

# Master of Public Health Student Handbook

*2013 – 2014*

This Handbook offers an overview of the policies and procedures that affect students in the Master of Public Health degree program. However, it does not represent a contract with students as policies and procedures presented herein can change without notice. While not an official document, the Handbook is intended to serve as a guideline for the degree program within the context of the University of Kentucky Regulations and Procedures. Questions should be directed to the Director of Graduate Studies or to the Director of Admissions. The College is headed by a Dean and a staff of administrators.

# *Preface*

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This Handbook offers an overview of the policies and procedures that affect students in the Master of Public Health degree program. However, it does not represent a contract with students as policies and procedures presented herein can change without notice. While not an official document, the Handbook is intended to serve as a guideline for the degree program within the context of the University of Kentucky Regulations and Procedures. Questions should be directed to the Director of Graduate Studies or to the Director of Admissions. The College is headed by a Dean and a staff of administrators.

## **University of Kentucky College of Public Health's Mission Statement**

As a component of Kentucky's land grant institution, the Mission of the College of Public Health at the University of Kentucky is to apply comprehensive health approaches to understand better and to help reduce the burdens and disparities of health problems on individuals, families and communities.

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## *Letter from the Dean*

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Dear M.P.H. Students:

I am pleased that you have decided to attend the University of Kentucky to pursue a Master of Public Health degree from the College of Public Health. The faculty and staff of the College of Public Health, welcome you to the University, the College and congratulate you on choosing a most important and exciting field of study. We are proud of the opportunity to contribute to improving the health status of Kentucky's citizens, by training the next generation of public health leaders. Providing you and your peers with a solid educational foundation is an important responsibility, and one that we take seriously.

Public health has had a resurgence of interest among the public, the healthcare community, and policy-makers in recent years. As we focus on the premise that prevention of disease is the best approach to controlling costs and improving the health status of populations, more and more individuals who want to make a contribution to society see careers in public health as an avenue to accomplish their goals.

Since the founding of the Johns Hopkins School of Public Health in 1916, we have seen a growth in the number of schools dedicated to population-based approaches to improving the health of populations. Our College of Public Health joins more than 45 other accredited schools in providing degree programs that allow students to prepare for exciting careers in public health. Through our efforts in education, research and service, our mission at the University of Kentucky College of Public Health is to make Kentucky, the nation, and the world a healthier place to live. We have a new, vibrant, and exceptional opportunity to work with the many academic programs and resources of the University to contribute to its efforts to become a top 20 public research university by 2020. We are delighted that you have decided to join us, a recently ranked Top 25 School of Public Health, and we look forward to helping you prepare for your future.

Regards,



Stephen W. Wyatt, D.M.D, MPH  
Dean, University of Kentucky College of Public Health



# *The University of Kentucky*

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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. As the Commonwealth's comprehensive institution of higher learning, it is charged with a statewide mission in higher education, research, and service. The University ranks among the top 70 U.S. research universities, according to the Carnegie Foundation for the Advancement of Teaching.

From an enrollment of 273 students in 1876, the University has grown to include over 30,000 students. There are 90 program areas awarding doctoral degrees in 61 fields, masters degrees in 120 fields, and 5 specialist degrees. Currently, more than 5800 graduate students per year are enrolled in these degree programs and other advanced study programs which are centrally administered by the Graduate School. There are over 8,000 faculty and staff members on the Lexington campus alone. UK is the largest single employer in the Lexington-Fayette County area.

The University is organized under a Provost, who is responsible for the academic programs of all colleges. They include Agriculture, Architecture, Arts and Sciences, Business and Economics, Communications, Education, Engineering, Fine Arts, The Graduate School, Human Environmental Sciences, Law, Library and Information Sciences, Social Work, Health Sciences, Dentistry, Medicine, Nursing, Pharmacy, and Public Health. The University of Kentucky Albert B. Chandler Hospital, which provides comprehensive treatment to patients, and extensive teaching opportunities for the health professions colleges is located in close proximity to central campus.

## **History**

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 Commonwealth of Kentucky's Council on Higher Education. It was originally designed to provide academic support for medical residents in the Department of Preventive Medicine's programs in general preventive medicine and occupational medicine. However, the program was later made available to individuals who met admission

requirements and demonstrated a career interest in public health. The program offered its first graduate courses that same year, and awarded its first MSPH degree in 1989. There are over 75 graduates of the MSPH program.

With the advent of the University of Kentucky School of Public Health, the public health degree officially became the Master of Public Health (MPH) degree in January 2000. The first full MPH class of students was accepted for the Fall 2000 semester, and the first sixteen graduates were honored in a formal ceremony in May, 2002.

On May 4, 2004, the Board of Trustees granted college status to the school making it the sixth college at the University of Kentucky Chandler Medical Center and the first new college at UK in nearly 40 years. In May 2005, the University of Kentucky College of Public Health received full accreditation from the Council on Education for Public Health (CEPH), the agency that is sanctioned by the Department of Education to accredit schools/colleges of public health. In October, 2010, the College of Public Health was re-accredited for a seven-year term, extending to December 31, 2017.

## **Location**

The University of Kentucky College of Public Health is based in the College of Public Health Building at 111 Washington Avenue. Many core faculty, the academic departments, the College's Dean, and the Admissions/Student Affairs Office are located at that site. Students are advised to familiarize themselves with the Washington Avenue location in order to utilize the services and resources available through the UKCPH's faculty and staff.

The College of Public Health is located in close proximity to a number of public health and health administration organizations. The college is only 30 miles from the state capitol in Frankfort, which has facilitated close interaction with various state agencies, the use of state personnel as preceptors, and the development of research and service contracts. State officials serve on the college's advisory committees and hold voluntary faculty appointments in the college.

## *MPH Core, Cross-Cutting and Discipline Specific Competencies*

The MPH program faculty has identified competencies for the core curriculum instruction and related program assessment. All students are expected to have developed the following competencies upon completion of the MPH Program.

### **Five Core courses and CPH 663**

1. Assess population-based health problems from the perspective of multiple public health science disciplines.
2. Propose potential solutions to public health problems based on an understanding of ecological approaches, essential public health services, and social, behavioral, environmental, and biological factors that contribute to the problem.
3. Identify basic theories, concepts and models from a range of social and behavioral disciplines that are used in public health research and practice.
4. Identify the causes of social and behavioral factors that affect health of individuals and populations.
5. Identify the main components and issues of the organization, financing, and delivery of health services and public health systems in the U.S.
6. Apply the principles of planning, staffing, managing and evaluation in organizational and community initiatives.
7. Apply quality and performance improvement concepts to organizational performance.
8. Explain the importance of epidemiology for informing scientific, ethical, economic and political discussion of health issues.
9. Use basic terminology and definitions of epidemiology.
10. Identify key sources of data for epidemiologic purposes.
11. Calculate basic epidemiologic measures and draw appropriate inferences.
12. Describe the federal and state regulatory programs, guidelines, and authorities that control public health.
13. Describe the genetic, physiologic, and psychosocial factors that affect susceptibility to adverse health outcomes following exposure to environmental hazards.

14. Explain approaches for assessing, preventing, and controlling environmental hazards that pose risks to human health and safety.
15. Describe basic concepts of probability, random variation, and commonly used statistical probability distributions.

### **Cross-Cutting Competencies**

1. Organize and deliver effective written and verbal communications about public health activities using appropriate communication strategies to professionals, labor, industry, the general public and the media.
2. Use evidence based principles and scientific knowledge effectively when involved in evaluation and decision-making in public health.
3. Manage potential conflicts of interest encountered by practitioners, researchers, and organizations.
4. Collaborate in interprofessional partnerships to implement organizational initiatives at the individual, organizational, and community level.
5. Apply ethical principles to public health program planning, implementation and evaluation.

### **MPH Concentration-Specific Competencies**

Departments offering concentrations in the MPH program have identified competencies that students concentrating in that area are expected to have developed by program completion. These competencies go beyond the core competencies identified above that all students are expected to have attained. The concentration-specific competencies are the basis of both instruction and assessment.

### *Biostatistics*

1. Apply the basic concepts of probability, random variation, and commonly used probability distributions.
2. Apply and interpret common univariate and multivariate statistical methods for inference.
3. Recognize the assumptions and limitations of common statistical methods and choose appropriate approaches for analysis.
4. Develop written and oral presentations based on statistical analyses for both public health professionals and educated lay audiences.

### *Environmental Health*

1. Prepare small scale studies that evaluate interventions that reduce occupational and environmental risks to targeted populations.
2. Critique scientific literature in occupational and environmental health to determine its relevance to advancing practice-based strategies that reduce threats from environmental and occupational hazards.
3. Propose engineering, educational, policy and enforcement strategies that reduce occupational and environmental health risks in populations.
4. Summarize the role of policy, regulation and enforcement to prevent, modify and remove environmental and occupational hazards and risks.
5. Construct working groups and teams from different backgrounds to improve the public's health when threatened by environmental and occupational health hazards.

### *Epidemiology*

1. Assess public health problems in terms of magnitude, person, time and place.
2. Evaluate the strengths and limitations of epidemiologic reports.
3. Identify basic ethical and legal principles pertaining to the collection, maintenance, use and dissemination of epidemiologic data.
4. Identify the principles and limitations of public health screening programs.

### *Health Behavior*

1. Demonstrate proficiency in applying planning frameworks, theories, concepts, and models used for intervention at the individual-level, the community-level, and the societal level.
2. Utilize qualitative and quantitative methods to identify disparate health outcomes and develop culturally relevant strategies for preventing and/or eliminating them.
3. Demonstrate proficiency in knowledge and critical reasoning needed for health promotion research and practice, and describe ecological approaches of public health behavior problems and programs.
4. Assess the effectiveness of an existing program through the application of evidence-based approaches as they pertain to the development and evaluation of social and behavioral science interventions.

### *Health Services Management*

1. Organize and lead population health improvement activities within defined lines of responsibility, authority, communication, and governance.
2. Develop productive inter-organizational relationships with key stakeholders in the public and private sectors that influence population health.
3. Develop and implement organizational strategic planning and community health improvement processes that take into consideration population health needs, public preferences, political dynamics, and the availability of resources.
4. Select appropriate principles of budgeting and financial management to apply to the operation of public health organizations and activities
5. Use principles of evidence-based public health to design and implement policies, programs, and strategies to improve population health
6. Evaluate the health and economic impact of public health strategies in relation to established goals and objectives

## *Course Listings/Core Curriculum*

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<b>Core Courses</b>		<b>15</b>
CPH 604	Public Health and Disease Prevention	3
STA 580	Biostatistics I	3
CPH 601	Occupational/Environmental Health I	3
CPH 605	Epidemiology	3
CPH 650	Management of Public Health Organizations	3
<b>Overview Course - Required</b>		
CPH 663	Public Health Practice and Administration	3
Recommended enrollment student's first semester		
<b>Research Hours Elective</b>		
CPH 647 or equivalent	Health Behavior, Health Services Management, and Environmental Health	3
Biostatistics and Epidemiology will derive their 3 credit hours from a list of electives		
<b>Required Field Experience</b>		
CPH 609	Field Practicum	3
<b>Capstone Course</b>		
CPH 608	Capstone	3
<b>Courses Required in Concentration Area</b>		
Varies by concentration		15
<b>Total</b>		<b>42</b>



## *Biostatistics Curriculum*

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CPH 630	Biostatistics II	3
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### **Electives I\*\* (3 courses required)**

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CPH 535	Database and SAS Programming or	
BST 639	Computing Tools	3
CPH 631	Design and Analysis of Health Surveys	3
CPH 632	Mixed Models in Public Health	3
CPH 636	Data Mining in Public Health	3
CPH 664	Design and Analysis of Clinical Trials	3
BST 655	Statistical Genetics	3
BST 761	Time to Event Analysis	3

### **Electives II\*\* (2 courses required)**

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CPH 535	Database and SAS Programming	3
CPH 631	Design and Analysis of Health Surveys	3
BST 655	Statistical Genetics	3
CPH 636	Data Mining in Public Health	3
CPH 664	Design and Analysis of Clinical Trials	3
CPH 712	Advanced Epidemiology	3
BST 675	Biometrics I	4
BST 676	Biometrics II	4
BST 760	Advanced Regression Analysis	3
BST 761	Time to Event Analysis	3
BST 762	Longitudinal Data Analysis	3
BST 763	Analysis of Categorical Data	3
STA 673	Distribution Free Statistical Inference	2
STA 677	Applied Multivariate Methods	3
INF 520	Bioinformatics	3

\*To concentrate in Biostatistics, an undergraduate course in Calculus is a prerequisite. Undergraduate courses in Computer Programming and Statistical Methods are highly recommended as prerequisites.

\*\*Courses cannot count for both Electives I and II simultaneously.

## Biostatistics Curriculum Overview

Students interested in pursuing a Master's Degree in Public Health with a concentration in Biostatistics.

1. One semester of calculus is required for all students pursuing a biostatistics concentration. Undergraduate courses in computer programming and statistical methods are highly recommended.
2. All students pursuing a MPH Degree must take each of the introductory courses in all five of the core areas and the required CPH 663 course, Public Health Practice and Administration.
3. Students who wish to complete a concentration in Biostatistics are strongly encouraged to take Biostatistics I (STA 580) in their first semester and Biostatistics II (CPH 630) in their second semester.

4. Students pursuing a concentration in Biostatistics are required to take three elective courses from the list:

- Databases and SAS Programming (CPH 535)
- Design and Analysis of Health Surveys (CPH 631)
- Design and Analysis of Clinical Trials (CPH 664)
- Data Mining in Public Health (CPH 636)
- Statistical Genetics (CPH 633).

Students interested in careers in industry are strongly encouraged to take CPH 664.

5. Students pursuing a concentration in Biostatistics are required to take two additional elective courses from the list:

- Databases and SAS Programming (CPH 535)
- Design and Analysis of Health Surveys (CPH 631)
- Data Mining in Public Health (CPH 636)
- Design and Analysis of Clinical Trials (CPH 664)
- Advanced Epidemiology (CPH 712)
- Biometrics I (BST 675)
- Biometrics II (BST 676)
- Advanced Regression (BST 760)
- Time to Event Analysis (BST 761)
- Longitudinal Data Analysis (BST 762)
- Analysis of Categorical Data (BST 763)

- Distribution Free Statistical Inference (STA 673)
- Applied Multivariate Methods (STA 677)
- Bioinformatics (INF 520)

There may be other courses offered by the Graduate School that could serve as an elective in Biostatistics.

