



Program in Applied Public Health Sciences

Master of Public Health (MPH) 2024-25 Handbook

Table of Contents

Program and Graduate School Administration	1
Guiding Principles	1
MPH Course Requirements	2
Standalone MPH	2
FastTrack BA/BS+MPH	3
Dual Degree MPH	3
MPH/MD & MPH/DMD	3
MPH/MSW	4
MPH/JD	5
MPH/PharmD	6
Learning Objectives and Foundational Competencies	6
Applied Practice Experiences (APE)	7
Integrated Learning Experiences (ILE) – Capstone Project	8
Integrated Learning Experiences (ILE) – Thesis	9
ILE Evaluations	10
ILE Public Presentation	10
Additional Degree Requirements	11
Intentional Action	11
Required Training	11
Assessment of Academic Performance	12
Academic Advisement	12
MPH Degree Conferral Deadlines	13
UConn Graduate Certificates and MPH Degree Requirements	15
Public Health Student Organization	15
MPH Course Registration	15
MPH Tuition and Fees	15
Waivers and Transfer of Credits Toward the MPH Degree	16
University Communications and Email Accounts	16
Background Checks	16
University ID	16
Immunizations	17
COVID-19 Protocol	17
Health Insurance	17
Library	17
Learning Resources	17
Software	17
Student Parking	17
Code of Conduct	18
Student Rights and Assurances – Family Educational Rights and Privacy Act (FERPA)	18
Scholarly Integrity in Graduate Education and Research	18

UConn Program in Applied Public Health Sciences Master of Public Health Degree

Public health careers for the 21st century, along with many in the related health and human services, will require competence in interprofessional practice that coordinates skill sets and perspectives of various disciplines in achieving effective, comprehensive, systems-level improvements to our environment and social structure. Competencies of interprofessional practice refer to the capacity of individuals and teams to enact knowledge, skills, values and attitudes essential for working together across professions and stakeholder groups to improve outcomes.

The UConn [Department of Public Health Sciences](#) offers the Master of Public Health (MPH) degree focusing on Interprofessional Public Health Practice for students anticipating careers in Government or non-Government agencies. The MPH degree integrates coursework on foundational topics in public health and experiential opportunities that allow students to develop and demonstrate competency as public health practitioners. Degree requirements conform to standards of the UConn Graduate School, as well as those of the Council on Education for Public Health (CEPH), an independent agency recognized by the U.S. Department of Education to accredit public health schools and programs. UConn's MPH Program has been fully accredited by CEPH since 1984.

Program and Graduate School Administration.

UConn administrators, faculty and staff are readily available to students to ensure a positive experience during their course of study. The Program maintains an information line (860-679-5470) where you can leave messages for later review and follow-up.

Program in Applied Public Health Sciences – 195 Farmington Avenue, Farmington CT 06030-6325		
David Gregorio, CO-Director	gregorio@uchc.edu	860-679-5480
Stacey Brown, CO-Director and APE Coordinator	stbrown@uchc.edu	860-679-2927
Helen Swede, PhD Coordinator	swede@uchc.edu	869-679-5568
Holly Samociuk, Program Associate	samociuk@uchc.edu	860-679-5467
Michael Abate, Technical Analyst 2	mabate@uchc.edu	860-679-5479
Program Information	publichealth@uchc.edu	860-679-5470
UConn Graduate School - 263 Farmington Avenue, Farmington CT 06030-1850		
Barbara Kream, Associate Dean	kream@uchc.edu	860-679-3849
Rebecca Straub, UConn Health Office of the Registrar	registrar@uchc.edu	860-679-2990
Charley Rowland, UConn Health Bursar	chrowland@uchc.edu	860-679-1632
Other useful UConn web addresses		
Academic Calendar	https://registrar.uconn.edu/academic-calendar/	
CITI Training	https://about.citiprogram.org/en/homepage/	
HuskyCT	https://lms.uconn.edu/	
To access your MPH email:	https://outlook.office.com/	
PeopleSoft Student Administration System	https://studentadmin.uconn.edu/	
UConn Graduate School Catalog	https://gradcatalog.uconn.edu/	
UConn Health Institutional Review Board (IRB)	https://ovpr.uchc.edu/services/rics/hspp/irb/	

