

Master of Public Health Student Handbook

2014 – 2015

Preface

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

Dear MPH 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.

As a fully accredited school of public health, by the Council on Education for Public Health (CEPH), and a fully participating member of the Association of Schools and Programs of Public Health (ASPPH), our training, research, and service activities are extremely deep and broad. In 2010, the college was re-accredited by CEPH for a term of 7 years, until December 2017. The College was also successful in achieving full reaccreditation for 7 years in 2012 for the Master of Health Administration (MHA) degree program from the Commission on Accreditation on Healthcare Management Education (CAHME). The college has dramatically increased program development which is primarily used to support students and enhance endowed faculty positions. In fiscal year 2013-2014, the college received more than \$34 million in grant funding for research. The research portfolio of our faculty and staff provides outstanding training opportunities for our students, supports national research priorities, builds bridges to other Colleges and Universities, and increases the stature of our College internationally.

Our mission is to apply cutting-edge, comprehensive approaches to better understand and reduce the causes of diseases and injuries and the burdens they place on individuals, families and communities. The College of Public Health is recognized locally, nationally, and internationally for its outcomes and products addressing public health problems, reflecting excellence in discovery, outreach, learning, service, community engagement, and leadership. We pursue our mission through academic excellence, accountability, community engagement, democracy, educational opportunities, organizational cohesion, trans-disciplinary discovery and integrity.

We are one of 52 (and the number is growing) accredited schools of public health who share a grand mission to improve the public's health across the U.S. and around the world through our teaching, research and service. The faculty, staff, students and alumni of the College are committed to making a difference in the Commonwealth of Kentucky and beyond. We take seriously our responsibility to prepare the next cadre of public health workers; we know we are preparing future public health leaders. People are important here, and we are genuinely committed to making our work and learning environment positive, fair, and diverse. We are delighted that you have decided to join us, a Top 25 School of Public Health, and we look forward to helping you prepare for your future.



Wayne T. Sanderson, PhD, CIH



The University of Kentucky

The University of Kentucky, a land grant institution, was established in 1865. It began offering graduate work in 1870 and awarded its first graduate degrees in 1876. The University is a complex institution with both a liberal arts school and a number of professional schools. 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, Food and Environment; Architecture; Arts and Sciences; Business and Economics; Communication and Information; Education; Engineering; Fine Arts; The Graduate School; Human Environmental Sciences; Law; Social Work; Dentistry; Health Sciences; 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.

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

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.
16. Apply and interpret common statistical methods for inference.

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. Utilize a basic framework (precede proceed) and demonstrate proficiency in applying this to 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

Core Courses **15**

CPH 580	Biostatistics I	3
CPH 601	Occupational/Environmental Health I	3
CPH 604	Public Health and Disease Prevention	3
CPH 605	Epidemiology	3
CPH 650	Management of Public Health Organizations	3

CPH Exam

Beginning with the Fall 2014 class, all MPH students must take the CPH Exam. The exam is offered every Spring. Students should take the exam after they have completed the core courses. The college will pay for **one** exam for each student.

Research Hours Elective

CPH 647 or equivalent	Health Behavior, Health Services Management, and Environmental Health	3
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Biostatistics and Epidemiology will derive their 3 credit hours from a list of electives

Required Field Experience

CPH 609	Field Practicum	3
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Capstone Course

CPH 608	Capstone	3
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Courses Required in Concentration Area

Varies by concentration	18
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Total	42
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MPH Core Course Descriptions

Required Core Courses

CPH 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 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.

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. 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. Prior to beginning field contact hours students should have completed all core courses or made significant progress towards their completion.

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 (859-323-5823) 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. 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 otherwise the “I” grade will convert to an “E”. 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.

Current course descriptions can be located on the registrar’s website: <http://www.uky.edu/registrar/content/2014-15-course-descriptions>

Biostatistics Curriculum

Area Requirements

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

BST 655	Statistical Genetics	3
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BST 761	Time to Event Analysis	3
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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
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CPH 636	Data Mining in Public Health	3
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CPH 664	Design and Analysis of Clinical Trials	3
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Electives II** (3 courses required)