**However, students wishing to take a course as a substitute for one of the biostatistics electives must have the change approved in advance by the Department Chair.**

6. Students concentrating in Biostatistics will be expected to complete a field practicum (CPH 609) but must complete four of the five MPH core courses including STA 580 before beginning the Practicum. Completion of CPH 630 is also highly recommended prior to the practicum.
7. Finally, students concentrating in Biostatistics will satisfy their capstone requirement by taking CPH 608-002 (Biostatistics Section). By CPH rules a student can appeal this requirement and instead with permission of the Department complete a capstone after taking the course CPH 608-001(general MPH capstone section). In both cases a final oral examination is required to satisfy this requirement.
8. Students who take four courses a semester are able to complete the program in four semesters. On average, it will take full-time (3 courses/semester) students four semesters and a summer session to complete the MPH degree with a concentration in Biostatistics.

Class hours are as follows for curriculum selected:

1. MPH Core courses	15 hours
2. Required course CPH 663	3 hours
3. Required area course: Biostatistics II, CPH 630*	3 hours
4. Elective courses in Biostatistics*	15 hours
5. Practicum Field Experience CPH 609	3 hours
6. Capstone Course CPH 608	3 hours
7. Minimum total hours	42 hours

**\*ONE of the electives plus CPH 630 satisfies the Research Hours requirement for the MPH degree.**

The following represents a sample schedule for a Biostatistics Concentrator.

**First Semester (Fall)**

CPH Core Course  
STA 580 Biostatistics I  
CPH 605 Epidemiology  
CPH 663 Public Health Practice/Admin

**Third Semester (Fall)**

CPH Core Course  
CPH 664 Clinical Trials\*  
BST 761 Time to Event Analysis\*  
CPH 609 Practicum

**Second Semester (Spring)**

CPH Core Course  
CPH 630 Biostatistics II  
CPH 712 Advanced Epidemiology  
CPH 535 Database & SAS Programming

**Fourth Semester (Spring)**

CPH 663 Statistical Genetics\*  
CPH 608-002 (Biostatistics Section)  
Approved Biostatistics Elective (if needed)

\*Can be substituted for an approved Biostatistics Elective

## *Environmental Health Curriculum*

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CPH 601	Environmental Health	3
CPH 620	Occupational Health	3
CPH 622	Toxic Agents and Their Implications in Public Health	3
	Seminar (each semester)	0

### **Electives**

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CE 555	Microbial Aspects of Environmental Engineering	3
CPH 610	Injury Epidemiology and Control	3
CPH 614	Managerial Epidemiology	3
CPH 617	Occupational and Environmental Epidemiology	3
CPH 728-A	Special Topics in Occ/Env Health: Health of Agricultural Populations	3
CPH 728-B	Special Topics in Occ/Env Health: Advanced Agricultural Health	3
CPH 729	Independent Study in Occupational & Environmental Health	1-3
CPH 790	Water Sanitation and Health	3
5XX TBA	The Health of Kentuckians (new, under development)	3
CPH 695	Public Health Practice through Service Learning	3
CPH 662	Public Health Response to Terrorism & Disaster	3
ENT 561	Insects Affecting Human and Animal Health	3
BIO 582	Virology	3
TOX 509	Biochemical and Environmental Toxicology	3
TOX 680	Molecular Mechanisms in Toxicology	5
KHP 515	Anatomical and Mechanical Kinesiology	3
KHP 615	Biomechanics	3
KHP 618	Work Hardening & Ergonomics	3
PHY 472G	Interaction of Radiation with Matter	3
RM 545	Radiation Hazards and Protection	3

Other electives are permissible. Check with your Academic Advisor.

Students focusing on Environmental Health must complete the area requirements listed above and choose, in consultation with their academic advisor and/or Department Chair, additional courses from the list of electives that will meet the student's educational and career objectives.

## Environmental Health Curriculum Overview

Students pursuing a MPH with a concentration in Environmental Health...

- should take Environmental Health I (CPH 601) in their first semester.
- should take CPH 620, “Occupational Health I”, in their second semester.
- are required to take three elective courses (9 semester hours). Courses outside of the Department of Preventive Medicine and Environmental Health may complement students’ academic and professional goals. Students wishing to take a course as a substitute for one of the environmental health electives must have the change approved in advance by the Department Chair.
- attend Departmental seminars. Seminars in Occupational and Environmental health are offered 4 times each semester. Seminars are usually held at lunch time; attendance is expected; zero credit hours.
- must complete a field practicum and a capstone experience. The capstone will include a project paper with an oral defense.

On average, full-time students need four semesters and a summer session to complete the MPH degree. For part-time students, completion varies from 3 ½ to 5 years.

## Curriculum Summary

The 5 MPH core courses:

1. Epidemiology, CPH 605	3
2. Biostatistics, STA 580	3
3. Public Health Dis & Prevention, CPH 604	3
4. Env Health, CPH 601	3
5. Mgmt. of Public Health Organizations, CPH 650	3

Public Health Practice, CPH 663 3

Research Methods, CPH 647# 3

The two remaining EH Area Requirements

1. Occ Health, CPH 620	3
2. Toxic Agents, CPH 622	3

EH elective 3

EH elective 3

EH elective 3

Capstone, CPH 608 3

Practicum Field Experience, CPH 609 3

Minimum total hours 42 hours

# Note: The research course, CPH 647, is offered in two sections, one taught by Health Behavior faculty and one taught by Health Services Management faculty. While either section of CPH 647 is acceptable, most EH students prefer the Health Behavior section.

## Occupational and Environmental Health Sample full time EH Schedule

### Year One

Fall - 12 Credit Hours	Completed	Spring - 12 Credit Hours	Completed
STA 580 Biostatistics I	3	CPH 650 Mgt of PH Orgs	3
CPH 604 Public Health & Dis Prev	3	CPH 620 Occ Health	3
CPH 663 Public Health Practice	3	CPH 605 Epidemiology	3
CPH 601 Env Health I	3	CPH 622 Toxic Agents	3
EH Seminar	0	EH Seminar	0

### Summer - 3 Credit Hours

CPH 609 Field Practicum	3
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### Year Two

Fall - 12 Credit Hours	Completed	Spring - 3 Credit Hours	Completed
CPH 647 Research Methods	3	EH Elective:	3
CPH 608 Capstone	3	*Capstone Presentation & Defense	0
EH Elective:	3	EH Seminar	0
EH Elective:	3		
EH Seminar:	0		

You must enroll for at least 9 semester hours to be full time in the MPH program.

Students should recognize that the MPH is a professional degree program and not all learning is tied to formal coursework; learning in a professional degree program occurs in informal learning environments such as seminars, discussions with faculty, etc.,. Seminar is considered a professional expectation, at zero credit hours.

\*The defendable copy of the Capstone must be delivered to your Capstone Committee no less than 10 days prior to the defense. Failure to meet this deadline will result in a rescheduling of your Capstone defense.

# *Epidemiology Curriculum*

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CPH 712	Advanced Epidemiology	3
CPH 630	Biostatistics II	3

## **Electives (3 courses required)**

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*Courses beyond the 3 required Epidemiology electives may be used as MPH research electives.*

CPH 610	Injury Epidemiology	3
CPH 612	Infectious Disease Epidemiology	3
CPH 613	Molecular Epidemiology, Cancer Prevention and Control	3
CPH 615	Cancer Epidemiology	3
CPH 617	Environmental and Occupational Epidemiology	3
CPH 662	Public Health Response to Terrorism & Disasters	3
CPH 711	Chronic Disease Epidemiology	3
CPH 713	Special Topics: Pharmacoepidemiology	3
CPH 718	Special Topics: Decision-Making in Health and Medicine	3
CPH 718	Special Topics: Epidemiology of Healthcare Assoc Infections	3
CPH 718	Special Topics: Social Epidemiology	3
CPH 718	Special Topics: Women's Health Epidemiology	3
CPH 718	Special Topics: Maternal and Child Health Info and Data Sys	3
CPH 718	Perinatal Epidemiology	3

*Biostatistics courses that may be used as Epidemiology electives*

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CPH 664	Biostatistics in Clinical Trials	3
CPH 631	Design & Analysis of Health Surveys	3
CPH 632	Mixed Models in Public Health	3
CPH 535	Databases & SAS Programming*	3

\* CPH 535 Databases & SAS Programming is highly recommended by CPH alumni for students with limited data management and programming skills.

## Epidemiology Curriculum Overview

Students interested in pursuing a Master's Degree in Public Health with a concentration in Epidemiology

- All students pursuing a Master's Degree in Public Health at the University of Kentucky must take each of the introductory courses in all five of the core areas of concentration and the required CPH 663 course, Public Health Practice and Administration. Students who wish to complete a concentration in Epidemiology are strongly encouraged to take both the introductory courses in Epidemiology and Biostatistics in their first semester.
- Area courses required of any student, desiring to complete a concentration in Epidemiology are: Advanced Epidemiology (CPH 712) and Biostatistics II (CPH 630). Students concentrating in Epidemiology should take both Advanced Epidemiology and Advanced Biostatistics in their second semester.
- Students pursuing a concentration in Epidemiology are required to take three elective courses in Epidemiology. Elective courses in Epidemiology are listed above. Students are encouraged to consider taking, Infectious Disease Epidemiology (CPH 612), Cancer Epidemiology (CPH 615), or Chronic Disease Epidemiology (CPH 711). Other courses offered by the Graduate School that may serve as an elective in Epidemiology, however, students wishing to take a course as a substitute for one of the epidemiology electives must have the course approved in advance by the Department Chair.
- Students concentrating in Epidemiology are expected to complete a field practicum and a capstone experience. The capstone experience includes a project paper with an oral defense. Epidemiology students are strongly encouraged to take the Epidemiology section of the Capstone Course (CPH 608) which is offered every Fall semester. This course aids the students in identifying a project concept, acquiring appropriate databases, and developing research methods for final completion and defense of the capstone.
- Students concentrating in Epidemiology, may find it difficult to complete all of the MPH core courses in the first two semesters. Therefore, students concentrating in Epidemiology who have completed the introductory and advanced courses in both Epidemiology and Biostatistics may request approval

from their Departmental Chair to engage in a practicum field experience.

- On average, it will take full-time students four semesters and a summer session to complete the MPH degree with a concentration in Epidemiology.

Class hours are as follows for curriculum selected:

1. Core courses	15 hours
2. Required course CPH 663	3 hours
3. Required area courses in Epidemiology	6 hours
4. Elective courses in Epidemiology	9 hours
5. MPH research elective	3 hours
6. Practicum Field Experience CPH 609	3 hours
7. Capstone Course CPH 608	3 hours
8. Minimum total hours	42 hours



## *Health Behavior Curriculum*

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CPH 643	Measuring Health Behavior	3
CPH 642	Ecological Perspectives on Health Behavior	3
CPH 647	Research Methods	3
CPH 648	Eliminating Racial and Ethnic Disparities	3

### **Selectives\***

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CPH 641	Public Health and Anthropology	3
CPH 644	Rural Health Disparities	3
CPH 645	Food Systems and Public Health	3
CPH 646	[Most sections, please refer to course catalog for specific offerings]	3
CPH 728	Health of Agricultural Populations	3

\* In rare instances, courses taught outside the Department of Health Behavior may be more appropriate for students who have selected a specific topical area. To receive HB selective credit for any non-HB course within the CPH, students need to obtain approval from their academic advisor. To receive HB selective credit for any course outside of the CPH, students must obtain approval from both their advisor and the department chair.

## Health Behavior Curriculum Overview

Students interested in pursuing a Master’s Degree in Public Health with a concentration in Health Behavior

- All students pursuing a Master’s Degree in Public Health at the University of Kentucky must take each of the introductory courses in all five of the core areas of concentration, CPH 647 - Research Methods, and CPH 663 - Public Health Practice and Administration.
- Students concentrating in Health Behavior are strongly encouraged to take the introductory course “Public Health and Disease Prevention” (CPH 604) in their first semester and CPH 643, “Measuring Health Behavior” in their second semester.
- Most required courses in Health Behavior are taught only once per year.
- Students pursuing a concentration in Health Behavior are required to take two selective courses (6 semester hours) in Health Behavior. In rare instances, courses taught outside the Department of Health Behavior may be more appropriate for students who have selected a specific topical area. To receive HB selective credit for any non-HB course within the CPH, students need to obtain approval from their academic advisor. To receive HB selective credit for any course outside of the CPH, students must obtain approval from both their advisor and the department chair.
- Students concentrating in Health Behavior will be expected to complete a field practicum and a capstone experience. The capstone will include a project paper with an oral defense. Students must sign up for the Health Behavior section of CPH 608.
- On average, it will take full-time students four semesters and a summer session to complete the MPH degree with a concentration in Health Behavior.

Class hours are as follows for curriculum selected:

1. Core courses	15 hours
2. Required course CPH 663	3 hours
3. Area Requirements in Health Behavior	12 hours
4. Two Selective courses	6 hours
5. Required Capstone Course CPH 608-HB section	3 hours
6. Practicum Field Experience CPH 609	3 hours
7. Minimum total hours	42 hours

## Sample HB Schedule

### Year One

Fall - 12 Credit Hours	Completed	Spring - 12 Credit Hours	Completed
CPH 601 Occupational and Environmental Health ■		CPH 643 Measuring Health Behavior ♦	
CPH 604 Pub Health & Dis Prevention ■		CPH 605 Epidemiology ■	
CPH 650 Management of PH Orgs ■		STA 580 Biostatistics ■	
CPH 663 Public Health Practice ♦		CPH 622 Toxic Agents	
		HB Selective	
		• CPH 644 Rural Health Disparities	
		• CPH 641 Pub Health and Anth	
		• CPH 645 Food Systems Malnutr (Note: CPH 641 and 645 are offered in alternating years)	
		• CPH 646 - Most Sections	

### Summer - 3 Credit Hours

CPH 609 Field Practicum ♦

### Year Two

Fall - 9 Credit Hours	Completed	Spring - 9 Credit Hours	Completed
CPH 647 Research Methods for Public Health ♦		CPH 608 Capstone Class, HB section ♦	
CPH 642 Ecological Perspectives on Health Behavior ♦		CPH 648 Health & Culture (Eliminating Racial and Ethnic Disparities) ♦	
HB Selective:	OR	HB Selective:	
• CPH 646 - Most Sections		• See Spring year one for choices	
• CPH 728 - Health of Agricultural Pop			
■ Required Course			
♦ Program Requirement			

## *Health Services Management Curriculum*

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HA 637	Health Finance	3
Or		
HA 635	Management Accounting for Health Care Orgs	3
CPH 647	Research Methods	3

### **Electives (4 Courses / 12 Credit Hours Required)**

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CPH 614	Managerial Epidemiology	3
CPH 631	Design and Analysis of Health Surveys	3
CPH 644	Rural Health Disparities	3
CPH 646	Program Evaluation	3
CPH 648	Health and Culture	3
CPH 653	Public Health Law and Policy	3
CPH 660	Geographical Information Systems in Public Health	3
CPH 662	Public Health Response to Terrorism and Disasters	3
CPH 728	Health of Agricultural Populations	3
CPH 740	Maternal and Child Health	3
CPH 751	Global Public Health	3
CPH 758	Special Topics: Public Health Policy and Governance	3
CPH 758	Special Topics: Social Marketing	3
CPH 779	Independent Studies in Health Services Management	1-3
HA 624	Health Information Systems	3
HA 603	Legal Aspects of Health Administration	3
HA 636	Health Economics	
HA 673	Health Policy	

\*The Health Services Management Curriculum is under construction to better prepare students for the workforce. While not yet required, students are strongly encouraged to take these courses.