Guiding Principles

- Our Vision:** To be an integral contributor in assuring Americans and others can enjoy healthy, productive and satisfying lives.
- Our Mission:** To assure public health students and practitioners are prepared to address 21st century challenges through a comprehensive program of educational experiences, mentorship and career guidance.
- Our Program Goals:** Produce competent interprofessional practitioners to fill leadership roles in applied public health settings (education)
Further our understanding of factors impacting health to better control the burdens of at-risk populations (research)
Engage community partners to pursue effective approaches to community health (service/engagement)

Build an inclusive public health workforce to equitably address community needs and aspirations (equity)
 Guiding Values: Fostering reciprocal, equitable partnerships with stakeholders
 Seeking justice through wellness as a public good and fundamental right of all
Acknowledging differing beliefs and practices into all program activities
Promoting ethical standard in all actions and interactions

MPH Course Requirements - Students can earn the MPH degree following or Standalone, FastTrack or Dual Degree pathways.

Our Standalone MPH degree requires students to complete 48 PUBH-related credits (See Table 1), consisting of 5 foundational courses (PUBH 5403, 5404, 5405, 5408 and 5409), 3 concentration courses (PUBH 5406, 5411 and 5431), a 2-semester APE (PUBH 5407), and 5 elective courses combined with a 3-credit ILE Capstone Project (PUBH 5499), or upon petitioning the program for permission (see below), 3 elective courses combined with a 9-credit ILE Thesis (GRAD 5950). No student on the Standalone pathway completes their degree with fewer than 42 PUBH-credits earned. Requests for credit-load reduction or transfer of 3 or 6 credits must be based on prior academic work. Credit waivers and transfer credits are reviewed on an individual basis by the Program Director, requiring students to demonstrate satisfactory performance (grade of B or better) in the course and evidence the course content is relevant to the MPH degree (i.e., suitable for inclusion as coursework within a CEPH-accredited program or school).

Table 1. Courses & Credits for Standalone MPH Pathway with ILE Capstone Project.

Course number	Course name	Credits
Required courses (foundation and concentration)		
PUBH 5403	Health Administration	3
PUBH 5404	Environmental Health	3
PUBH 5405	Social/Behavioral Foundations of Public Health	3
PUBH 5406*	Law and Public Health	3
PUBH 5408	Epidemiology & Biostatistics I	3
PUBH 5409	Epidemiology & Biostatistics II	3
PUBH 5411*	Introduction to Interprofessional Public Health Practice	3
PUBH 5431*	Public Health Research Methods	3
APE & ILE courses (as applicable)		
PUBH 5407	Practicum in Public Health	6
PUBH 5499	Capstone Project	3
Electives (as applicable)		
PUBH - electives		15
TOTAL CREDITS		48

* Concentration Courses

Students desiring a research-focused MPH may petition the program to substitute the 3-credit ILE PUBH 5499 Capstone Project with 3 rather than 5 electives, along with a 9-credit GRAD 5950 ILE Thesis. To be approved for thesis work, a student must demonstrate the capacity to produce a rigorous, thorough product that benefits from ongoing, timely input from the student’s advisory committee. Of paramount concern is documentation of a student’s ‘readiness’ to undertake thesis-related work as defined by their mastery of appropriate technical skills, substantive knowledge of subject matter in question and a thorough understanding of thesis requirements and timelines (at least 2 semesters prior to graduation must be evident).

Our FastTrack BA/BS+MPH pathway requires students to complete 42 PUBH-related credits (See Table 2), consisting of 5 foundational courses (PUBH 5403, 5404, 5405, 5408 and 5409), 3 concentration courses (PUBH 5406, 5411 and 5431), a 2-semester APE (PUBH 5407), and 3 elective courses combined with a 3-credit PUBH 5499 ILE Capstone Project course.

Table 2. Course & Credits for Students Pursuing the FastTrack Pathway with ILE Capstone Project.