BST 655	Statistical Genetics	3
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BST 675	Biometrics I	4
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BST 676	Biometrics II	4
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BST 760	Advanced Regression Analysis	3
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BST 761	Time to Event Analysis	3
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BST 762	Longitudinal Data Analysis	3
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BST 763	Analysis of Categorical Data	3
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CPH 535	Database and SAS Programming	3
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CPH 631	Design and Analysis of Health Surveys	3
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CPH 636	Data Mining in Public Health	3
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CPH 664	Design and Analysis of Clinical Trials	3
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CPH 712	Advanced Epidemiology	3
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INF 520	Bioinformatics	3
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STA 673	Distribution Free Statistical Interference	2
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STA 677	Applied Multivariate Methods	3
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*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, Public Health Practice and Administration.
3. Students who wish to complete a concentration in Biostatistics are strongly encouraged to take Biostatistics I (CPH 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 CPH 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).
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 area course: Biostatistics II, CPH 630*	3 hours
3. Elective courses in Biostatistics*	18 hours
4. Practicum Field Experience CPH 609	3 hours
5. Capstone Course CPH 608	3 hours
6. 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
CPH 580 Biostatistics I
CPH 605 Epidemiology
CPH 609 Practicum

Third Semester (Fall)

CPH Core Course
CPH 664 Clinical Trials*
BST 761 Time to Event Analysis*
Approved Biostatistics Elective

Second Semester (Spring)

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

Fourth Semester (Spring)

BST 665 Statistical Genetics*
CPH 608-002 (Biostatistics Section)
Approved Biostatistics Elective (if needed)

*Can be substituted for an approved Biostatistics Elective

Environmental Health Curriculum

Area Requirements

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

BIO 582	Virology	3
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 662	Public Health Response to Terrorism & Disaster	3
CPH 695	Public Health Practice through Service Learning	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 728-C	Special Topics in Occ/Env Health: Injury Prevention and Control	3
CPH 729	Independent Study in Occupational & Environmental Health	1–3
CPH 790	Water Sanitation and Health	3
ENT 561	Insects Affecting Human and Animal Health	3
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
TOX 509	Biochemical and Environmental Toxicology	3
TOX 680	Molecular Mechanisms in Toxicology	5

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 four elective courses (12 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, CPH 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

Research Methods, CPH 647# 3

The two remaining Environmental Health Area Requirements

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

Environmental Health electives 12

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 Environmental Health students prefer the Health Behavior section.

Environmental Health Sample Full Time Schedule

Year One

Fall - 12 Credit Hours	Completed	Spring - 12 Credit Hours	Completed
CPH 580 Biostatistics I	3	CPH 650 Mgt of PH Orgs	3
CPH 604 Public Health & Disease Prevention	3	CPH 620 Occ Health	3
CPH 601 Environmental Health I	3	CPH 622 Toxic Agents	3
CPH 609 Field Practicum	3	Environmental Health Seminar	0
Environmental Health Seminar	0		

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
Environmental Health Elective	3	Environmental Health Seminar	0
Environmental Health Elective	3	Environmental Health Elective	3
Environmental Health 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

Area Requirements

CPH 630	Biostatistics II	3
CPH 712	Advanced Epidemiology	3

Electives (3 courses required)

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 614	Managerial Epidemiology	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 714	Maternal and Child Health Info and Data Systems	3
CPH 715	Perinatal Epidemiology	3
CPH 718	Special Topics (most sections, see advisor for approval)	3

Biostatistics courses that may be used as Epidemiology electives

CPH 631	Design & Analysis of Health Surveys	3
CPH 664	Biostatistics in Clinical Trials	3

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, 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 four 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 area courses in Epidemiology	6 hours
3. Elective courses in Epidemiology	12 hours
4. MPH research elective*	3 hours
5. Practicum Field Experience CPH 609	3 hours
6. Capstone Course CPH 608	3 hours
7. Minimum total hours	42 hours

*Requires faculty advisor approval

Health Behavior Curriculum

Key Courses

CPH 643	Measuring Health Behavior	3
CPH 646	Special Topics: Evidence-Based Public Health Practice and Program Planning	3
CPH 647	Research Methods	3
CPH 648	Eliminating Racial and Ethnic Disparities	3
CPH 778	Special Topics: Ethics for Public Health	3

Electives*

CPH 641	Public Health and Anthropology	3
CPH 644	Rural Health Disparities	3
CPH 645	Food Systems and Public Health	3
CPH 646	Special Topics (Most sections, check with your advisor)	3
CPH 660	GIS Systems and Public Health	3
CPH 728	Health of Agricultural Populations	3
CPH 778	Special Topics (Most sections, check with your advisor)	

* 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 elective 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 in addition to CPH 647 - Research Methods.
- Students concentrating in Health Behavior are strongly encouraged to take the introductory course CPH 604, Public Health and Disease Prevention and CPH 643, Measuring Health Behavior in their first semester; CPH 646, Special Topics: Evidence-based Public Health Practice and Program Planning in their second semester; and CPH 647 Research Methods in their third semester. This sequence of courses will prepare students to complete CPH 608, Capstone in their final semester in the MPH program.
- All five core courses are offered twice per year, however most key courses in Health Behavior are taught only once per year. Be sure to work with your advisor to make certain you are taking the courses that will allow you to graduate on schedule.
- Students pursuing a concentration in Health Behavior are required to take two elective 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 elective credit for any non-HB course within the CPH, students need to obtain approval from their academic advisor. To receive HB elective credit for any course outside of the CPH, students must obtain approval from both their advisor and the department chair.