- HA 636 Health Economics
- CPH 653 Public Health Law and Policy
- OR
- CPH 758 Health Policy

## Health Services Management Curriculum

- All students pursuing a Master of Public Health at the University of Kentucky must take each of the introductory courses in all five of the core areas of concentration and the required CPH 663 course, Public Health Practice and Administration. Students who wish to complete a concentration in Health Services Management (HSM) are strongly encouraged to take the core course in HSM (CPH 650) and CPH 663 in their first semester.
- The area courses required of any student who plans to complete a concentration in HSM are CPH 655, Public Health Finance and Accounting (prerequisite is CPH 650) or HA 635, Management Accounting, and CPH 647, Research Methods. Students concentrating in HSM should complete the HSM concentration course and the Research Methods course in their second or third semester. There is a separate section of the Research Methods course for HSM concentrators.
- Students pursuing a concentration in HSM are required to take four elective courses (12 credit hours) in HSM. At least two elective courses are currently being offered each semester. Elective courses in HSM are listed above. Four courses offered in the Master of Health Administration program can fulfill elective requirements. They are HA 603: Health Law, HA 673: Health Policy, HA 624: Health Information Systems, and HA 636: Health Economics.
- Students concentrating in HSM will be expected to complete a field practicum. Normally, students must have completed all core courses before the practicum.
- Students concentrating in HSM must complete a capstone experience. This will include a project paper and an oral defense. See the Capstone section of this manual for additional information.
- On average, it will take full-time students four semesters and a summer session to complete the MPH degree with a concentration in HSM.

Class hours are as follows for the HSM curriculum:

1. Core courses	15 hours
2. Required course (CPH 663)	3 hours
3. Required area course in HSM (CPH 652/HA 635)	3 hours
4. Required research methods course (CPH 647)	3 hours
5. Elective courses in HSM	12 hours
6. Practicum/Field Experience (CPH 609)	3 hours
7. Capstone Course (CPH 608)	3 hours
8. Minimum total hours	42 hours

## Research and Special Topics Courses

In addition, students in any area of concentration may take the following courses to receive credit for working on research or special projects. These courses are variable credit, must be taken in sequence, and must be completed per contract with a supervising faculty member:

CPH 646 Special Topics in Health Behavior	1-3
CPH 649 Independent Studies in Health Behavior	1-3
CPH 718 Special Topics in Epidemiology	1-3
CPH 719 Independent Studies in Epidemiology	1-3
CPH 728 Special Topics in Occ/Env Health	1-3
CPH 729 Independent Studies in Occ/Env Health	1-3
CPH 738 Special Topics in Biostatistics	1-3
CPH 739 Independent Studies in Biostatistics	1-3
CPH 758 Special Topics in Hlth Svc Management	1-3
CPH 759 Independent Studies in Hlth Svc Management	1-3
CPH 778 Special Topics in Public Health	1-3
CPH 779 Independent Studies in Public Health	1-3

## Other Public Health Courses\*

CPH 695 Public Health Practice through Service Learning	3
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\*Students should consult with the Department Chair for course approval toward your area of concentration.

# *MPH Core Course Descriptions*

## Required Core Courses

### **CPH 604 PUBLIC HEALTH AND DISEASE PREVENTION (3)**

This course will demonstrate how changes in health behavior can and do impact population-level indicators of morbidity and mortality. Students will acquire the necessary tools to identify priority needs for health promotion, design community-based programs, and to implement and evaluate these programs. Students will be able to make clear linkages between health promotion practices and the overarching goals of public health. Selection and design of strategies will be achieved through an understanding of theory-based approaches that have been widely applied in health promotion research. Because theory and practice are driven by research, the course will also introduce students to examples of health promotion research (both methods and findings will be emphasized). Finally, the course will introduce students to various methods that can be used to evaluate health promotion programs.

### **STA 580 BIOSTATISTICS (3)**

Primarily statistics in the biological, behavioral and social sciences, this course is an introduction to methods of analyzing data from experiments and surveys; the role of statistics in research, statistical concepts and models; probability and distribution functions; estimation; hypothesis testing; regression and correlation; analysis of single and multiple classification models; analysis of categorical data. Lecture, three hours/week; laboratory, two hours/week. Prereq: MA 109 or equivalent.

### **CPH 601 OCCUPATIONAL AND ENVIRONMENTAL HEALTH I (3)**

This course is an overview of occupational and environmental health problems, toxicology related to the work place and other environments, industrial hygiene, safety, and other topics relevant to environmental health. Lecture, three hours/week. Prereq: PHA 603 and PGY 502 or equivalents, or consent of instructor.

### **CPH 605 EPIDEMIOLOGY (3)**

In this course students are taught the principles and methods of epidemiologic investigations, research

methodology, and statistical integration. Major topics include etiologic factors of disease and injury, the distribution of health problems within populations, levels of prevention, and the concept of risk. The design of retrospective, cross-sectional and prospective studies are examined to illustrate odds ratio, relative risk, life tables, and person-years. Students are required to complete and submit a research proposal, present a topic paper, and serve as a co-facilitator for an article discussion.

### **CPH 650 MANAGEMENT OF PUBLIC HEALTH ORGANIZATIONS (3)**

This course teaches the theories and practice of administration as they are applied in public health settings. It addresses knowledge and applications of the functions of public health management and their relationship to organizational effectiveness.

### **CPH 608 CAPSTONE (3)**

To be successful in the MPH degree program and the profession, students are expected to demonstrate excellence in communication skills both orally and in writing. The “manuscript” format for the capstone project is intended to familiarize students with the rigors of preparing manuscripts for professional journals. This course provides course credit for students who successfully complete the MPH capstone project and oral final examination.

This course is designed to enable each Master of Public Health (MPH) student to complete a culminating experience as the final requirement for the MPH degree. The culminating experience is the Graduate School Plan B, non-thesis option “Capstone Project.” The capstone project represents the culmination of a major practice or research activity and consists of a formal written manuscript that will become part of the University of Kentucky’s archives through UKnowledge, a formal public presentation open to the College’s students and faculty, and an oral examination consisting of questions by the student’s capstone committee. The project is an opportunity to integrate coursework and field experience into a singular applied project that demonstrates proficiency. The project must be a well-reasoned contribution in a discipline of public health in the student’s chosen field of concentration(s) and reflect specific in-depth interests and career goals of the student.

### CPH 609 PUBLIC HEALTH PRACTICUM (3)

All MPH students are required to complete CPH 609 “Master of Public Health Field Practicum” (3 credits), which includes a minimum of 200 hours of field work typically in a local, district, or state health department. Students should register for the practicum course in the semester following the successful completion of CPH 663 plus four of the five core courses. A series of mandatory didactic sessions, designed to prepare students for a successful experience, will be held early in the fall and spring semesters of each year. Practicum processes will be described and students will receive the Practicum Handbook at the first didactic session.

Before students can begin their field work, they are expected to have appropriate immunizations for protection of both themselves and the public. Immunizations include: Tuberculosis Screening, MMR, Hepatitis B, Varicella (Chicken Pox), Tetanus, Diphtheria, Acellular Pertussis (Tdap). Students living in UK residence halls are also required to provide documentation that they have had Meningitis and Polio immunizations. More information can be found at <http://www.ukhealthcare.uky.edu/uhs/>. Students should make an appointment with University Health Services (323-5823) to have their immunization compliance verified (complete written physician documentation necessary to verify) or updated to meet compliance. While students can wait until they are enrolled in the practicum to make an appointment with University Health Services, it is strongly advised that they take care of immunization compliance upon enrollment in the MPH program. Submitting the University Health Services immunization compliance form to the Office of Admissions early ensures timely placement in the practicum.

Oftentimes students do not finish their field work during the semester for which they register for CPH 609. In those instances in which the field practicum extends beyond the academic semester initially enrolled, a grade of “I” will be assigned if progress in the course is demonstrated through submission of at least one interim report per semester. The “I” grade must be replaced by a regular final letter grade within 12 months of the end of the academic term in which the “I” grade was awarded. The “I” grade will not affect the student’s grade point average and, once replaced by a regular final letter grade, will not appear on the student’s transcript.

### CPH 647 RESEARCH METHODS FOR PUBLIC HEALTH (3)

This course provides the student with basic knowledge about the design and analysis of research in the field of health promotion. The theory, design, applications, and analytic strategies used for various types of research are presented in a sequential format. Goals of the course include: 1) gaining the ability to critically evaluate research in health promotion practice, 2) achieving competence in research methodology, and 3) understanding the conceptual application of analytic techniques to data.

### CPH 663 PUBLIC HEALTH PRACTICE AND ADMINISTRATION (3)

Emphasizes the practical application of the principles of health care organization to public health at the national, state, and local levels. Course objectives reflect an overview of the principles of managing a public health organization: legal basis of public health, organization and delivery of public health services, health planning and community needs assessment, epidemiological approach to diseases, methods for chronic and infectious disease control, future changes that can impact the provision of public health services, etc.

# Concentration Area Course Descriptions

## Biostatistics

### CPH 535 DATABASE AND SAS PROGRAMMING (3)

Teaches the construction and maintenance of databases with applications to public health and how to program in SAS, the leading statistical analysis system. SAS skills include report writing, MACRO writing, and programming using SAS Intranet.

### CPH 630 BIostatISTICS II (3)

Emphasizes statistical methods used in public health studies. This includes receiver operator curves, multiple regressions, logistic regression, confounding and stratification, the Mantel-Haenzel procedure, and the Cox proportional hazards model.

### CPH 631 DESIGN AND ANALYSIS OF HEALTH SURVEYS (3)

Design and analysis issues associated with well-known national health surveys, including reliability and validity of measurements, instrument validation, sampling designs, weighting of responses, and multiple imputations. Students will learn how to use statistical software to analyze data from complex survey designs.

### CPH 632 MIXED MODELS IN PUBLIC HEALTH (3)

Presents statistical techniques for analyzing those longitudinal studies in public health that involve repeated measures and random effects. This course will cover multilevel regression models, Poisson regression models, logistic models with random effects, crossover experiments, and nonlinear pharmacokinetic models.

### CPH 636 DATA MINING IN PUBLIC HEALTH (3)

This course familiarizes students with statistical techniques for and practical issues associated with the exploration of large public health data sets. Emphases are placed on the development of models from such data sets and on the effective communication of one's findings.

Prerequisites: STA 570/STA 580 and CPH 535, or consent of instructor.

### CPH 664 DESIGN AND ANALYSIS OF CLINICAL TRIALS (3)

An overview of clinical research design and analysis. Phase I-IV clinical trials, parallel groups design crossover trials, and group sequential trails. Sample size determination and interim stopping rules. Discussion of randomization,

treatment masking, confounding, stratification, multiple endpoints, surrogate endpoints and random effects, prognostic factor analysis, and meta-analysis.

### CPH 712 ADVANCED EPIDEMIOLOGY (3)

Provides an in-dept understanding of the evidence needed to show causal relationships and epidemiologic theories, concepts and tools used to establish causal relationships.

### BST 639 COMPUTING TOOLS (3)

Introduction to statistical and epidemiologic software technologies commonly used for the collection, management, and analysis of data. It is designed to prepare first year students for further coursework and dissertation research.

### BST 675 BIOMETRICS I (4)

This course, the first of a two-semester sequence in biometrics, introduces probability, discrete random variables, continuous random variables, and sampling distributions.

### BST 676 BIOMETRICS II (4)

This course, the second of a two-semester sequence in biometrics, introduces techniques for constructing and evaluating point estimators, hypothesis testing procedures, and interval estimators.

### BST 760 ADVANCED REGRESSION ANALYSIS (3)

This course provides an introduction to theoretical methods and applications of linear and generalized linear models. Regression methods for normally distributed outcomes will provide a discussion of experimental design, design matrices, and modes of parametric inference for the linear model. Students will learn to apply these concepts in sophisticated data analysis where they will implement tools for model building and selection, variable selection, and handling categorical predictors, confounders and interactions. Additionally, students will learn polynomial regression and flexible alternatives such as weighted least squares and robust, ridge and nonparametric regression. Regression methods for non-normal outcomes (focusing on binomial and count data) will be covered in detail, providing students with foundational tools for understanding and implementing generalized linear models that are commonly used to analyze epidemiologic and public health data from various study designs including but not limited to cohort, case-control, and clinical trials.



### **BST 761 TIME TO EVENT ANALYSIS (3)**

Analysis of time to event data encountered in Public Health and Medicine. Survival distributions and hazard functions. Time to event analysis using Kaplan-Meier method and life-table method.

Accelerated failure time model, logit model for discrete data, complementary log-log model, and proportional hazards model. Tests for goodness-of-fit, graphical methods, and residual and influence statistics. Time-dependent covariates, non-proportional hazards, left truncation, and late entry into the risk set. Sample size and power, competing risks, and time to event analysis with missing data.

### **BST 762 LONGITUDINAL DATA ANALYSIS (3)**

This course presents statistical techniques for analyzing longitudinal studies and repeated measures experiments that occur frequently in public health, clinical trials, and outcomes research. This course will cover linear mixed models, generalized linear mixed models and an introduction to nonlinear models as they apply to the analysis of correlated data.