Course number	Course name	Credits
Required courses (foundation and concentration)		
PUBH 5403	Health Administration	3
PUBH 5404	Environmental Health	3
PUBH 5405	Social & Behavioral Foundations of Public Health	3
PUBH 5406*	Law and Public Health	3
PUBH 5408†	Epidemiology & Biostatistics I	3
PUBH 5409†	Epidemiology & Biostatistics II	3
PUBH 5411*†	Interprofessional Public Health Practice	3
PUBH 5431*†	Public Health Research Methods	3
APE & ILE courses (as applicable)		
PUBH 5407	Practicum in Public Health	6
PUBH 5499	Capstone Project	3
Electives (as applicable)		
PUBH- electives		9
TOTAL CREDITS		42

* Concentration Courses

† Courses completed with UConn Undergraduates

Our Dual Degree MPH is available concurrently with degrees in medicine, dental medicine, social work, law and pharmacy. The Dual Degree pathway requires students to complete 42 credits of which 36 credits are earned through PUBH courses. Individuals complete required coursework in their complementary degree program for which 6 'shared' credits are recognized by the Program and Graduate School. Dual Degree candidates are not eligible for credit waiver or transfer credits. No Dual Degree candidate completes their MPH with fewer than 42 credits earned.

MPH/MD and MPH/DMD students complete 36 PUBH-related credits (See Table 3), consisting of foundational and concentration courses, a 1-semester APE, and a 3-credit ILE Capstone Project (students can petition to complete 0 electives and a 9-credit ILE Thesis), along with 6 'shared credits' earned through the School of Medicine/Dental Medicine's MDelta curriculum. MPH/MD and MPH/DMD candidates typically receive the following course waivers/substitutions:

- students substitute coursework embedded within MDelta (Vital-Stage 1) addressing a UConn Graduate Certificate on the Social Determinants of Health & Disparities. This curriculum is considered equivalent to content delivered through PUBH 5408 and 5409.
- students complete PUBH 5497 Public Health Research Appraisal in place of PUBH 5431 Public Health Research Methods to facilitate their completion of Dual Degree requirements.

MPH/MD and MPH/DMD students can request a waiver of PUBH 5411 by documenting (a) a rationale for requesting a waiver, (b) the elective coursework intended to replace PUBH 5411, (c) the student's plan and timeline for addressing learning objectives linked to PUBH 5411, and (d) evidence of approval of the petition by their academic advisor. Waiver petitions will be reviewed individually by the Program Director. A copy of the PUBH5411 Waiver form is available on the Program's website.

Before graduation, the School of Medicine's Dual Degree Coordinator (Melissa Held, MD) or the School of Dental Medicine's Dual Degree Coordinator (Eric Bernstein, JD, EdD) verifies that a student has completed

required coursework within the School of Medicine or Dental Medicine and, therefore, is eligible to receive 6 'shared' credits toward the MPH degree.

Table 3. Course & Credits for Students Pursuing the MPH/MD or DMD/MPH Pathway with ILE Thesis.

Course number	Course name	Credits
Required courses (foundation and concentration)		
PUBH 5403	Health Administration	3
PUBH 5404	Environmental Health	3
PUBH 5405	Social/Behavioral Foundations of Public Health	3
PUBH 5406*	Law and Public Health	3
MDelta	LAUNCH, VITAL– Stage I, PACTS	3
MDelta	LAUNCH, VITAL– Stage I, PACTS	3
PUBH 5431* or PUBH 5497	Public Health Research Methods Public Health Research Appraisal	3
PUBH 5411*	Introduction to Interprofessional Public Health Practice	3
APE & ILE courses (as applicable)		
PUBH 5407	Practicum in Public Health	3
GRAD 5950	Thesis Research	9
Requirements for degree completion associated with Dual Degree Pathway		
MDelta curriculum	Additional elements of LAUNCH, VITAL-Stage 1, PACTS	6
	TOTAL CREDITS	42

* Concentration Courses

MPH/MSW students complete 36 PUBH-related credits (See Table 4) consisting of 8 foundational or concentration courses, a 1-semester APE, 2 electives and a 3-credit ILE Capstone Project, or (upon petitioning the program for permission) 0 electives combined with a 9-credit ILE Thesis (GRAD 5950), along with 6 'shared credits' earned through the School of Social Work. MPH/MSW candidates typically receive the following course waivers/substitutions:

- students may substitute BASC 5362 Human Behavior in the Social Environment for PUBH 5405 Social & Behavioral Foundations of Public Health.
- students may substitute BASC 5333 Research Methods for Social Work Practice for PUBH 5431 Public Health Research Methods.