- Two of the four semesters require only 9 credit hours; we strongly encourage students to consider the various CPH Certificates and/or additional Health Behavior electives or other CPH courses as appropriate.
- 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.
- Course titles are subject to change; check with your academic advisor to be certain you have met all Health Behavior requirements.

Class hours are as follows for curriculum selected:

1. Core courses	15 hours
2. Key Courses in Health Behavior	15 hours
3. Two Elective Courses	6 hours
4. Required Capstone Course CPH 608-HB section	3 hours
5. Practicum Field Experience CPH 609	3 hours
6. Minimum total hours	42 hours

Sample HB Schedule*

Year One

Fall - 12 Credit Hours	Completed	Spring - 12 Credit Hours	Completed
CPH 604 Pub Health & Dis Prevention ■		CPH 646 Special Topics: Evidence-Based Public Health Practice and Program Planning ◆	
CPH 605 Epidemiology ■		CPH 580 Biostatistics ■	
CPH 609 Field Practicum ■		CPH 643 Measuring Health Behavior ◆	
CPH 650 Management of PH Orgs ■		Health Behavior Elective	

Summer Session

Complete 200 practicum hours.

Year Two

Fall - 9 Credit Hours	Completed	Spring - 9 Credit Hours	Completed
CPH 601 Occupational and Environmental Health ■		CPH 608 Capstone Class, HB section ■	
CPH 647 Research Methods for Public Health ◆		CPH 648 Health & Culture (Eliminating Racial and Ethnic Disparities) ◆	
CPH 778 Special Topics: Ethics for Public Health ◆		Health Behavior Elective	

■ Required Courses for All MPH Students

◆ Key Course Requirement

Recommended Health Behavior Electives

- CPH 641 Pub Health and Anth
- CPH 644 Rural Health Disparities
- CPH 645 Food Systems Malnutrition
- CPH 646 Most Sections
- CPH 660 GIS Systems and Public Health
- CPH 728 Health of Agricultural Pop
- CPH 778 Special Topics (Most sections, check with your advisor)

Note: CPH 641 and 645 are offered in alternating years

* Please meet with your academic advisor at least once a semester to plan your course schedule and to ensure you are meeting all the Health Behavior requirements.

Health Services Management Curriculum

Area Requirements

CPH 647	Research Methods	3
CPH 652	Finance Management in Health Care / Public Health Organizations	3
or		
CPH 655	Public Health Accounting and Finance	3

The Health Services Management curriculum is being updated to better prepare students for career opportunities. Students are strongly encouraged to take the following courses:

Electives (4 Courses / 12 Credit Hours)

CPH 600	Health Services and Systems Organization	3
CPH 658	Public Health Economics	3
CPH 652	Finance Management in Health Care / Public Health Organizations	3
or		
CPH 655	Public Health Accounting and Finance	3
CPH 653	Public Health Law and Policy	3
or		
CPH 758	Special Topics: Health Policy	3

Other Electives (1 Course / 3 Credit Hours)

CPH 551	Comparative Health Systems	3
CPH 614	Managerial Epidemiology	3
CPH 660	GIS and Public Health	3
CPH 751	Global Public Health	3
CPH 754	Health Care Access and Coverage	3
CPH 758	Special Topics: Consumer and Patient-Oriented Outcomes Research	3
CPH 779	Independent Studies in Health Services Management	1-3
HA 603	Legal Aspects of Health Administration	3
HA 624	Health Information Systems	3

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

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. Students who wish to complete a concentration in Health Services Management (HSM) are strongly encouraged to take the core course in HSM (CPH 650) in their first semester.
- The area courses required of any student who plans to complete a concentration in HSM are CPH 652: Finance Management in Health Care / Public Health Organizations or CPH 655: Public Health Finance and Accounting (prerequisite is CPH 650) and CPH 647: Research Methods. There is a separate section of the Research Methods course for HSM concentrators.
- Students pursuing a concentration in HSM are required to take five elective courses (15 credit hours) in HSM. At least two elective courses are currently being offered each semester. Elective courses in HSM are listed on the previous page. Courses offered in the Master of Health Administration program can fulfill elective requirements.
- Students concentrating in HSM will be expected to complete a field 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. Area requirements in HSM	6 hours
3. Elective courses in HSM	15 hours
4. Practicum/Field Experience (CPH 609)	3 hours
5. Capstone Course (CPH 608)	3 hours
6. Minimum total hours	42 hours

Note: Most required courses in the HSM concentration are taught once per year. Students may choose from selected courses in the Masters in Health Administration program under the HA prefix.