### **BST 763 ANALYSIS OF CATEGORICAL DATA (3)**

Multinomial and product-multinomial models; large-sample theory of estimation and testing, Pearson chi-square and modified chi-square statistics, Pearson-Fisher Theorem, Wald Statistics and generalized least squares technique; applications to problems of symmetry, association and hypotheses of no interaction in multi-dimensional contingency tables.

### **STA 673 DISTRIBUTION FREE STATISTICAL INFERENCE (2)**

Inference for population quantiles, sign tests, Wilcoxon tests, Kruskal-Wallis and Friedman tests, Kendall and Spearman rank correlation. Goodness-of-fit tests for completely and partially specified distributions, rxc contingency tables, McNemar and Cochran's Q tests for matched proportions; three dimensional tables and tests of partial and multiple associations. Lecture, three hours per week; laboratory, two hours per week for seven and a half weeks. Offered the first or second half of each semester.

### **STA 677 APPLIED MULTIVARIATE METHODS (3)**

Survey of multivariate statistical techniques. The multivariate normal distribution; the general linear model; general procedures for parameter estimation and hypothesis testing in the multivariate case; Hotelling's T<sup>2</sup>, multivariate analysis of variance and covariance; structural models for the

covariance matrix; utilization of existing computer programs.

Prereq: STA 671 and 672, and a knowledge of linear algebra equivalent to MA 262.

### **INF 520 BIOINFORMATICS (3)**

An introduction to computer analysis of macromolecular structure information. This course describes how to access, process, and interpret structural information regarding biological macromolecules as a guide to experiments in biology. Prereq: BIO 315 or BIO 304 or BCH 401 or BCH 501 or BCH 502 or BIO 510 or consent of instructor.

## **Epidemiology**

### **CPH 610 INJURY EPIDEMIOLOGY (3)**

Describes the distribution and determinants for traumatic injury and poisonings, including both intentional and unintentional events. Topics include: sources of data, methodological approaches to studying injuries, evaluation of injury interventions, and the link between epidemiology and public health policy impacting injuries.

### **CPH 612 INFECTIOUS DISEASE EPIDEMIOLOGY (3)**

Emphasizes the epidemiological and microbiological methods used to study infectious diseases including new, emerging, and re-emerging diseases. Include are the history, epidemiologic concepts and tools needed to understand and investigate the maintenance, transmission, and effects of infectious disease in human populations.

### **CPH 613 MOLECULAR EPIDEMIOLOGY, CANCER PREVENTION AND CONTROL (3)**

This course consists of didactic lectures, journal clubs, and small group round table discussions related to the principles underlying biomarker discovery and development for cancer prevention and control. The overarching goal of this course will be to assess how biomarkers are developed and used for the risk assessment, early detection, diagnosis, prognosis, and theragnosis of cancer.

### **CPH 614 MANAGERIAL EPIDEMIOLOGY (3)**

Reviews the fundamental principles of epidemiology and teaches students how to apply these principles to the management of health service organizations.

### **CPH 615 CANCER EPIDEMIOLOGY (3)**

This course applies and integrates the principles and tools of epidemiology to the study of cancer. The course includes discussion of the burden of various kinds of cancer across the United States and the world by age, gender, and race/

ethnicity, the underlying biology behind the development of cancer in humans, cancer surveillance, the epidemiology of various kinds of cancer by category of major risk factors such as human behavior (e.g. smoking and alcohol use), endogenous/exogenous hormones, viruses, environmental/occupational, and diet, and sources of data and methods for evaluating cancer screening, measuring the impact of risk factors, determining the incidence of cancer and cancer clusters, measuring patterns of care, and understanding the determinants of survival.

**CPH 617 ENVIRONMENTAL/OCCUPATIONAL EPIDEMIOLOGY (3)**

Provides students with an understanding of occupational and environmental exposures and their associations with specific health effects, and with the application of epidemiologic concepts and methods to describe and analyze these associations. Combines lectures on exposure assessment, study design and methodological issues, as well as discussion and presentation of topics focused on specific outcomes and exposures.

**CPH 662 PUBLIC HEALTH RESPONSE TO TERRORISM (3)**

Focuses on public health concepts, history, methods, planning and response preparedness in response to a Weapons of Mass Destruction (WMD) terrorist attack, in both the nation and Commonwealth of Kentucky. Will discuss how public health methods can be applied to response planning and preparedness for such a bioterroristic WMD attack and improve the public health and medical infrastructure for response to natural disasters. Public health response includes surveillance of disease and laboratory reports for evidence of WMD attack, as well as epidemiological review of suspicious cases of illness potentially related to biological or chemical weapons.

**CPH 630 BIostatistics II (3)**

Students will learn statistical methods used in public health studies. This includes receiver operator curves, multiple regressions, logistic regression, confounding and stratification, the Mantel-Haenzel procedure, and the Cox proportional hazards model.

**CPH 711 CHRONIC DISEASE EPIDEMIOLOGY (3)**

Provides students with an overview of the risk factors associated with the most common chronic diseases, data sources available about these diseases and epidemiologic theories, concepts and tools associated with these diseases.

**CPH 712 ADVANCED EPIDEMIOLOGY (3)**

Provides an in-dept understanding of the evidence needed to show causal relationships and epidemiologic theories, concepts and tools used to establish causal relationships.

**CPH 713 SPECIAL TOPICS IN EPIDEMIOLOGY: PHARMACOEPIDEMIOLOGY (3)**

Pharmacoepidemiology is the study of the use of and the effects of medications in large numbers of people. This specialty combines information from Clinical Pharmacology (the study of effects of drugs in humans) and Epidemiology (the use and effects of exposure in large populations) to form a unique area of study. Scientists that are interested in the patterns medications are used and their effects, whether beneficial or harmful, incorporate Pharmacoepidemiology theory and applications into their studies. This specialty is useful in understanding published literature that involves medication use or can be used when working within the pharmaceutical industry and government affairs. This course will provide an overview of the field of pharmacoepidemiology and its relationship to health care research. Various topics including methodology and analytical issues relevant to the conduct of pharmacoepidemiologic research will be covered. Time will also be spent reviewing existing papers in the field of pharmacoepidemiology.

**CPH 718 SPECIAL TOPICS IN EPIDEMIOLOGY: DECISION-MAKING IN HEALTH AND MEDICINE (3)**

This course applies decision science theory to healthcare decision making. It is intended for epidemiologists, managers, and health behaviorists who want to understand the process of rational decision-making. Topics include (1) managing uncertainty, (2) treatment decisions, (3) valuing healthcare outcomes, (4) diagnostic test decisions, (5) prevention and screening, (6) tests with multiple outcomes, (7) cost-effectiveness, cost-benefit, and cost-utility analysis, and (8) modeling events that reoccur over time.

**CPH 718 SPECIAL TOPICS IN EPIDEMIOLOGY: SOCIAL EPIDEMIOLOGY (3)**

This course provides students with an introduction to major topics in the substantive area of social epidemiology. The class is organized around key concepts and methods in social epidemiology and key epidemiological studies. The course will cover research studies examining how social variables are measured, theories of causality, and analytic procedures used. Students will be expected to critically read

the scientific literature, form scientifically-based critiques, reach empirically and theoretically grounded conclusions, and actively participate in class discussions. A class goal is to expose students to several of the classic readings in psychosocial and social epidemiology. This course is intended for persons who have an interest in research and some background in epidemiology and/or behavioral sciences. Background in the social sciences may extend from little or none to the doctoral level.

**CPH 718 SPECIAL TOPICS IN EPIDEMIOLOGY: WOMEN'S HEALTH EPIDEMIOLOGY (3)**

This course will cover women's health topics including reproductive anatomy and physiology, contraception, abortion, sexually transmitted infections, adverse pregnancy outcomes, environmental exposures and reproductive health, infertility and new assisted technologies, menopause, gynecologic cancers, maternal mortality and violence against women. Our focus will be both local and global. Upon completion of this course, students will be able to do the following: 1. Describe the range of health challenges unique to women in the world, U.S., and Kentucky. 2. Integrate the basic principles of epidemiology and public health practice with the study of women's health. 3. Conduct a systematic review on a selected women's health challenge.

**CPH 718 SPECIAL TOPICS IN EPIDEMIOLOGY: EPIDEMIOLOGY OF HEALTHCARE ASSOC INFECTIONS (3)**

This course will focus on the epidemiology, history, methods, and ancillary laboratory tools used in the study and control of hospital acquired (nosocomial) infectious diseases, including discussions of key concepts and theory, basic types of epidemiological investigations and study designs, distinctive problems associated with specific risk factors. The course will discuss how epidemiological methods can be applied to the study, investigation, prevention, and control of infectious diseases acquired in the health care setting. In addition, the application of epidemiologic method to the study and evaluation of non-infectious health care related adverse events will be described and discussed. Both health care infections and non-infectious adverse events will be discussed as components of patient safety and the quality of care.

**CPH 718 SPECIAL TOPICS IN EPIDEMIOLOGY: MATERNAL AND CHILD HEALTH INFORMATION AND DATA SYSTEMS (3)**

This course will equip participants with basic skills in identifying, accessing, interpreting and utilizing maternal

and child health (MCH) data systems at both the national and state-level. Participants will learn how to utilize the Maternal and Child Health Bureau's Title V Information System as well as other federal data and information systems from the Centers for Disease Control and Prevention, the National Center for Health Statistics and the U.S. Census. Important community and state-level MCH data systems, as well as non-profit data sources, will be presented.

**CPH 718 SPECIAL TOPICS IN EPIDEMIOLOGY: PERINATAL EPIDEMIOLOGY (3)**

The focus of this course is to equip participants with basic skills in the field of perinatal epidemiology and its application in the field of Maternal and Child Health. While birth outcomes for women nationally and internationally are generally improving, too many women continue to experience disparate outcomes, particularly those who are poor, who lack adequate access to prenatal care and for whom high-risk neonatal intensive care units (NICU's) and follow-up care are not available. This course explores why birth morbidity and mortality occur and provides students with both basic clinical knowledge and epidemiologic understanding of key topics.

**Environmental Health**

**CPH 601 ENVIRONMENTAL HEALTH I (3)**

An overview of occupational and environmental health problems, toxicology related to the work place and other environments, industrial hygiene, safety, and other topics relevant to environmental health. Prereq: Undergraduate chemistry and biology, or permission of instructor.

**CPH 610 INJURY EPIDEMIOLOGY (3)**

Describes the distribution and determinants for traumatic injury and poisonings, including both intentional and unintentional events. Topics include: sources of data, methodological approaches to studying injuries, evaluation of injury interventions, and the link between epidemiology and public health policy impacting injuries.

**CPH 614 MANAGERIAL EPIDEMIOLOGY (3)**

Reviews the fundamental principles of epidemiology and teaches students how to apply these principles to the management of health service organizations.

**CPH 617 ENVIRONMENTAL/OCCUPATIONAL  
EPIDEMIOLOGY (3)**

Provides students with an understanding of occupational and environmental exposures and their associations with specific health effects, and with the application of epidemiologic concepts and methods to describe and analyze these associations. Combines lectures on exposure assessment, study design and methodological issues, as well as discussion and presentation of topics focused on specific outcomes and exposures.

**CPH 620 OCCUPATIONAL HEALTH II (3)**

Addresses advanced theories and practices of identifying, assessing, and controlling occupational and environmental hazards that may adversely affect the health of communities and working populations. The course emphasizes harmful effects of non-chemical hazards, such as radiation, noise, hypoxia, and physical agents that lead to morbidity and mortality. However, evaluation and control measures will cover many types of hazardous exposures, including those from chemical exposures. Prerequisite: CPH 601.

**CPH 622 TOXIC AGENTS AND THEIR IMPLICATIONS IN  
PUBLIC HEALTH (0)**

This course provides an overview of chemical agents within the environment, their interactions with the human organism, and resultant public health implications. The goal of this course is to utilize toxicological information to create, understand, and explain control strategies that protect and improve public health. Prerequisite: CPH 601.

**CPH 662 PUBLIC HEALTH RESPONSE TO TERRORISM (3)**

Focuses on public health concepts, history, methods, and planning and response preparedness in response to a Weapons of Mass Destruction (WMD) terrorist attack, in both the nation and Commonwealth of Kentucky. Will discuss how public health methods can be applied to response planning and preparedness for such a bioterroristic WMD attack and improve the public health and medical infrastructure for response to natural disasters. Public health response includes surveillance of disease and laboratory reports for evidence of WMD attack, as well as epidemiological review of suspicious cases of illness potentially related to biological or chemical weapons.

**CPH 695 PUBLIC HEALTH PRACTICE THROUGH SERVICE  
LEARNING (3)**

Provides students the opportunity to gain first hand public health experience by participating in projects in a

community setting, completing a project, and participating in a series of seminars.

**CPH 728 SPECIAL TOPICS IN OCCUPATIONAL/  
ENVIRONMENTAL HEALTH: HEALTH OF AGRICULTURAL  
POPULATIONS (3)**

An introduction to the unique threats and hazards that impact the health, safety and productivity of farmers, members of farm families, hired farm workers, and others who live or work in agricultural environments, such as crop and livestock production, timber production and commercial fishing. The course will cover the history of the field and issues current to the population. Emphasis will be given to special populations in agricultural such as youth, the elderly, migrant farm workers, and females, along with the traditional farmer. Other topics include health promotion strategies, epidemiology of farm risks, farm demographics, farm mental health, and current research to improve health and reduce injuries in agricultural populations.

**CPH 728 SPECIAL TOPICS IN OCCUPATIONAL/  
ENVIRONMENTAL HEALTH: ADVANCED AGRICULTURAL  
HEALTH (3)**

This advanced course is designed for students with a special interest in agricultural illness and injuries. Agricultural health and safety experts will present an in-depth review of health problems associated with agricultural populations in rural America and elsewhere, including farmers, member of farm families, hired farm workers and others working in timber, logging and fishing. Environmental and occupational disease and injury etiology, prevention and control measures will be reviewed. During the second half of the semester, students will visit a working farm accompanied by an agricultural health and safety expert to conduct a site assessment. Prerequisite: Health of Agricultural Populations.

**CPH 790 WATER, SANITATION, AND HEALTH (3)**

Concentrates on waterborne diseases. The content will include prokaryote structure, energetics, and survival strategies; emerging and classic waterborne and water-related pathogens; animal vectors; fate of pathogens in the environment; and indicator, index, and surrogate pathogen organisms.