MPH/MSW students can request a waiver of PUBH 5411 by documenting (a) a rationale for requesting a waiver, (b) the elective coursework intended to replace PUBH 5411, (c) the student's plan and timeline for addressing learning objectives linked to PUBH 5411, and (d) evidence of approval of the petition by their academic advisor. Waiver petitions will be reviewed individually by the Program Director. A copy of the PUBH5411 Waiver form is available on the Program's website.

Before graduation, the School of Social Work's Dual Degree Coordinator (Carlton Jones, MS) verifies that a student has completed required coursework within the School Social Work and, therefore, is eligible to receive 6 'shared' credits toward the MPH degree.

Table 4. Required Courses & Credits for Students Pursuing the MPH/MSW Pathway with ILE Thesis

Course number	Course name	Credits
Required courses (foundation and concentration)		
PUBH 5403	Health Administration	3
PUBH 5404	Environmental Health	3
PUBH 5405 or BASC 5362	Social/Behavioral Foundations of Public Health <i>Human Behavior in the Social Environment</i>	3
PUBH 5406*	Law and Public Health	3

PUBH 5408	Epidemiology & Biostatistics I	3
PUBH 5409	Epidemiology & Biostatistics II	3
PUBH 5431* or BASC 5333	Public Health Research Methods <i>Research Methods for Social Work Practice</i>	3
PUBH 5411*	Introduction to Interprofessional Public Health Practice	3
APE & ILE courses (as applicable)		
PUBH 5407	Practicum in Public Health	3
GRAD 5950	Thesis research	9
Requirements for degree completion associated with Dual Degree Pathway		
School of Social Work Courses	BASC 5300 Human Oppression BASC 5350 Analysis of Social Welfare Policy POPR 5310 Program Planning, Development & Evaluation POPR 5312 Political Advocacy	6
TOTAL CREDITS		42

* Concentration Courses

MPH/JD students complete 36 credits (See Table 5), consisting of foundational and concentration courses, a 1-semester APE, 2 electives and a 3-credit ILE Capstone Project, or (upon petitioning the program for permission) 0 electives combined with a 9-credit ILE Thesis (GRAD 5950), along with 6 'shared credits' for coursework completed within the School of Law.

MPH/JD students can request a waiver of PUBH 5411 by documenting (a) a rationale for requesting a waiver, (b) the elective coursework intended to replace PUBH 5411, (c) the student's plan and timeline for addressing learning objectives linked to PUBH 5411, and (d) evidence of approval of the petition by their academic advisor. Waiver petitions will be reviewed individually by the Program Director. A copy of the PUBH5411 Waiver form is available on the Program's website.

Before graduation, the Law Dual Degree Coordinator (Susan Schmeiser, JD) verifies that a student has completed required coursework within the School of Law and is eligible to receive 6 'shared' credits toward the MPH degree.

Table 5. Required Courses & Credits for Students Pursuing the MPH/JD Dual Degree Pathway.

Course number	Course name	Credits
Required courses (foundation and concentration)		
PUBH 5403	Health Administration	3
PUBH 5404	Environmental Health	3
PUBH 5405	Social/Behavioral Foundations of Public Health	3
PUBH 5406*	Law and Public Health	3
PUBH 5408	Epidemiology & Biostatistics I	3
PUBH 5409	Epidemiology & Biostatistics II	3
PUBH 5411*	Introduction to Interprofessional Public Health Practice	3
PUBH 5431*	Public Health Research Methods	3
APE & ILE courses (as applicable)		
PUBH 5407	Practicum in Public Health	3
GRAD 5950	Thesis research	9
Requirements for degree completion associated with Dual Degree Pathway		
School of Law courses	LAW 7587 Public Health Ethics LAW 7592 Health and Human Rights	6
TOTAL CREDITS		42

* Concentration Courses

MPH/PharmD students complete 36 credits (See Table 6), consisting of 8 foundational and concentration courses), a 1-semester APE, and a 3-credit ILE Capstone Project, or (upon petitioning the program for permission) 0 electives combined with a 9-credit ILE Thesis (GRAD 5950), along with 6 'shared credits' for coursework completed within the School of Pharmacy.

