the Dean of the Graduate School. One additional extension of up to two years may be requested and must be approved by the Graduate Council. All extensions however must first be recommended by the Director of Graduate Studies for the MHA and the Associate Dean for Academic Affairs.

Academic Advising

The program of study for each semester is chosen with the aid of the Director of Graduate Studies or a faculty

advisor. Faculty advisors other than the DGS are assigned to students after the completion of the first semester of instruction. The DGS is the advisor for all entering students. All newly admitted students must receive advising, either at orientation or by scheduling an advising appointment with the DGS or designated faculty member before registering for courses in their first semester.

Registration

Priority registration for continuing students occurs in March and October. Students should consult with their advisor for academic advising prior to registering. For specific course offerings and the time and dates of your registration window consult myUK. Since there is a fee for returning students who do not priority register, it is important to register for at least one class during priority registration. Changes can be made later during the Add/Drop windows.

ROOM CHANGES MAY BE MADE – PLEASE CHECK THE WEB BEFORE GOING TO CLASS FOR THE FIRST MEETING!

Cross-Listings

Some MHA courses are cross-listed, that is listed under more than one prefix. As a general matter, MHA students should enroll in the sections with HA prefixes.

Independent Studies (HA 785)

Independent Studies (HA 785) is a controlled enrollment class. An override to permit enrollment will be placed after the Independent Study Contract is turned into the Student Affairs Office. See course description.

Late Registration

Continuing students who failed to register in the priority period and new and readmitted students who applied after the application deadline must register during the first week of classes. There is a \$40 fee for all late registrations.

Add/Drop

Students may add or drop classes using myUK during the time periods specified on the Registrar website, <http://www.uky.edu/Registrar/>, before classes begin. However, after the first week of classes, all Add requests must be made at the Graduate School, in the Gillis Building. Generally, any request for a change in schedule that falls after the stated deadlines in the University Calendar must bear the

signature of both the instructor and the Director of Graduate Studies. Before the mid-term deadline, a student wishing to withdraw from individual classes may do so through myUK.

Academic Honesty

Plagiarism is only one form of academic dishonesty, but it is also one of the most vexing. As with other acts of academic fraud, it is a violation based on fact rather than intent, and it is therefore critical that you are clear about the nature of plagiarism. The following definitions illustrate instances of plagiarism.

- Using a phrase, sentence, or passage from another person's work without quotations marks AND attribution of the source. (Both quotations and attribution are necessary).
- Using text from a source that is rearranged, paraphrased or discussed without attribution to the source;
- Submitting work where a central idea for a section/ paragraph is taken from a source, written in the student's own words and not cited in the text;
- Submitting work completed by another (including work that was accessed via the internet) copied in its entirety or modified without attribution to the source.
- Submitting your own work towards requirements in more than one class without the explicit prior permission of the instructors.

In addition to the aforementioned examples of plagiarism, the following websites provide additional information on plagiarism.¹

Websites for additional information on Plagiarism:

University of Kentucky: Academic Ombud's website,
<http://www.uky.edu/Ombud/>

The different forms of plagiarism:
<http://www.uky.edu/Ombud/Plagiarism.pdf>

"Plagiarism: What is It and How to Recognize and Avoid It,"
The Writing Center at Indiana University,
<http://www.indiana.edu/~wts/pamphlets.shtml>

"Principles Regarding Academic Integrity," Northwestern
University,
<http://www.northwestern.edu/uacc/plagiar.html>

"Sources," Dartmouth College,

<http://www.aug.edu/sociology/plagiarism.html>

Student Services

Counseling and Testing Center

<http://www.uky.edu/StudentAffairs/Counseling/index.html>
Located in 301 Frazee Hall (257-8701), the Counseling & Testing Center offers Individual and group counseling, marital/relationship counseling, career counseling and assessment, learning skills counseling, and substance abuse/recovery/risk assessment, as well as special classes on academic success strategies, consultation to faculty, staff and students and support groups for graduate students, and students with eating disorders or learning disabilities.

University of Kentucky Career Center

<http://www.uky.edu/CareerCenter>
The Career Planning and Placement Center aids students in resume preparation and job search.

Housing

<http://www.uky.edu/Housing/>

Student Health Insurance

http://www.gradschool.uky.edu/StudentFunding/health_insurance.html

Health Services

<http://www.ukhealthcare.uky.edu/> and
<http://ukhealthcare.uky.edu/uhs/>.

Parking

<http://www.uky.edu/Parking/>

The Writing Center

<http://www.uky.edu/AS/English/wc/>

The Writing Center assists University of Kentucky students, faculty, and staff with the process of writing. Staffed by English graduate students, full-time instructors, part-time consultants, and undergraduate peer tutors, the Center offers free individual and group consultations on prewriting, writing, and rewriting, as well as on oral presentations. The Writing Center location: 5th floor West Wing of W.T. Young Library, Thomas D. Clark Study.

NOTICE: This information is accurate to the best of our knowledge as of 7/31/13. Students should be alert to policy and procedure changes.