**ENT 561 INSECTS AFFECTING HUMAN AND ANIMAL  
HEALTH (3)**

Discussion of arthropod parasites and disease vectors. Topics include an overview of disease transmission and

public health, epidemiology, vector biology, important arthropod groups and their control. Prereq: One year of biology. (Same as BIO 561.)

**BIO 582 VIROLOGY (3)**

Physical, chemical and biological properties of viruses. Modes of replication and control of gene product formation displayed by representative plant, animal, and bacterial viruses. Prereq: BIO 304 and biochemistry or equivalent strongly recommended, or consent of instructor.

**TOX 509 BIOCHEMICAL AND ENVIRONMENTAL TOXICOLOGY (3)**

Presentation of basic and advanced concepts to provide an integrated description of toxicology, its scope, the unique application of principles that characterize it as a science, and its professional practice. Emphases will include the influence of federal regulations on the practice of toxicology. Prereq: BCH 501 and PHA 522 or equivalents or consent of instructor.

**TOX 680 MOLECULAR MECHANISM IN TOXICOLOGY (5)**

An intensive examination of the chemistry and action of substances which adversely affect living systems, and consideration of means of lessening their impact on man and the environment. Prerequisites: TOX 509 or consent of Director of Graduate Studies in Tox.

**KHP 515 ANATOMICAL AND MECHANICAL KINESIOLOGY (3)**

A quantitative and qualitative study of human motion as it relates to locomotor and physical education activities. Lecture, two hours; laboratory, two hours. Prereq: ANA 206, PGY 206, or equivalent and consent of instructor.

**KHP 615 BIOMECHANICS (3)**

A research oriented, qualitative and quantitative investigation into the fundamental human movement patterns of ambulation, jumping, throwing, and striking. Lecture, two hours; laboratory, two hours. Prereq: An introductory course in physics, KHP 515, and consent of instructor.

**KHP 618 WORK HARDENING & ERGONOMICS (3)**

A study of the basic areas of ergonomics including: anthropometric principles, repetitive motion disorders, low back pain, design of manual handling tasks, and job evaluation tools. The class will also discuss important government documents such as the NOISH Lifting equation and the Americans with Disabilities Act. Prereq: Consent of instructor.

**PHY 472G INTERACTION OF RADIATION WITH MATTER (3)**

Basic aspects of the interaction of ionizing radiation with matter. Bohr atom, atomic spectra, radioactivity, energetics of decay. Sources of radiation, penetration of charged particles, electromagnetic radiation, and neutrons through matter; excitation and ionization processes; selected nuclear reactions; basic radiation detection and dosimetry. Prereq: PHY 213 or 232; MA 114 (may be taken concurrently); or equivalent. (Same as RM 472G.)

**RM 545 RADIATION HAZARDS AND PROTECTION (3)**

An analysis of common radiation hazards encountered in medicine, research, industry, and the environment. Regulations and procedures for the safe use of ionizing and non-ionizing radiations. Lecture, two hours; laboratory, two and one-half hours. Prereq: PHY/RM 472G or consent of instructor. (Same as PHY/RAS 545).

**Health Behavior**

**CPH 641 PUBLIC HEALTH AND ANTHROPOLOGY (3)**

This seminar explores the contributions that anthropology, the academic field that focuses on the study of human culture, can make towards a better understanding of health behavior in the context of public health. Culture, the central focus of study of the field of anthropology, is often a perplexing factor confronting public health researchers and practitioners. We will consider how the perspectives and tools developed in anthropology can be utilized in public health to help understand culture, both in the United States and in developing countries.

**CPH 642 ECOLOGICAL INFLUENCES ON HEALTH BEHAVIOR (3)**

This course will explore the social and natural ecological forces that shape health behavior. It will focus on the concept that individual health decisions are made in a particular context, and that altering that context can reshape those decisions. Students will be exposed to both theoretical and case study material comparing individual/educational approaches to public health with population-based approaches utilizing environmental change. The course will also cover the philosophical and ethical questions inherent in the choices between individual and population approaches to public health.

**CPH 643 MEASURING HEALTH BEHAVIOR (3)**

This course focuses on measurement, the key component of research. Measurement encompasses a broad range of

research concerns and programming invariably involves evaluation of whether an intervention works. Proper evaluation, however, begins before an intervention starts. In some cases existing data are used to define a health problem. In other cases formative research seeks baseline data to define the prevalence and characteristics of a population and its members' behaviors. Prior to intervention implementation, researchers and programmers need to first define what outcomes they seek and a logical path of data collection to test for such outcomes. Within this rather elegant model are a host of issues that arise when working with complex human beings. A client's cultural background, the ethics of data-gathering, or even the gender of the interviewer can influence findings. This is ultimately a course about how rather than what. Public health practitioners measure many types of people and health behaviors. This course delves into how we can measure human behavior responsibly and effectively.

#### **CPH 644 RURAL HEALTH DISPARITIES (3)**

This course will provide professionals working in or planning to work in leadership roles in the Commonwealth with a comprehensive overview of issues pertaining to health disparities of rural populations, particularly in Kentucky, by examining current programs and policies, relevant literature, and both quantitative and qualitative research pertaining to the health and well-being of rural populations. An overarching theme of this course is that rural Kentuckians, as a part of the fabric of America, are rich in culture, tradition, history and resilience who have earned the right to high quality health care and access to vital and responsive health services and systems.

#### **CPH 645 FOOD SYSTEMS, MALNUTRITION AND PUBLIC HEALTH (3)**

This seminar course explores key issues in public health and malnutrition through a food systems perspective. The class is based on the premise that malnutrition – both under-nutrition and over-nutrition – is related to all facets of a highly interconnected food system consisting of food production, food processing and distribution, and food consumption. Understanding how the various parts of the food system interact is essential in the design of effective public health policy and projects to combat malnutrition in its various forms.

#### **CPH 646 SPECIAL TOPICS IN HEALTH BEHAVIOR: PROGRAM EVALUATION (3)**

This course provides an overview of program evaluation theory and methods and their application to public health programs. Emphasis is on developing skills in selecting and applying evaluation methods at all stages in program development, implementation and delivery in order to provide useful information and in-depth knowledge for monitoring and improvement of public health programs. Course Prerequisites: CPH 604 Public Health and Disease Prevention and either CPH 605 Epidemiology, CPH 647 Research Methods, or consent of the instructor.

#### **CPH 647 RESEARCH METHODS FOR PUBLIC HEALTH (3)**

This course provides the student with basic knowledge about the design and analysis of research in the field of health promotion. The theory, design, applications, and analytic strategies used for various types of research are presented in a sequential format. Goals of the course include: 1) gaining the ability to critically evaluate research in health promotion practice, 2) achieving competence in research methodology, and 3) understanding the conceptual application of analytic techniques to data.

#### **CPH 648 HEALTH AND CULTURE (3)**

This course is designed to facilitate a deep understanding of the role of one's culture in influencing the adaptation of health attitudes, practices, and behaviors. This course is required because it is a philosophy of the department that health educators involved in advocacy, policy, prevention, promotion and program evaluation, should be trained to understand how and why complex differences in and among diverse populations frame population expectations regarding personal and community. As a part of this course, students will be required to examine their own cultural biases and strengths in an atmosphere of non-judgment, respect, and trust. An additional focus will be placed on health status, current trends, and health indicators for special populations identified through the Kentucky Health Objectives for the year 2003, as reported by the Kentucky Department for Public Health.

#### **CPH 660 GEOGRAPHICAL INFORMATION SYSTEMS AND PUBLIC HEALTH (3)**

This course will introduce students to the ArcView Geographic Information System (GIS) to map and spatially analyze public health data. While GIS has numerous applications for many disciplines, this course will specifically

focus on its uses in public health. Beyond use of GIS for cartography, this course will also examine issues and methods of analyzing the processes creating health patterns. The versatility of GIS in a public health setting will be examined and will include exercises looking GIS applications involving health marketing, demography, epidemiology, and health care systems. Public health workers who utilize GIS in their research and work have been invited to the class to discuss their 'real world' experiences. Students will be expected to complete a research project involving GIS. It is hoped that this project will compliment or supplement their capstone. Other issues covered in the class will be the ethics of GIS, manipulation of data; sources of data, and understanding some commonly used public health datasets such as the YRBS, BRFSS, etc. The course will also provide an introduction to HTML coding to create simple websites for publishing public health information and maps on the Internet.

#### **CPH 740 MATERNAL AND CHILD HEALTH (3)**

An introduction to MCH-related issues in the U.S. and Kentucky and includes a focus on policies and programs for women, children and adolescents. U.S. and Kentucky data sources and uses of data that impact maternal and child health are examined. Students are given the opportunity to discuss and examine the history and organization of MCH related services in the U.S. and review a broad array of current issues central to maternal and child health, including poverty, racial and ethnic disparities in health, the organization and financing of health services, analyze the ways in which political context in the U.S. affects the health and well-being of families, process in which knowledge, strategic planning, and politics will combine to create public health policy to address these issues in the context of current programming.

### **Health Services Management**

#### **CPH 614 MANAGERIAL EPIDEMIOLOGY (3)**

Reviews the fundamental principles of epidemiology and teaches students how to apply these principles to the management of health service organizations.

#### **CPH 631 DESIGN AND ANALYSIS OF HEALTH SURVEYS (3)**

Design and analysis issues associated with well known national health surveys, including reliability and validity of measurements, instrument validation, sampling designs, weighting of responses, and multiple imputations. Students will learn how to use statistical software to analyze data from complex survey designs.

#### **CPH 644 RURAL HEALTH DISPARITIES (3)**

This course will provide professionals working in or planning to work in leadership roles in the Commonwealth with a comprehensive overview of issues pertaining to health disparities of rural populations, particularly in Kentucky, by examining current programs and policies, relevant literature, and both quantitative and qualitative research pertaining to the health and well-being of rural populations. An overarching theme of this course is that rural Kentuckians, as a part of the fabric of America, are rich in culture, tradition, history and resilience who have earned the right to high quality health care and access to vital and responsive health services and systems.

#### **CPH 646 SPECIAL TOPICS: PROGRAM EVALUATION (3)**

This course provides an overview of program evaluation theory and methods and their application to public health programs. Emphasis is on developing skills in selecting and applying evaluation methods at all stages in program development, implementation and delivery in order to provide useful information and in-depth knowledge for monitoring and improvement of public health programs. Course Prerequisites: CPH 604 Public Health and Disease Prevention and either CPH 605 Epidemiology, CPH 647 Research Methods, or consent of the instructor.

#### **CPH 647 RESEARCH METHODS FOR PUBLIC HEALTH (3)**

This course provides the student with basic knowledge about the design and analysis of research in the field of health promotion. The theory, design, applications, and analytic strategies used for various types of research are presented in a sequential format. Goals of the course include: 1) gaining the ability to critically evaluate research in health promotion practice, 2) achieving competence in research methodology, and 3) understanding the conceptual application of analytic techniques to data.

#### **CPH 648 HEALTH AND CULTURE (3)**

This course is designed to facilitate a deep understanding of the role of one's culture in influencing the adaptation of health attitudes, practices, and behaviors. This course is required because it is a philosophy of the department that health educators involved in advocacy, policy, prevention, promotion and program evaluation, should be trained to understand how and why complex differences in and among diverse populations frame population expectations regarding personal and community. As a part of this course, students will be required to examine their own cultural

biases and strengths in an atmosphere of non-judgment, respect, and trust. An additional focus will be placed on health status, current trends, and health indicators for special populations identified through the Kentucky Health Objectives for the year 2003, as reported by the Kentucky Department for Public Health.

**CPH 652 PUBLIC HEALTH FINANCE AND ACCOUNTING (3)**

Introduces the use of management accounting techniques to decision making in health care organizations. Lectures, problems and cases will be used to provide an opportunity to focus on the various types of health care providers.

**CPH 653 PUBLIC HEALTH LAW AND POLICY (3)**

Introductory course for nonlawyers in selected aspects of the law and policy development related to public health.

**CPH 660 GEOGRAPHICAL INFORMATION SYSTEMS IN PUBLIC HEALTH (3)**

This course will introduce students to the ArcView Geographic Information System (GIS) to map and spatially analyze public health data. While GIS has numerous applications for many disciplines, this course will specifically focus on its uses in public health. Beyond use of GIS for cartography, this course will also examine issues and methods of analyzing the processes creating health patterns. The versatility of GIS in a public health setting will be examined and will include exercises looking at GIS applications involving health marketing, demography, epidemiology, and health care systems.

**CPH 662 PUBLIC HEALTH RESPONSE TO TERRORISM (3)**

Focuses on public health concepts, history, methods, and planning and response preparedness in response to a Weapons of Mass Destruction (WMD) terrorist attack, in both the nation and Commonwealth of Kentucky. Will discuss how public health methods can be applied to response planning and preparedness for such a bioterroristic WMD attack and improve the public health and medical infrastructure for response to natural disasters. Public health response includes surveillance of disease and laboratory reports for evidence of WMD attack, as well as epidemiological review of suspicious cases of illness potentially related to biological or chemical weapons.

**CPH 663 PUBLIC HEALTH PRACTICE AND ADMINISTRATION (3)**

Emphasizes the practical application of the principles of health care organization to public health at the national,

state, and local levels. Course objectives reflect an overview of the principles of managing a public health organization: legal basis of public health, organization and delivery of public health services, health planning and community needs assessment, epidemiological approach to diseases, methods for chronic and infectious disease control, future changes that can impact the provision of public health services, etc.

**CPH 728 SPECIAL TOPICS IN OCCUPATIONAL/ ENVIRONMENTAL HEALTH: HEALTH OF AGRICULTURAL POPULATIONS (3)**

An introduction to the unique threats and hazards that impact the health, safety and productivity of farmers, members of farm families, hired farm workers, and others who live or work in agricultural environments, such as crop and livestock production, timber production and commercial fishing. The course will cover the history of the field and issues current to the population. Emphasis will be given to special populations in agricultural such as youth, the elderly, migrant farm workers, and females, along with the traditional farmer. Other topics include health promotion strategies, epidemiology of farm risks, farm demographics, farm mental health, and current research to improve health and reduce injuries in agricultural populations.