Before graduation, the School of Pharmacy Dual Degree Coordinator (Chinenye Anyanwu, PharmD, MPH) verifies that a student has completed required coursework within the School of Pharmacy and is eligible to receive 6 'shared' credits toward the MPH degree.

Table 6. Required Courses & Credits for Students Pursuing the MPH/PharmD Dual Degree Pathway.

Course number	Course name	Credits
Required courses (foundation and concentration)		
PUBH 5403	Health Administration	3
PUBH 5404	Environmental Health	3
PUBH 5405	Social & Behavioral Foundations of Public Health	3
PUBH 5406*	Law and Public Health	3
PUBH 5408	Epidemiology & Biostatistics I	3
PUBH 5409	Epidemiology & Biostatistics II	3
PUBH 5431*	Public Health Research Methods	3
PUBH 5411*	Introduction to Interprofessional Public Health Practice	3
APE & ILE courses (as applicable)		
PUBH 5407	Practicum in Public Health	3
GRAD 5950	Thesis research	9
Requirements for degree completion associated with Dual Degree Pathway		
School of Pharmacy courses	PHRX 3050 Public Health & Healthcare Policy PHAR 4057 Developing Pharmacy Leaders PHRX 4054 Pharmacy Communications	6
	TOTAL CREDITS	42

* Concentration Courses

Learning Objectives and Foundational Competencies.

In accordance with CEPH accreditation standards, our competency-based MPH curriculum prepares students to demonstrate understanding of key concepts, as well as competence in the performance of 22 foundational and 5 concentration-specific standards of public health practice. In the course of your study, take note of the activities and experiences that demonstrate that you have successfully accrued knowledge of prescribed learning objectives and demonstrated mastery of foundational and concentration competencies.

Program Learning Objectives
1. Explain public health history, philosophy and values
2. Identify the core functions of public health and the 10 Essential Services
3. Explain the role of quantitative and qualitative methods and sciences in describing and assessing a population's health
4. List major causes and trends of morbidity and mortality in the U.S. or other community relevant to the school or program
5. Discuss the science of primary, secondary and tertiary prevention in population health, including health promotion, screening, etc.
6. Explain the critical importance of evidence in advancing public health knowledge
7. Explain effects of environmental factors on a population's health
8. Explain biological and genetic factors that affect a population's health
9. Explain behavioral and psychological factors that affect a population's health
10. Explain the social, political and economic determinants of health and how they contribute to

population health and health inequities
11. Explain how globalization affects global burdens of disease
12. Explain an ecological perspective on the connections among human, animal and ecosystem health (e.g., One Health)
Foundational Competencies
1. Apply epidemiological methods to the breadth of settings and situations in public health practice
2. Select quantitative and qualitative data collection methods appropriate for a given public health context
3. Analyze quantitative and qualitative data using biostatistics, informatics, computer-based programming and software, as appropriate
4. Interpret results of data analysis for public health research, policy or practice
5. Compare the organization, structure and function of health care, public health and regulatory systems across national and international settings
6. Discuss the means by which structural bias, social inequities and racism undermine health and create challenges to achieving health equity at organizational, community and societal levels
7. Assess population needs, assets and capacities that affect communities' health
8. Apply awareness of cultural values and practices to the design or implementation of public health policies or programs
9. Design a population-based policy, program, project or intervention
10. Explain basic principles and tools of budget and resource management
11. Select methods to evaluate public health programs
12. Discuss multiple dimensions of the policy-making process, including the roles of ethics and evidence
13. Propose strategies to identify stakeholders and build coalitions and partnerships for influencing public health outcomes
14. Advocate for political, social or economic policies and programs that will improve health in diverse populations
15. Evaluate policies for their impact on public health and health equity
16. Apply principles of leadership, governance and management, which include creating a vision, empowering others, fostering collaboration and guiding decision-making
17. Apply negotiation and mediation skills to address organizational or community challenges
18. Select communication strategies for different audiences and sectors
19. Communicate audience-appropriate public health content, both in writing and through oral presentation
20. Describe the importance of cultural competence in communicating public health content
21. Integrate perspectives from other sectors and/or professions to promote and advance population health
22. Apply systems thinking tools to a public health issue
Concentration Competencies
1. Describe social, environmental, economic, political, or cultural determinants affecting human behavior, health and health outcomes.
2. Employ legal-ethical principles when evaluating public health policies & practices
3. Identify necessary protections to personal information in the conduct of population health practice or study
4. Use CBPR principles and logic models to promote equity in the delivery of public health services
5. Account for the role and impact of governmental regulatory/advisory bodies in advancing population health initiatives