Health Services Management Sample Full Time Schedule

Year One

Fall - 12 Credit Hours		Completed	Spring - 12 Credit Hours		Completed
CPH 650 Management of Health Organizations	3		CPH 601 Occupational and Environmental Health	3	
CPH 600 Health Services and Systems Organization	3		CPH 653 Public Health Law or CPH 758 Health Policy	3	
CPH 605 Principles of Epidemiology	3		CPH 658 Health Economics	3	
CPH 609 Field Practicum	3		CPH 655 Accounting and Finance	3	

Year Two

Fall - 9 Credit Hours		Completed	Spring - 9 Credit Hours		Completed
CPH 580 Biostatistics	3		CPH 647 Research Methods	3	
CPH 604 Public Health & Disease Prevention	3		MPH Elective	3	
CPH 608 Capstone	3		Health Services Management Elective	3	
			*Capstone Presentation & Defense	0	

The HSM concentration can also be completed in an accelerated 14-month, 4-semester schedule, rather than the 21-month schedule, in the following manner:

First Summer Semester (6 credits)

CPH 650 Management of Public Health Organizations
CPH 605 Principles of Epidemiology

- or -

CPH 601 Occupational and Environmental Health or HSM elective

Fall Semester (18 credits)

CPH 605 Principles of Epidemiology or HSM elective
CPH 601 Occupational and Environmental Health or HSM elective
CPH 600 Health Services and Systems Organization
CPH 580 Biostatistics
CPH 758 Health Policy (or CPH 653 Public Health Law in spring)
CPH 609 Practicum (most students will begin the Practicum by the Spring semester)

Spring Semester (15 credits)

CPH 647 Research Methods
CPH 658 Health Economics
CPH 604 Principles of Health Behavior
CPH 652 Finance Management in Health Care / Public Health Organizations

- or -

CPH 655 Public Health Accounting and Finance Elective course

Second Summer Semester (6 credits)

CPH 608 Capstone

Certificate Options

The Graduate Certificate in Gerontology

The proportion of older adults continues to increase, and the demand for professionals with expertise in aging has grown dramatically. Our Graduate Certificate in Gerontology is designed to prepare 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.

Certificate Director

Graham D. Rowles, Ph.D.

Graduate Center for Gerontology

1080 Export Street, Suite 2080, Room 207

Lexington, KY 40504

(859) 218-0145

growl2@uky.edu

The Graduate Certificate in Global Health

Expansion in global communication, travel and trade has increased the need for clinical and public health professionals who understand health issues that transcend borders. Our Graduate Certificate in Global Health is designed to prepare practitioners to meet the growing demand for international, interdisciplinary skills in areas such as disease and injury prevention, health care, and disease control.

Certificate Director

James W. Holsinger, Jr., M.D., Ph.D.

Departments of Preventive Medicine and Health Services
Management

College of Public Health

111 Washington Ave, Suite 107

Lexington, KY 40536-0003

(859) 323-6314

jwh@uky.edu

The Graduate Certificate in Maternal and Child Health

The Graduate Certificate in Maternal and Child Health (MCH) provides a mechanism for public health professionals and students to develop theoretical, practical, and relevant educational experiences in MCH to enhance the health and well-being of children, mothers and families. We use the MCH life course approach to explore public health data

and information systems, emerging issues and risk factors affecting populations both in the U.S. and internationally.

Certificate Director

Lorie Wayne Chesnut, DrPH, MPH

Department of Epidemiology

College of Public Health

111 Washington Ave, Suite 209C

Lexington, KY 40536-0003

(859) 218-2226

lorie.chesnut@uky.edu

The Graduate Certificate in Public Health Management

Healthcare has been experiencing a tremendous evolution in recent years, and population health has become a requisite component of U.S. and global health systems. Our Graduate Certificate in Public Health Management will enhance students' competencies and skills in management, giving special attention to the organizational, analytic, and decision-making skills needed to work effectively across the public health and health care components of the health system to achieve greater coordination, equity, and efficiency.