**CPH 740 MATERNAL AND CHILD HEALTH (3)**

An introduction to MCH-related issues in the U.S. and Kentucky and includes a focus on policies and programs for women, children and adolescents. U.S. and Kentucky data sources and uses of data that impact maternal and child health are examined. Students are given the opportunity to discuss and examine the history and organization of MCH related services in the U.S. and review a broad array of current issues central to maternal and child health, including poverty, racial and ethnic disparities in health, the organization and financing of health services, analyze the ways in which political context in the U.S. affects the health and well-being of families, process in which knowledge, strategic planning, and politics will combine to create public health policy to address these issues in the context of current programming.

**CPH 751 GLOBAL PUBLIC HEALTH (3)**

Course materials and visiting speakers present and analyze major issues in global health, identify and compare health systems in developed and developing countries, and explore emerging global health issues. This course is required for the Certificate in Global Health.



**CPH 758 SPECIALTOPICS IN HEALTH SERVICES  
MANAGEMENT: PUBLIC HEALTH POLICY AND  
GOVERNANCE (3)**

An analysis of the development and implementation of health policy, paying special attention to political and governance issues. The course will focus on health policy at all levels of government, with particular focus on the interdependence of national, state, and local governments and organizations to provide public health services.

**CPH 758 SPECIALTOPICS IN HEALTH SERVICES  
MANAGEMENT: SOCIAL MARKETING (3)**

This course is designed to analyze the components and applications of social marketing for public health. Students will identify appropriate uses of social marketing in public health, discuss the use of social marketing to make public health interventions culturally sensitive and educational materials relevant for low-income, minority and other special populations, identify the appropriate methods for use in conducting social marketing research, design a social marketing plan to ameliorate a public health problem, apply the social marketing mind set to develop, implement/manage, and evaluate social marketing programs, discuss guidelines for selecting and working with the creative/production team, discuss guidelines for working with local media to implement a social marketing campaign, and discuss ethical principles that guide social marketing practice.

**HA 603 LEGAL ASPECTS OF HEALTH ADMINISTRATION (3)**

Familiarizes students with the application of law to management issues in health care organizations. Skills including terminology, legal reasoning, the tools of law, and topics specific to the health care setting are addressed.

**HA 636 HEALTH ECONOMICS (3)**

Applies general theoretical principles of economics to the health care sector. The basic approach is to recognize the importance of scarcity and incentives, allowing for differences peculiar to health. The demand and supply of health and medical care are examined as they involve physicians, nurses, and hospitals. The competitiveness of their markets, health insurance, and the role of government are explored.

**HA 673 HEALTH POLICY (3)**

An analysis of the development and implementation of health policy on a national, state, local and organizational level. The course will focus on issue and policy analysis,

formal and informal processes of policy development and the issues, values and political and community factors affecting policy development and program implementation.

**OTHER PUBLIC HEALTH COURSES**

**CPH 748 RESIDENCY CREDIT FOR MASTERS DEGREE (0)**

This is a zero-credit-hour course for students who have completed all of the course requirements, are in good standing with the program, and are working on their capstone project full-time. Enrolling in this course maintains the student in a full-time status in order to use the library and other University facilities, and can be utilized one semester. If additional semesters are needed this must be approved by the Director of Graduate Studies. See the Admissions/Student Affairs office to register.

**RESEARCH/INDEPENDENT STUDY AND SPECIAL TOPICS  
CREDIT HOURS (1-3 each)**

**CPH 646-649-718-719-729-739-758-759-778-779**

A sequence of courses designed to allow students to earn course credit once all requirements and electives have been fulfilled. The student may participate in a variety of activities, from individual reading tutorials, to faculty-assisted research, to research associated with a student's capstone topic. Students are required to develop a prospectus for completion and evaluation of the work for the number of credit hours assigned. They may be repeated, in sequence, up to three times. An example of the prospectus is located in Appendix V of the Handbook.

**CPH 695 PUBLIC HEALTH PRACTICE THROUGH SERVICE  
LEARNING (3)**

Provides students the opportunity to gain first hand public health experience by participating in projects in a community setting, completing a project, and participating in a series of seminars.

# Certificate Options

## The Graduate Certificate in Gerontology

The objective of the Graduate Certificate in Gerontology is to prepare both graduate students and practicing professionals to assume key roles in improving the quality of life for older adults and furthering our understanding of the aging process.

The Graduate Certificate in Gerontology offers students and professionals specialized training in aging from a multi-disciplinary perspective. Persons working towards their Certificate include:

- Students preparing for careers in public service and program administration that relate to understanding and meeting the needs of the older population;
- Graduate degree candidates in the basic and applied sciences who are interested in the study of aging;
- Candidates seeking professional degrees in human service professions who plan to provide specialty services to the elderly;
- Professionals with an interest in the field of aging who desire further course work in gerontology to enhance their professional development.

### *Eligibility-Admission*

The minimum Graduate School requirements for admission to a Certificate curriculum are the same as those in effect for Post baccalaureate status.

- Students who already are or will be enrolled in a degree program, or those who simply apply for Post baccalaureate (non-degree) status in order to complete the Certificate, are eligible to apply for admission.
- Applicants for admission to the Graduate Certificate in Gerontology must be approved for admission by the Certificate Director who shall notify the Graduate School in writing of the student's admission. No more than 6 hours can be taken prior to admission and be used to fulfill the Certificate requirements.
- Admission to or award of a graduate Certificate does not guarantee admission to a degree program in the same or any other discipline.

The Graduate Certificate in Gerontology is awarded to individuals who complete 15 graduate credit hours in an approved multi-disciplinary curriculum in gerontology.

- Twelve hours of coursework must include at least one course in each of the following areas:
- Biomedical Sciences and Health Services (3 credit hours)
- Social and Behavioral Sciences (3 credit hours)
- Policy, Planning and Ethics (3 credit hours)

An elective (3 credit hours) selected from any of the three groups completes the 12 hour coursework requirement.

Students may choose courses according to their preference and course availability. To ensure an interdisciplinary experience, no more than 2 courses may be taken from a single department other than Gerontology. Special requests may be submitted to the Faculty Committee in advance. There are specific curriculum requirements for PharmD and Physician Assistant Studies students so check with your advisor.

Students must receive an A or B in all Certificate coursework.

Course work must be complemented by a 3 hour applied experience. This may be either a field placement practicum or a research project conducted under the supervision of a faculty member.

### *Option 1: Field Experience*

- A practicum focused on aging of a minimum of 210 hours will satisfy the field experience option. This practicum can be completed in conjunction with a practicum requirement from a degree program, or can be arranged independently for the Certificate.
- Students will work with a faculty advisor during the proposal stage and as they develop a prospectus for their practicum. Proposals must be submitted to the Certificate Director prior to beginning work.
- Once the proposal has been approved, work may begin. For a practicum, it is usual practice for the on-site supervisor to meet with the student weekly to offer feedback and discuss his/her progress toward the goals and objectives of the experience.

- At the midpoint of the field experience (completion of 105 hours) a mid-practicum assessment is to be provided by the student and on-site supervisor to formally evaluate progress in meeting the goals of the practicum. Upon completion of the field experience, the on-site supervisor is asked to complete an overall evaluation. Students are required to submit a final report/evaluation with a copy of any materials developed during the practicum to the Certificate Director for final approval.

#### *Option 2: Research Project*

- An independent research project may be completed to fulfill the three (3) hour applied component of the graduate certificate. Students will work with a member of the Graduate Center for Gerontology core or affiliate faculty (for list of Graduate Center Core and Affiliate Faculty members click here) in developing a research proposal and conducting an applied research project in gerontology or geriatrics. Students may petition the Graduate Certificate Committee (through the Program Director or Program Coordinator) for approval of another appropriate faculty member to serve as the preceptor of their research.
- Proposals for research projects (to be approved by the Graduate Certificate Committee) must utilize the Graduate Certificate in Gerontology Research Project Proposal form and should include a statement on the purpose of the research and how it fits into the student's certificate or overall educational goals, a list of objectives, a description of the research design and methodology to be employed, study population, procedures of analysis, timetable, and a statement of proposed outcomes/products anticipated to result from the research; e.g. a final report or article of publishable quality.
- Once the proposal has been approved, and appropriate signed Institutional Review Board approval has been received, work may begin. It is expected that each student will meet with their preceptor on a regular basis (normally at least monthly) during the conduct of the research project.
- Upon completion of the research experience students are required to submit a final report/evaluation with a copy of materials developed during the research project to the Director or Program Coordinator. In

addition, the faculty preceptor will submit a final report/evaluation. These reports will be submitted to the Graduate Certificate Committee for final approval.

- Students have up to five (5) years to complete the Certificate. Extensions beyond this time require formal approval of the Graduate Certificate Committee.

For additional information about the Certificate contact:

Certificate Director

Graham Rowles, Ph.D.

Phone: 859-257-1450 x80145

Email: growl2@email.uky.edu

Contact for Information

Andrea Perkins, Coordinator

111 Washington Ave, Room 204

Phone: 859-218-2021

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### **Graduate Certificate in Global Health**

The goal of the new graduate certificate in global health (GH) is to provide a general foundation in the understanding of global health issues and the complex multiplicity of factors that affect them, and to provide some basic tools in health assessment methods to measure their impact. Given the widespread globalized nature of our world today, there is an increasing need for understanding the impact of globalization on health, both in terms of health patterns common across regions, and in terms of how what were once considered focal, limited local issues can transcend national and continental borders. The GH certificate is designed to prepare students for the increasing demand for international, interdisciplinary skills in the areas of public health prevention, health care and other health-related disciplines.

#### *Requirements for Completion of the GH Certificate*

The curriculum of the GH Certificate consists of 15 credit hours: 12 hours of classroom course work, and 3 credit hours fulfilled by an internship in a foreign country. Each internship experience is unique, depending on the student's background and interest, as well as on the needs and resources of the location where it will be conducted. In some cases an MPH or DrPH practicum, if done in a foreign location, may also meet the internship requirements of the GH Certificate.

The curriculum is divided into required and elective courses as follows:

#### *Required Courses*

1. CPH 751 Introduction to Global Public Health - 3 credit hours
2. A health assessment course, such as CPH 605 (Epidemiology) – 3 credit hours
3. CPH 709 Global Health Internship – 3 credit hours

#### *Elective Courses*

Students are to select at least two elective courses, for a minimum of 6 credit hours. For a current list of electives, please see our website.

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Contact for Information  
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### **The Maternal and Child Health Graduate Certificate**

The MCH Graduate Certificate curriculum involves a total of 15 graduate credit hours including 6 hours of required courses and 6 hours of elective courses.

#### *Required Courses*

- CPH 740 – Introduction to Maternal and Child Health (3 hrs)  
CPH 605 – Introduction to Epidemiology (3 hrs)

Please refer to the website for a current list of elective course options.

MCH Graduate Certificate students must maintain a GPA of 3.0 or better to progress in the curriculum.

All course work for the MCH Graduate Certificate must be completed within 5 years of admission.

With the exception of CPH 740 – Introduction to Maternal and Child Health, courses and credit hours that satisfy the MCH Graduate Certificate can be used to jointly satisfy degree credit hours for a degree (i.e., MPH, DrPH) and Graduate Certificate.

Students enrolled in the MCH Graduate Certificate Program may not use the MCH-required Certificate Course, CPH 740 – Introduction to Maternal and Child Health for credit in any other degree program in the College of Public Health.

Contact for Information  
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Certificate Administrator  
Lorie Wayne Chesnut, DrPH, MPH  
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### **Public Health Management Graduate Certificate**

#### *Certificate Objectives*

Prepare individuals interested in public health management as well as public health workers to address the multi-factorial management issues in their workplaces by enhancing public health management skills. The Graduate Certificate in Public Health Management does not take the place of the Masters in Public Health with a concentration in Health Services Management, but instead provides individuals who have completed related professional programs with expanded management capabilities. Provide students with theoretical, practical, and relevant educational experiences in management to enhance the health and welfare of populations in Kentucky, the nation, and around the globe. Provide students with the knowledge and skills to develop, implement, and manage public health programs, prepare budgets, and evaluate their effectiveness.

#### *Curriculum*

The Graduate Certificate in Public Health Management consists of 15 credit hours. Three credit hours are required and students may select from a variety of electives totaling 12 credit hours.

#### *Required Courses*

#### **CPH 650 Management of Public Health Organizations (3)**

This course teaches the theories and practice of administration as they are applied in publichealth settings. It addresses knowledge and applications of the functions

of public health management and their relationship to organizational effectiveness.

### **CPH 655 Public Health Accounting & Finance (3)**

This course is designed to introduce the use of management accounting techniques in the management of public health organizations. Emphasis will be on the use of accounting information to achieve management functions such as planning, staffing, organizing, controlling and directing.

#### *Selective Courses*

### **CPH 605 Introduction to Epidemiology (3)**

In this course students are taught the principles and methods of epidemiologic investigations, research methodology, and statistical integration. Major topics include etiologic factors of disease and injury, the distribution of health problems within populations, levels of prevention, and the concept of risk. The design of retrospective, cross-sectional and prospective studies are examined to illustrate odds ratio, relative risk, life tables, and person-years. Students are required to complete and submit a research proposal, present a topic paper, and serve as a cofacilitator for an article discussion.

### **CPH 653 Public Health Law & Policy (3)**

This is an introductory course for non-lawyers in selected aspects of the law related to public health. Major attention is paid to fundamental legal principles and legal reasoning, recurring legal issues confronted by public health agencies, and the use of law to advance a public health agenda. Emphasis is placed on giving students tools to use when they encounter law related problems in their professional careers. The course is intended for students in all divisions of the College of Public Health. The course has a module on public health law ethics and practice as well as a module on statutory rights of vulnerable populations and reproductive health issues.

### **CPH 660 Geographic Information Systems in Public Health (3)**

This course will introduce students to the ArcView Geographic Information System (GIS) to map and spatially analyze public health data. While GIS has numerous applications for many disciplines, this course will specifically focus on its uses in public health. Beyond use of GIS for cartography, this course will also examine issues and methods of analyzing the processes creating health

patterns. The versatility of GIS in a public health setting will be examined and will include exercises looking at GIS applications involving health marketing, demography, epidemiology, and health care systems.

### **CPH 663 Public Health Practice and Administration (3)**

This course emphasizes the practical application of the principles of health care organization to public health at the national, state, and local levels. Course objectives reflect an overview of the principles of managing a public health organization: legal basis of public health, organization and delivery of public health services, health planning and community needs assessment, epidemiological approach to diseases, methods for chronic and infectious disease control, future changes that can impact the provision of public health services, etc.