Applied Practice Experiences (APE)

Our APE (PUBH 5407 Practicum in Public Health) is a required experiential service-learning requirement for all MPH students. No waiver of the APE requirement or transfer of APE-related credits from another institution is permitted. The APE is organized for students to demonstrate the understanding, knowledge, skills and values necessary to function successfully as public health practitioners and, in the process, contribute needed and valued effort to the programs where they are placed. APE projects afford students the opportunity to integrate theory and problem solving on behalf of the State's citizenry and foster strong interprofessional collaboration that enhances students' employability.

Students on the Standalone or FastTrack Pathways complete a 2-semester, 30-week APE sequence that requires 170+ hours of off-site field activity under the supervision of an agency-based preceptor, spread

over 30 weeks of the late-fall and early-spring portions of the academic year, and conclude with the presentation of the APE project to faculty and site preceptors. In addition, students enrolled in 2-semester of PUBH 5407 complete 10 class sessions of instruction by Drs. Stacey Brown and Angela Bermúdez-Millán on topics independent of, but relevant to, their APE projects. These didactic sessions are theoretically, rather than experientially, focused on topics of CBPR, community asset mapping, qualitative interviewing, program and policy advocacy and legal/ethical reasoning. Classwork, activities and assignments within these didactic sessions are not explicitly tied to the APE placements of students. Rather, content is sufficiently broad to be applicable across a range of subjects and settings that students are likely to later encounter as public health practitioners.

Dual Degree students complete 1-semester, 15-week APE that requires 135+ hours of fieldwork under the supervision of an agency-based preceptor, culminating in a presentation and project summary.

To begin, students meet with Dr. Stacey Brown, Practicum Coordinator, to assess interests, capabilities and availability. Students are asked to prioritize project choices available during that semester and provide a) a brief summary of their academic, employment, volunteer and other relevant experiences, and b) reasons for prioritizing particular projects. The matching form is reviewed by the Practicum Coordinator who completes the match and notifies students and preceptors of their groups. To date, the majority of students are accommodated with their first choice. Dr. Brown must approve the appropriateness of the project and proposed preceptor before enrollment is permitted.

Students work in collaboration with the agency (preceptor and other agency staff) to understand the nature of the challenge and to design and carry out a plan to address that challenge. Students also are asked to reflect on the broader context of their work including: the mission and structure of the host agency and how it fits into the broader public health system, the interdisciplinary nature of public health practice, how the student-agency partnership contributes to the provision of the 10 essential public health services and who are the people the agency is intended to serve, how well they are served, what are the challenges they face in being healthy and how these challenges might be addressed on a structural level. Reflection is achieved through class discussions and written submissions. Students present a final report in oral presentation.

Integrated Learning experiences (ILE) – Capstone Project

All MPH students are expected to complete a culminating project demonstrating their independence as a public health practitioner. No waiver of this requirement is permitted.

Students entering the MPH program after June 2024 are expected to complete the ILE requirement through a 3-credit Capstone Project. The ILE capstone is focused on “dissemination/integration” of established knowledge for the purpose of bringing evidence-based practices to new settings in the interest of reducing a population health concern. The ILE capstone project can take the form of...

- A case study offering detailed examination of a unique or important manifestation of a health issue or intervention to describe relevant background, process, outcome and lessons to be learned.
- A program evaluation that assesses whether an intervention is efficacious and effective in achieving a desired outcome.
- An educational resource intended to enhance public health practices by communities.
- A data management protocol to improve access, efficiency and impact of data collection and analysis.
- A policy analysis bringing together available data from various sources for critical assessment of strengths and weaknesses of policy options for decision makers.