Certificate Director

James W. Holsinger, Jr., M.D., Ph.D.

Departments of Preventive Medicine and Health Services
Management

College of Public Health

111 Washington Ave, Suite 107

Lexington, KY 40536-0003

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For more information

Andrea Perkins

Certificate Coordinator

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111 Washington Ave, Suite 204

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(859) 218-2021

andrea.perkins@uky.edu

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.

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.

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.

For more information, please visit the Graduate School's website <http://www.research.uky.edu/gs/StudentFunding/assistantships.html>.

Disabilities (Physical, Mental and/or Learning)

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

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

All students requesting accommodations need to be registered with the Disability Resource Center (DRC) and have official UK accommodation letters to provide to each of their faculty. Students are advised that they must provide a reasonable amount of notice for faculty to arrange testing accommodations. Faculty should honor accommodation requests received at least one week prior to a scheduled test or exam. Requests for faculty support with notes are to be interpreted such that when you publicly display outlines

or text through a PowerPoint presentation, overheads, or other visual device, it is reasonable for you to provide the student with a copy of that text. (If you are displaying a set of slides or showing a short film, it is not reasonable for the student to receive a copy. If you work on problems or make lists on a chalk board, it is not reasonable for you to provide a written copy to the student. Students may not request your private, personal notes.)

Requests for testing accommodations that only include extended time (50% or 100%) and testing in a separate, low distraction environment may be set up by the faculty, with a proctor and a quiet work space. At faculty's discretion, the accommodated testing can take place in the Counseling and Testing Center, but the exam must be completed by 4:00 p.m. For further information about scheduling accommodated exams at the Counseling and Testing Center, please call 257-8703 or visit their website at <http://www.uky.edu/StudentAffairs/Counseling/testing.html>.

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

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

Drug Free Institution

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

UK Academic Ombud

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

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

Smoke-Free Environment

On April 22, 2008, the UK Board of Trustees gave final approval to the revised version of the university policy that outlines the university's smoke-free policy. 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 (859) 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.

WildCard Student ID

Students are required to have a WildCard Student ID that may be used for a variety of services on campus (copying services, athletic events, library use, etc.) as well as access in areas of the UK HealthCare - Chandler Hospital. Since the College of Public Health is a member of the Health Professions Colleges your ID will be obtained from the UK HealthCare security office. The security office hours of operation are Monday – Friday, 7:00 a.m. to 3:30 p.m. in room A.00.802, UK HealthCare - Chandler Hospital, 1000 S. Limestone (859) 323-2356. Additional information can be found here, <http://www.uky.edu/Police/UKID/index.html>.

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 convert to an E.

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.¹

Websites for additional information on Plagiarism:

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

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

"Plagiarism: What is It and How to Recognize and Avoid It,"

The Writing Center at Indiana University,
<http://www.indiana.edu/~wts/pamphlets.shtml>

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

“Sources,” Dartmouth College,
<http://www.aug.edu/sociology/plagiarism.html>

Student 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.

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.

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.

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 or ul.lgbta@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. You can attain this form from the Academic Affairs office as well as your committee chair.

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

The capstone process for Health Behavior students is designed to provide students with the opportunity to integrate knowledge, skills, and experience developed during the course of study in the Health Behavior program. As such, the elements of the capstone will begin to be developed during the student's first semester in the MPH program. As the student progresses through the course sequence, he or she should begin to identify an area of interest to develop into a capstone project.

1. By the beginning of the fall semester of year 2 (or prior to enrolling in CPH 647, Research Methods and Program Evaluation), 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 discuss their topic area with the 647 and capstone course instructors at the beginning of the 647 course. Students will be assigned to an HB faculty member who has content expertise in that subject area. While great effort will be taken to match students with faculty members based on topic area, there may not be a best match, and students will be matched on faculty availability and related expertise. This faculty member will serve as the capstone chair, and 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 project.
2. While taking CPH 647, students are expected to refine and develop their capstone project, including 1) community assessment, 2) program planning, and 3) program evaluation, or; 4) a research-based secondary data analysis capstone. The latter option is for students who are interested in pursuing careers in research.
 3. Most students will proceed to take CPH 608 (HB section) in the spring semester, which will focus on writing and presenting the capstone. The capstone instructor may group students into teams or groups to complete a capstone project; however each individual student will create their own final capstone product. 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 culminating writing 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.

Appendix III Final Examination

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.

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. 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.

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. A sample title page can be attained from the Office of Academic Affairs.

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.