### **CPH 751 Introduction to Global Public Health (3)**

This course will acquaint students with the major issues and challenges for public health in a variety of wealthy, emerging and impoverished nations. Course materials and visiting speakers present and analyze major issues in international health, identify and compare health systems in developed and developing countries, and explore emerging global health issues.

### **CPH 752 Leadership In Public Health (3)**

This course emphasizes the practical application of the theories and principles of leadership. In addition to focusing on one's personal leadership development, it also includes the integration of the concepts of servant and shared leadership for promoting change in public forums and decision-making arenas. Case studies and interviews of public officials serve as a basis for working with today's organizations and communities for the good of the public's health.

### **CPH 758 Special Topics in Health Services Management: Strategic Planning and Evidence-Based Decision Making (3)**

Topics include basic strategic planning theory, the process of strategic plan development, specific methods of analysis including environmental and organizational analysis and appropriate analytical techniques, decision theory and analysis. Several health care trends such as restructuring, innovation in health care delivery and financing and

performance measurements will be illustrated through case analysis in public health settings.

**CPH 758 Special Topics in Health Services Management:  
Public Health Informatics (3)**

Public health information systems are essential to the evidence base for public health action and the ongoing need for early warning of emerging health challenges. This course provides useful information for public health improvement.

**CPH 758 Special Topics in Health Services Management:  
Health Economics (3)**

This course applies general theoretical principles of economics to the health care sector. The basic approach is to recognize the importance of scarcity and incentives, allowing for differences peculiar to health. The demand and supply of health and medical care are examined as they involve physicians, nurses, and hospitals. The competitiveness of their markets, health insurance, and the role of government are explored.

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## *The Graduate Center in Gerontology*

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Gerontology is naturally diverse, and embraces a wide array of disciplines and scholarly perspectives within at least the social sciences and humanities, the bench sciences of biology and chemistry, medicine, and the health sciences and public health. Studies of aging and of older persons have long been situated within disciplines, and have generally assumed the theoretical foundations and dominant methodological approaches that characterize particular disciplines.

The Graduate Center for Gerontology at the University of Kentucky recognizes the diverse ways of exploring aging and older persons. But instead of limiting students within a particular discipline, or even just providing opportunities to study in several disciplines, we seek to develop in students a truly integrative and holistic way of thinking about gerontology. The scope of our program involves the continuums of cell to society, and theory to practice. Students at the doctoral level cannot possibly become experts in all areas of gerontology and all scales of inquiry. Rather, our goals for successful doctoral student development may be summarized as follows:

- To be able to critically assess any disciplinary approach to studies of aging and older persons;
- To be able to innovatively integrate relevant concepts and theories from several disciplines to effectively plot important research directions;
- To be able to effectively employ the most suitable research designs and methods in addressing scholarly questions in gerontology.

Any questions about the doctoral program in the Graduate Center for Gerontology can be directed to:

Dr. Graham Rowles  
Professor  
[growl2@email.uky.edu](mailto:growl2@email.uky.edu)  
Room 303A, 900 South Limestone  
Lexington, Kentucky 40536

# *The Council on Aging*

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The Council on Aging provides a bridge between the university and the community in relation to aging.

## **Community Service**

It works with local and state governments and other organizations that serve older adults by providing consultation and assistance with planning, development and evaluation and by facilitating university-community collaboration in the field of aging.

## **Academic Service**

The Council assists academic programs in developing curricula and community-based practicum opportunities in aging. Donovan Scholarships in Gerontology are awarded annually to full-time students who demonstrate academic excellence and interest in a career in aging.

It uses its external relationships to assist researchers with community-based aging research. It coordinates the Sanders-Brown Friday Seminar program, an informal venue where researchers in aging discuss work in progress.

## **Educational Programs for Professionals in Aging**

The Council manages the annual Summer Series on Aging, a national conference for professionals providing the most current information in geriatrics and gerontology from a broad-based, multidisciplinary perspective. The Geriatric Education Center offers continuing education opportunities throughout the state and through distance education for professionals who work in the field of aging. Additional programs and conferences are frequently offered in response to identified needs.

## **Educational Programs for the Public**

The Council presents numerous educational programs for older adults, including the Donovan Scholars Program, which provides tuition-free academic courses for persons aged 65 and older. Special enrichment courses are offered for persons aged 60 and older in art, music, computers, gerofitness, great decisions, radio drama, and languages. More than 1,000 older adults annually take credit or enrichment classes. The Donovan Forum regularly presents featured speakers on topics of special interest to older persons. Community programs are offered regularly in the areas of caregiving and financial planning.



## *Appendix I: University and College Of Public Health Policies*

### **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](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

### **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.

## Graduate Assistantships

The College of Public Health in conjunction with the Graduate School has a limited number of assistantships for the academic year. As assistantships become available the Admissions/ Student Affairs office will e-mail to all students' information regarding job duties, any special skills needed, and contact information. It is the students' responsibility to schedule an interview. The following guidelines should be noted concerning assistantships:

- Depending on the nature of their assignment and on recommendation of their academic or administrative unit, graduate assistants may be eligible for tuition scholarships provided by the Graduate School. Tuition scholarships do not cover any fees applied by the University of Kentucky.
- Graduate assistants must complete a job application through Human Resources and submit to a criminal background inquiry and a drug screening. Instructions to complete this process will be available at the College Business Office when the student has been awarded the assistantship.
- In light of budget constraints and to maximize existing funds used for tuition assistance, the Graduate School will no longer pay drop charges for students who reduce hours below full-time status (usually 9 hours) or withdraw from the University on or after the first day of class. This means the student will be liable for any tuition charges for dropped courses after the first day of classes if they fall below full-time status
- Assistants who are also full-time graduate students may be assigned responsibilities requiring no more than 50 percent of their time. Normally a half-time appointment should require no more than 20 hours per week of assignable duties, for a .50 (full) assistantship, or 10 hours per week for a .25 (half) assistantship.
- University-wide policy provides that assistants who are candidates for a master's degree shall serve no more than a maximum of three years without completion of their degree requirements. Graduate assistants are advised to consult with the Director of Graduate Studies relative to total number of years of support eligibility.
- Graduate assistants must maintain satisfactory academic records and demonstrate progress toward

degrees; their assistantships will not be renewed if their academic progress is unsatisfactory.

- In order to preserve the academic focus of graduate students who are on full-time assistantships and have their tuition paid by the University, the Graduate School does not allow for additional salary or employment.
- The appointment of a graduate assistant may not be terminated before the end of the period of appointment without the individual being provided with an opportunity to be heard. Issues should first be addressed, where possible, with the appropriate unit Chair, Director, or Dean of the College in which the assistant holds employment. They may also consult with the Dean of the Graduate School concerning their rights and responsibilities. They will also be provided with an opportunity to be heard before the University's Senate Advisory Committee on Privilege and Tenure.

## 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](mailto: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. This effectively states that as of Nov. 20, 2008, UK HealthCare has made the commitment that there will be no tobacco use permitted in or on any UK HealthCare facility or grounds.

## 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**

All students should maintain a clean, neat appearance at all times, and students' attire should be commensurate with the activities in which the student will participate during that day. 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.

### **Electronic Devices**

Out of respect for classmates and faculty, all students are asked to function in a professional manner as it relates to 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. Instructors may ask that laptops be closed during lectures.

### **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>.

## 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, date and place of birth, major, dates of attendance, degrees, and most recent educational institution attended) will be released without authorization unless the student notifies the Registrar 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/>.

## Graduate School Academic Policy

The MPH degree is governed by the Graduate School. All Graduate School academic policies and procedures apply to the degree and those students enrolled in the program. Graduate School policies regarding student academic progress may be accessed at their website at <http://www.rgs.uky.edu/gs/> in the Graduate School Bulletin.

## Grades

The official grades of the 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 eligible for assistantships, scholarships, and fellowships.

### Academic Course Load: Full-Time

Fall And Spring Semesters:

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

First summer session (4 week):

- 4 hours maximum

Second summer session (8 week):

- Minimum course load: 6 hours
- Maximum course load: 9 hours

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

### 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 thru 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.
- 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 MPH Director of Graduate Studies and the Graduate Dean, semester hours taken as a post-baccalaureate student in another program or at another institution, not to exceed a total of 9 credit hours, may be transferred into the MPH program. The grades earned must be A or B.

## Time Limit

Students have six years from the first date of enrollment to complete the degree, and includes completing coursework and final project presentation/defense. Extensions of time to 8 years may be approved by the Dean of the Graduate School. Extensions up to 10 years must be approved by the Graduate Council. All extensions however must first be recommended by the Director of Graduate Studies for the MPH and the Associate Dean for Academic Affairs.

## 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.<sup>1</sup>

*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 Organizations

*University of Kentucky Student Public Health Association  
(UKSPHA)*

The University of Kentucky Student Public Health Association (UKSPHA) is a student affiliate of the Kentucky Public Health Association (KPHA). We are a nonprofit organization for students of the University of Kentucky College of Public Health and other individuals interested in public health. The chapter was founded on September 21, 2000. The student chapter consists of an executive board of elected officials including chairs for the public service and social committees.

UKSPHA is a student-run organization and basic governing unit of the University of Kentucky College of Public Health. UKSPHA's role is to act as a liaison between students and faculty, promote student involvement to develop healthy communities, and represent the needs of students of the College of Public Health.

Any student at the University of the Kentucky who is interested in public health issues can join regardless of their year in school or specific college they attend. Please contact any of the officers to obtain more information or email us at [UKSPHA@gmail.com](mailto:UKSPHA@gmail.com).

Membership fees include \$10 chapter dues and \$15 KPHA dues that are paid once a year. In addition students have the option to become members of the American Public Health Association (APHA), <http://www.apha.org/about/membership/>.

#### *Delta Omega Society - Beta Gamma Chapter*

Delta Omega is the honorary society for graduate students in public health. The Society was founded in 1924 at Johns Hopkins University, School of Public Health. There are currently 67 chapters throughout the United States and Puerto Rico. Membership in Delta Omega is by invitation to students with exceptionally high GPAs who also have promising leadership potential in Public Health. An induction ceremony is held at UK each spring for students during their graduating year. For information about the Beta Gamma Chapter at the University of Kentucky College of Public Health, contact Cynthia Lamberth, (859) 218-2063, [cynthia.lamberth@uky.edu](mailto:cynthia.lamberth@uky.edu).

#### *Sigma Phi Omega - Gamma Mu Chapter*

The national honor society of Sigma Phi Omega recognizes academic excellence in the field of gerontology and/or aging, as well as of professionals in aging service. Gamma Mu is the University of Kentucky chapter. Sigma Phi Omega seeks to promote scholarship and professionalism within any endeavor associated with aging and older persons.

Gamma Mu sponsors department-wide events such as participation in the Alzheimer's Memory Walk, hosting guest speakers, and participating in various university and community-based activities throughout the year. Gamma Mu also holds monthly meetings in the Graduate Center for Gerontology.

Membership is open to undergraduate and graduate students who are majoring or minoring in gerontology/aging studies and related fields and who are in at least their second term of enrollment. Undergraduates must have a grade point average of at least 3.3 on a 4.0 scale, and graduate students must have at least a 3.5 GPA to be eligible for membership. Faculty, alumni, professional, and honorary memberships are also available. New members receive a certificate, a lapel pin, a subscription to the Sigma Phi Omega Newsletter, and an invitation to participate in the national meeting and all activities of the Society. For more information about the local chapter, visit the UK gerontology website, or contact the Director of the graduate Center for Gerontology.

#### *University of Kentucky Academy Health 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](http://www.academyhealth.org).

#### *UKHOPE (Health Occupation Professionals for Equality)*

UK Health Occupation Professionals for Equality (UK HOPE) is a lesbian, gay, bisexual, and transgender (LGBT) advocacy group for health professional students, faculty, and staff of the University of Kentucky medical campus.

UK HOPE was founded in the fall of 2008 and attracts a diverse membership of LGBT students, faculty, staff, and their allies. Being lesbian, gay, bisexual, or transgender is not a prerequisite to join. In fact, many of our members are not LGBT. The only requirement is a desire to promote equality for LGBT people, [www.uky.edu/StudentOrgs/LGBT](http://www.uky.edu/StudentOrgs/LGBT) or [ul.lgbta@gmail.com](mailto:ul.lgbta@gmail.com).

#### *Kentucky Student Rural Health Association (KSRHA)*

The Kentucky Student Rural Health Association's mission is to educate students and Kentuckians regarding rural health issues in the state by addressing pertinent public health issues through activities, workshops, advocacy initiatives, volunteering, and information distribution through multiple media outlets. In addition, these activities will support the mission of the Kentucky Rural Health Association, which represents the geographically diverse regions of Kentucky and a variety of for-profit and non-profit entities. For more information please send email to [ky.srha@gmail.com](mailto:ky.srha@gmail.com).



## *Appendix II Capstone Project*

### **Philosophical Statement/Commitment**

Each Master of Public Health (MPH) student must complete a culminating experience as the final requirement for the MPH degree. The culminating MPH experience is a Graduate School Plan B, non-thesis option capstone project. The capstone project represents the culmination of a major practice or research activity and consists of a formal written manuscript that will become part of the University of Kentucky archives through UKnowledge, a formal public presentation open to the college's students and faculty, and an oral examination consisting of questions by the student's committee. The capstone project is an opportunity to integrate coursework and field experience into a singular applied project that demonstrates proficiency. The project must be a well-reasoned contribution to knowledge in a discipline of public health, and should provide evidence of scholarly achievement.

The nature of the capstone project should be consistent with the career goals of the student, and it should be viewed as a demonstration that the MPH graduate is prepared to become a public health professional. The excellence in writing and oral presentation requirements reflects competencies that are essential to success in the field of public health. The written format for the capstone project is intended to familiarize students with the rigors of preparing manuscripts for professional journals.

Meeting deadlines is essential to a successful completion of the capstone project, oral final examination, and an acceptable written product.

The capstone project and oral examination are rigorous, but are not difficult tasks for a well-prepared and organized student. It is essential that the student carefully plan the process and work closely with their academic/departmental advisor, committee chair, committee members, and CPH administrative staff. Please consult with your academic/departmental advisor for specific procedures & timelines.

**Project Proposal.** When members of the committee have agreed to serve, the student will submit to them a project proposal. This is the Proposed Capstone Project Description/ Approval Form. Information on this form includes the tentative title of the project, stated purpose of

the project, the reasons that this topic is relevant to public health and the signatures from each of the committee members. The student should not proceed with additional work on the capstone until the form has been approved by all committee members and submitted to the Academic Affairs office.