ILE projects are completed under the direction of a 3-person Advisory Committee. These committees will consist of a Major and Associate Advisor from within our program and an outside reader selected from among our community partners/stakeholders. A student’s major academic advisor plays a crucial role serving as a mentor and designing a Plan of Study. It is expected that you will meet at least once every semester to review progress toward the degree and identify appropriate opportunities to enhance learning. Major and Associate advisors must be UConn faculty who hold appointments within the Program; Outside readers should be individuals without formal UConn Public Health affiliations who bring complementary knowledge and skills to the student’s project.

Typically, the ILE project will not exceed 10,000 words (approximately 30 pages), exclusive of footnotes/endnotes, references and/or bibliography and conform to the following format:

ILE Capstone Project (3 credits) Format
1. Title page with thesis title, author, credentials, date and degree
2. Approval page with advisor/reader names and titles

3. Acknowledgements
4. Abstract: Background, Methods, Results, Conclusion and Discussion; 150 words
5. Table of Contents
6. Foundational and concentration competencies addressed
7. Outline and summary of systems thinking framework guiding this project; 1-2 pgs.
8. Background of pertinent theory and findings on the subject; 5-8 pgs.
9. Materials and Methods used; 3-5 pgs.
10. Project results; 5-8 pgs.
11. Project relevance to interprofessional public health research; 1-3 pgs.
12. Conclusions, 'next steps' 2-3 pgs.
13. Footnotes/Endnotes, References, Bibliography

Students completing the ILE Capstone Project (Plan B) will submit the [Report of the Final Examination for the Master's Degree](#). This final report is a web form that will be routed to the Registrar's office when the final committee approval is submitted.

Integrated Learning experiences (ILE) – Thesis

The ILE thesis is an available option for students desiring a research-focused culminating project. The ILE thesis is focused on “discovery” of new knowledge that answers questions about the causes and/or consequences of a population health concern. The ILE thesis can take the form of....

- A theoretical statement about the relationships among one or more exposures, interventions and/or health outcomes.
- A qualitative/quantitative descriptive study measuring the distribution or determinants of a relevant public health concern.
- An analytic study utilizing accepted research designs to evaluate one or more hypotheses regarding the causes and consequences of a health concern within a community.
- An experimental study to evaluate the efficacy/effectiveness of a potentially relevant intervention for population health.
- A meta-analysis that synthesizes existing knowledge to generate a composite estimate of risks and/or consequences of a population health concern.

Permission to complete an ILE Thesis is at the discretion of the Program and the Student's Advisory Committee, based on the rationale, timeline and deliverables proposed by the student. Of paramount concern is the student's 'readiness' to undertake thesis-related work as defined by

- Evidence of their substantive knowledge of subject matter,
- Evidence of their mastery of appropriate technical skills, and
- Thorough understanding of thesis requirements and timelines.

Among other things, approval for a student to initiate a thesis is evidence of sufficient time needed to produce a rigorous, thorough and meaningful product that benefits from ongoing, timely input from the student's Advisory Committee. A minimum of 2 semesters preceding the expected date of graduation is required (e.g., a student anticipating May graduation must obtain approval before September of the preceding year).

To proceed, the student intending to complete the ILE-Thesis must demonstrate 'readiness' through submission of a petition that details (a) the focus of the proposed thesis, (b) its feasibility in light of needed resources, data, equipment/facilities, etc., (c) demonstration that the student has sound quantitative/analytic skills for undertaking the proposed project, (d) documentation of concept approval by the UConn Health IRB and (e) approval of the plan by the student's advisory committee. A copy of the Thesis Request Form is available on the Program's website. The ILE Thesis does not specify a desired word/page length, but should conform to the following format:

ILE Thesis (9 credits) Format
1. Title page with project title, author, credentials, date and degree
2. Approval page with advisor/reader names and titles
3. Acknowledgements
4. Abstract: Background, Methods, Results, Conclusion and Discussion; 150 words
5. Table of Contents

6. Foundational and concentration competencies addressed
7. Outline and summary of systems thinking framework guiding this research
8. Background of pertinent theory and findings on the subject
9. Materials and Methods used
10. Research results
11. Thesis relevance to interprofessional public health practice
12. Conclusions, 'next steps'
13. Footnotes/Endnotes, References, Bibliography

Students completing the ILE Thesis (Plan A) will submit the online [Defense and Final Thesis/Dissertation Approval](#) to their Advisory Committee which accounts for both the final exam and the overall approval of the thesis. Once approved, it will be routed to the Degree Audit office. A completed thesis is entered into the university's institutional repository through [Submittable](#), (see instructions at: [Submittable help file](#)). A printed copy of your thesis is no longer required. The electronically submitted thesis will be reviewed by the Office of the Registrar Administrator for format compliance and students will receive notification if any revisions need to be made.