Appendix 1: MHA Independent Study Contract

University of Kentucky College of Public Health Prospectus for Research/Independent Study Credit Hours

Student Name: _____ Student ID _____

Semester/Year: _____ Fall _____ Spring _____

First Summer _____ Second Summer _____

A SEPARATE FORM MUST BE COMPLETED FOR EACH COURSE EACH SEMESTER OF ENROLLMENT

- CPH 649 Independent Studies in Health Behavior (1-3) credit hours*
- CPH 719 Independent Studies in Epidemiology (1-3) credit hours*
- CPH 729 Independent Studies in Occupational/Environmental Health (1-3) credit hours*
- CPH 739 Independent Studies in Biostatistics (1-3) credit hours*
- CPH 759 Independent Studies in Health Services Management (1-3) credit hours*
- CPH 779 Independent Studies in Public Health (1-3) credit hours*
- CPH 996 Public Health Project or Dissertation Research (0-12 credit hours)
- CPH 999 Directed Studies in Public Health (Dr.P.H. students only) (1-3) credit hours*
- PM 790 Research in Preventive Medicine and Public Health (1-3) credit hours*
- HA 785 Independent Study in Health Administration (1-3) credit hours*

Instructor Name _____ Section Number _____

* May be repeated to a maximum of six (6) credit hours

Objectives to be Met: _____

Describe the method of study, description of experience planned, work product and method of evaluation: _____

Signature of Student _____ Date _____

Signature of Faculty _____ Date _____

Appendix 2: Certification for Internships

REQUIREMENT	ACTIVITY	DOCUMENTATION
<i>Sexual Harassment Training</i>	Sexual harassment is defined generally in terms of the following: unwanted sexual advances, requests for sexual favors, or other verbal or physical actions of a sexual nature. Complaints should be reported to one of these three individuals within the college: Dr. William Pfeifle, Director of Graduate Studies and Associate Dean Academic and Student Affairs, or Laverne R. Carter, Director of Admissions. All students are required to complete the on-line training at http://www.uky.edu/EVPFA/EEO/pdf/StudentsTraining.pdf	Please provide a copy of your certificate to the Admissions/Student Affairs office.
<i>CPR Training</i>	Students must be certified by an approved CPR training program before or soon after enrollment in the College of Public Health. Students are required to annually update their certification. There are several programs available that provide CPR training; however, the College requires that the American Heart Association endorse the program, http://www.americanheart.org or http://www.redcross.org .	Please provide a copy of your certificate to the Admissions/Student Affairs office.
<i>Blood Borne Pathogen Training and Policy</i>	The Blood borne Pathogen Training is based on the OSHA Blood borne Pathogen Standard which was written to protect workers who are exposed to human blood and body fluids. This on-line training session can be found at http://ehs.uky.edu/classes/classes_ohs_0001.php#bloodborne_pathogens_general .	Please provide a copy of your certificate to the Admissions/Student Affairs office.
<i>HIPAA (Health Insurance Portability and Accountability Act)</i>	HIPAA mandates training with respect to privacy and protection regarding patient health information. Training can be accessed through Blackboard, http://www.uky.edu/Blackboard/ . Click on Courses, Type in HIPAA in Course Search, Enroll in Public Health HIPAA Training, Instructors: Darrin Burchell, Laverne Carter.	Upon completion of the on-line quiz, please print and provide a copy to the Admissions/Student Affairs office.
<i>Immunizations</i>	Students are expected to have appropriate immunizations for protection of both the student and the public. Immunizations include: Tuberculosis Screening, MMR, Hepatitis B, Varicella (Chicken Pox), Tetanus, Diptheria, Acellular Pertussis (Tdap). Students living in UK residence halls are required to get documented Meningitis and Polio immunity. More information can be found at http://www.ukhealthcare.uky.edu/uhs/ . Students should bring complete written physician documentation of their immunizations to University Health Service, 830 South Limestone (1st floor of the Kentucky Clinic), phone number (859) 323-5823.	University Health Services will give two copies of compliance forms. Students provide the Admissions/Student Affairs office with one copy.
<i>Criminal Background Inquiry Form</i>	Consent to external background inquiry form. This form can be found at the end of your practicum manual, the Office of Admissions & Student Affairs, or on Blackboard.	Please submit the form with original signatures to the Office of Practice & Service.

Appendix 3: Social Media Guidance

What do you mean by social media?

Social media can include any media that allows a person to socialize electronically. Some examples of social media include MySpace, Facebook, Twitter, text messaging, emailing, Google, LinkedIn, and similar communication tools.

Why do we need guidance on using social media?

The presence of social media in the workplace necessitates some reflection on the possible implications for patient privacy. The guidance is provided, as are these FAQ's, to help members of the UK HealthCare workforce make wise decisions regarding the use of social media and to ensure the privacy of our patients.

Why shouldn't I accept a friend request from a patient?

Your relationship to the patient is professional in nature, as the patient's caregiver, and should not cross over into your social circle.

What if I was already friends with the patient before I became the patient's caregiver?

It is appropriate to remain friends with the patient, but you should refrain from discussing anything regarding the patient or the patient's care via social media.

My patient is a juvenile and the mother sent me a friend request. Can I be friends with her?

No, it is not appropriate to accept a friend request from a family member of a treatment in your care. If you were already friends with a family member of the patient prior to assuming care of the patient, you may remain friends with the family member but may not discuss the patient and/or the patient's treatment or care.

Why shouldn't I take pictures of my patients, or pose in pictures with them?

A photo graph of the patient represented protected health information that is not related to the treatment or care of the patient. Therefore, it is not appropriate to participate in this activity.

How could a simple comment become a violation of patient privacy?

One comment from you as caregiver might not contain identifying information, but the people who post in response after you might provide additional seemingly harmless pieces of information, all of which could add up to creating a privacy violation. For example, if you say "The Smiths are great people," and your friend adds "I hate that little Johnny has a broken leg," you've collectively identified John Smith as a patient, as well as a diagnosis.

Office of Corporate Compliance – UK