### **Institutional Review Board**

After approval of these plans by the chair, the student must initiate the appropriate communications (and the respective paperwork process) with the Office of Research Integrity. Other than projects that review existing literature, having an approval letter from the ORI is solely the responsibility of the student. All capstone projects are subject to this step; only ORI can determine that a project is exempt.

The Office of Research Integrity (859-257-3138) or <http://www.research.uky.edu/ori/> supports the institution in its efforts to promote ethical conduct of research and to comply with federal requirements for educating faculty and students about research misconduct regulations. In accordance with federal and institutional regulations, any undertaking in which a University faculty, staff, or student investigates and/or collects data on human subjects for research purposes must be reviewed by either the Medical or Nonmedical Institutional Review Board (IRB). The IRBs are charged with assuring the protection of human subjects involved in research or related activities. The Medical IRB reviews research emanating from the Medical Center and the affiliated VA Medical Center, including the College of Public Health. The Boards have the authority to review, approve, disapprove or require changes in research activities involving human subjects.

All projects must conform to University of Kentucky Office of Research Integrity policies concerning the protection of human subjects. All projects must complete Institutional Review Board review or have confirmation that IRB review is not required.

The College of Public Health requires completion of this training prior to initiation of the capstone project research.

## The MPH Capstone Process for Health Behavior

1. By the beginning of the fall semester of year 2 (or prior to enrolling in CPH647, Research Methods), each student should identify a subject area for the capstone. Students should discuss this decision with their academic advisor and/or any other HB faculty member.
  - Once a general topic is selected, students will identify and meet with a HB faculty member who has content expertise in that subject area. Student and faculty should discuss the student's research interests and decide if the faculty member is the most appropriate to serve as capstone chair. The capstone chair will discuss with the student the state of research in the specific subject area, available sources of data on the subject, and the specific research question the student will address in the capstone paper.
2. While taking CPH 647, students are expected to refine and develop their research question. This course focuses on issues of research design and scientific writing; students should continue to refer to their capstone chair for advice on topical content.
3. Most students will proceed to take CPH 608 (HB section) in the spring semester, which will focus on data analysis as well as writing and presenting the capstone. The two courses (CPH 647 and CPH 608) are a requirement for completion of the MPH if the student elects to concentrate in Health Behavior. This sequence provides the student with a research experience that will be used for the oral and written capstone defense that constitutes the final examination for the MPH degree. This final examination occurs under the auspices of the Graduate School.
4. The final examination and CPH 608 are separate graduation requirements. The course professor assigns a grade for CPH 608. The capstone committee is comprised of the student's selected capstone Chair and two members of the graduate faculty assigned to assist the Chair in the capstone evaluation process. The capstone final examination is graded (pass vs. fail) by the student's capstone committee and the capstone grade card is then transmitted to the Graduate School by the Academic Affairs Office in order to ensure that the student has completed all required work for degree completion. The final capstone document in electronic form must be presented to the Academic Affairs Office prior to release of the capstone grade card to the Graduate School ensuring the student's graduation. The transmittal of the capstone grade card will occur only after all outstanding "I" grades have been resolved.
  - In limited cases, students may request that a faculty member supervise an independent study version of CPH 608. This is only appropriate when the nature of the capstone project requires considerably different guidance than that offered in the standard capstone class. This option is only available with the consent of the instructor and the departmental chair.
5. Capstone defenses
  - All capstones will be scheduled during a two week period in the spring semester. After receiving clearance from the instructor of CPH 608 and following the guidelines established by the College of Public Health and the Graduate School (See Graduate School Policies and Procedures Manual for Directors of Graduate Studies), students will coordinate with the departmental AA to schedule their capstone. During capstone presentation week, the department will assign two HB faculty members to each committee, along with the capstone chair. The capstone chair (who has content expertise in the capstone topic) is the only member of the committee selected by the student; the other two members of the capstone examination committee will be determined by the department.
  - If the capstone committee does not feel the student is prepared for the defense, it may, at its discretion, delay the capstone defense until the student is adequately prepared to defend the capstone project. Students who have completed all other course work will enroll in CPH 748 (0 Credit Hours) for a maximum of two semesters until they have completed a successful capstone defense.

## The Final Examination

The final exam typically lasts one hour. The first part is a 20-minute presentation of the project by the student with an emphasis placed on methods, findings, and implications for public health practice using the model of professional association meeting presentations. The second part is a 20-minute oral examination period, coordinated by the chair that consists of questions from the committee. If time allows, the audience will be invited to ask questions as well. The final 20 minutes will be reserved for private committee deliberation. The committee will evaluate the quality of the final written manuscript in the context of the oral presentation and the oral examination itself.

In the case of a pass, the student must successfully complete any remaining course requirements and will receive the Master of Public Health degree at the conclusion of the semester. If an Incomplete grade has been previously submitted for CPH 608, the grade will be changed to A.

If the judgment of the committee is that the student has not passed the examination, the student may be required to enroll the following semester to refine the project based upon comments in the evaluation form and repeat the examination process. Students will be permitted one additional attempt to pass the examination. If a passing grade is not received after the second attempt, the student will not receive the MPH degree.

Before the capstone is considered complete, the student will make changes to the capstone manuscript within ten days of receiving noted revisions by the capstone committee. The fully revised document is to be submitted to the committee prior to submitting the final PDF version on a jump drive to the academic affairs office. The student will not be able to graduate unless the final version is received. Requirements for the final product are described in the document entitled Capstone Manuscript Guidelines.

## Submitting the Final Electronic Capstone Manuscript

The student will submit a jump drive with the final capstone manuscript attached in PDF format along with the approval form to the Office of Academic Affairs. If the student would like a copy bound, they must submit the copies and a check (made payable to UKSPHA) for \$20.00 per copy to cover the cost of binding and postage. We are unable to accept

credit cards. The student should ensure that their capstone is free of errors; once it has been posted on UKnowledge, corrections cannot be made. Students are expected to submit their capstone in PDF format that does not exceed 100 megabytes; anything larger will generate problems in the submission process.

To schedule a room for your defense, contact Andrea Perkins at (218-2021) or [andrea.perkins@uky.edu](mailto:andrea.perkins@uky.edu).

## Capstone Project Manuscript Guidelines

The College of Public Health adheres to the criteria of the International Committee of Medical Journal Editors (<http://www.icmje.org>). Authors must certify that they will take public responsibility for the content and provide any relevant data upon request. The author must also certify that she/he has contributed substantially to conception, design or analysis, and interpretation of the data, drafting or revision of content, and approval of the final version. The Author also must confirm that the content has not been published elsewhere and does not overlap or duplicate their published work.

### *Title page*

The first page will be a title page including the capstone project title (a concise title that engages and stimulates interest), the author's name including previously earned college degrees, the date of the final examination, and signature lines for each committee member including their names and academic degrees.

### *References*

Refer to the International Committee of Medical Journal Editors <http://www.icmje.org>.

### *Biographical Sketch*

Prepare the biographical sketch on a separate final page of text. The Sketch will be a brief one paragraph description of the author including: full name, previously earned academic degrees, relevant professional employment, professional association affiliations, and long term contact information including address, phone number, and e-mail address.

### *Tables and Figures*

Arrange each table on a separate sheet, with a self-contained title that is fully comprehensible without reference to the text. Figures should include keys and should be either professionally drawn or lasers printed from a computer. Keep lettering large enough to read once reduced to print.

### *Acknowledgments*

Prepare acknowledgments on a separate page. Also required is disclosure of all financial and material support. If human participants are involved, approval by an institutional review board and their informed consent is required.

CPH adheres to the Declaration of Helsinki of the World Medical Association <http://www.wma.net>.

### *Font*

The same typeface (font) must be used throughout the body of the manuscript. A standard font is required and should be consistent throughout the paper. This includes all page numbers, title pages, table of contents, lists, and table/figure headings. The only exceptions are tables/figures formatted using separate graphics. However, the table and figure headings must be formatted with the same font style and size as used in the main body of the manuscript. The minimum font size for the body of the paper is 12 point. The font size must be kept consistent throughout the body of the manuscript. A larger font size is acceptable for chapter titles and major subdivisions.

Recommended fonts: Times New Roman, Arial, Helvetica, Century Gothic

### *Margins*

The following margins are required:

- top 1 inch
- bottom 1 inch
- left 1.5 inches
- right 1 inch

These requirements apply to all pages of the manuscript and any illustrative material to be bound into the paper. (See section on oversize materials.)

Note: The photocopying process enlarges text size up to 2% with each reproduction. For the submission of paper pages that have been photocopied once, it is recommended that the margins of the original document be increased to:

- top 1.1 inches
- bottom 1.1 inches
- left 1.6 inches
- right 1.1 inches

### *Line Spacing*

Double spacing is to be used for the body of the manuscript; single line spacing is not acceptable. The spacing of footnotes, bibliographic entries, long quoted passages, etc., should conform to the guidelines of a style manual consistent with scholarly practice in the discipline.

### *Copyright*

Student is responsible for obtaining any needed copyright permissions and will be expected to attach any written permissions statements from the owner(s) of each third-party copyrighted matter that is included in the student's work.

### **Capstone Manuscript Submission**

The student will submit a jump drive with the final edited paper along with the approval form to the Office of Admissions/Student Affairs. If the student would like a personal copy bound, they will also submit a check for \$20.00 per copy (amount may vary, depending on cost to College) to cover the costs of binding and postage for the bound volumes – see below. The Office of Admissions and Student Affairs asks students to submit the paper within 10 days after final corrections are made.

### **Paper Requirements (For Students Opting to Purchase A Bound Copy)**

The paper on which the work is printed must meet the standards for durability and permanence suitable for a work that will reside in the Library and Archives. See American National Standards Institute (ANSI) /National Information Standards Organization (NISO) Z39.48-1992; Permanence of Paper for Publications and Documents in Libraries and Archives.

The requirements for paper are:

- white
- 8½ x 11 inches
- acid- and lignin-free, alkaline-buffered
- at least 20 lb. bond weight

Paper that does not meet these requirements, such as erasable and recycled paper, should not be used. Acceptable paper may be purchased at campus bookstores or other local copy and office stores.

The following 8½ x 11 papers meet the standards listed above:

- PermaLife Bond (FoxRiver Paper Co.)
- Perma/Dur Buffered Bond (DISTRIBUTOR: University Products)
- Cranes Thesis Paper (DISTRIBUTOR: Crane and Company)
- Xerox Image Elite (DISTRIBUTOR: Xerox Corporation)
- Hollinger Alkaline Buffered Bond (DISTRIBUTOR: Hollinger Corporation)

### **Methods of Printing**

#### *ACCEPTED*

- Laser printing (impact printing); minimum resolution of 300 dpi
- Professional-quality photocopying

#### *NOT ACCEPTED*

- Ink-jet or dot-matrix printing
- Printing with a resolution below 300 dpi
- No form of erasure fluid or correction tape is acceptable
- Duplex printing (one side only)

**Proposed Capstone Project Description / Approval Form**  
**Master of Public Health Degree**

Student Name \_\_\_\_\_ ID Number \_\_\_\_\_

Title of Proposed Capstone Project:

Primary Objective:

Secondary Objective (if applicable):

Proposed Methodology:

Source of Data (if applicable):

Anticipated Value to Public Health Practice:

Committee Chair \_\_\_\_\_ Signature \_\_\_\_\_

Committee Member \_\_\_\_\_ Signature \_\_\_\_\_

Committee Member \_\_\_\_\_ Signature \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Additional Pages may be attached if space is insufficient.

# *Sample Title Page*

(Title)

## **STRATEGIC NETWORKS FOR PUBLIC HEALTH SERVICES IN RURAL AREAS OF KENTUCKY**

CAPSTONE PROJECT PAPER

A paper submitted in partial fulfillment of the  
requirements for the degree of  
Master of Public Health  
in the  
University of Kentucky College of Public Health

By  
Sherrie Elaine Human  
Lexington, Kentucky (Home town)

Lexington, Kentucky  
May 18, 2xxx (Presentation date)

(Type all committee members' names)

F. Douglas Scutchfield, M.D., Chair

William Pfeifle, Ed.D, Committee Member

Richard R. Clayton, Ph.D., Committee Member

# Sample Approval Form

## UK COLLEGE OF PUBLIC HEALTH ELECTRONIC MASTER'S CAPSTONE APPROVAL FORM

NAME: \_\_\_\_\_ STUDENT ID: \_\_\_\_\_

CURRENT ADDRESS: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_ TELEPHONE #: \_\_\_\_\_

CONCENTRATION: \_\_\_\_\_ DATE OF SUBMISSION: \_\_\_\_\_

CAPSTONE TITLE: \_\_\_\_\_

\_\_\_\_\_

### STUDENT AGREEMENT

I represent that my capstone and abstract are my original work. Proper attribution has been given to all outside sources. I understand that I am solely responsible for obtaining any needed copyright permissions. I have obtained and attached hereto needed written permission statements(s) from the owner(s) of each third-party copyrighted matter to be included in my work, allowing electronic distribution (if such use is not permitted by the fair use doctrine). I hereby grant to The University of Kentucky and its agents the non-exclusive license to archive and make accessible my work in whole or in part in all forms of media, now or hereafter known. I agree that the document mentioned above may be made available immediately for worldwide access. I retain all other ownership rights to the copyright of my work. I also retain the right to use in future works (such as articles or books) all or part of my work. I understand that I am free to register the copyright to my work.

### REVIEW, APPROVAL AND ACCEPTANCE

The document mentioned above has been reviewed and accepted by the student's advisor, on behalf of the advisory committee, and by the Director of Graduate Studies (DGS), on behalf of the program; we verify that this is the final, approved version of the student's thesis including all changes required by the advisory committee. The undersigned agree to abide by the statements above.

SIGNATURES: \_\_\_\_\_ DATE: \_\_\_\_\_

STUDENT

\_\_\_\_\_ DATE: \_\_\_\_\_

COMMITTEE CHAIR

\_\_\_\_\_ DATE: \_\_\_\_\_

COMMITTEE MEMBER

\_\_\_\_\_ DATE: \_\_\_\_\_

COMMITTEE MEMBER

\_\_\_\_\_ DATE: \_\_\_\_\_

COMMITTEE MEMBER

\_\_\_\_\_ DATE: \_\_\_\_\_

COMMITTEE MEMBER