ILE Evaluations

A student's Capstone Project or Thesis is evaluated by their Advisory Committee using the following Rubric. This summative evaluation will provide an assessment of work being 'highest quality' upon receiving an evaluation of 100 points; 'High quality' with 90-99 points; 'Satisfactory quality' with 80-89 points and 'Unsatisfactory quality' with fewer than 80 points. An ILE Project or Thesis failing to receive 80 points will not be considered sufficient for meeting our Program's graduation requirement.

Integrative Learning Experience (ILE) Thesis or Capstone Project Evaluation Rubrics	
Criteria	Points
1. Reflects knowledge of core public health disciplines	10
2. Addresses a relevant and timely public health issue	10
3. Demonstrates appropriate use of analytic methodologies, models and/or theories	10
4. Presents findings generalizable to other settings	10
5. Acknowledges relevance of work to interprofessional public health	10
6. Exemplifies professional conduct interacting with mentors, advisors and the public	10
7. Embodies self-reliance/direction through timely completion of activities	10
8. Appropriately presents text, tables, figures and other related materials within ILE manuscript	10
9. Appropriately presents text, tables, figures and other related materials within ILE poster	10
10. Appropriately presents project purpose, methods, findings & conclusions in ILE video	10

ILE Public Presentation

With approval of a student's ILE Capstone Project or Thesis by the Advisory Committee, the student will proceed to prepare

- a poster for public viewing that describes the project purpose, methodology, findings, conclusion and its implications, and
- a 3–5-minute video description of the ILE project.

The poster for public presentation at our Program's Annual Spring Poster Session will be assessed by the student's Major Advisor using the following rubric for which student's presentation must achieve a score of 10 of 16 points. Posters failing to achieve a score of 10 will be considered 'Unsatisfactory' and not eligible for presentation or in meeting the Program's graduation requirement.

Integrative Learning Experience (ILE) Thesis or Capstone Project Poster Rubric*				
Criterion	Scoring			Points
	2	1	0	
Organization/flow	Presentation explicitly structured with numbers, headings or other visual guides	Presentation implicitly structured with headings that imply organization	Presentation does not indicate orderly progression of ideas	
Objectives	ILE project objectives explicitly noted in title and text	ILE project objectives implicitly noted in title and text	ILE project objectives not readily identified	
Competencies	Presentation explicitly includes competencies addressed in ILE project	Presentation implicitly includes competencies addressed in ILE project	Presentation does not include competencies addressed in ILE project	
Graphics/Data	Figures and/or tables communicate results and viewable and from 3-5 feet	Figures and/or tables communicate results but not clearly viewable from 3-5 feet	Figures and/or tables do not effectively communicate results	
Narrative	Titles, headings and substance legible from 3-5 feet away	Titles, headings and substance not legible from 3-5 feet away	Titles, headings or substance are confusing or distracting	
Interprofessional impact	Presentation explicitly notes project relevance to interprofessional practice communities	Presentation implicitly notes project relevance to interprofessional practice communities	Presentation does not address project relevance to interprofessional practice communities	
Conclusions	Main points are clearly presented and easily found	Main points are presented but not easily found	Main points are not presented	
References	Major references and acknowledgments are included	Either major references OR acknowledgments are included	Major references and acknowledgments are not included	
Total	10-16 points- satisfactory; 0-9 points- not satisfactory			

*Based upon

https://writingcenter.catalyst.harvard.edu/files/catalystwcc/files/rubric_for_scientific_posters_harvard_catalyst.pdf?m=1643146101

Additional Degree Requirements

Intentional Action

All MPH candidates are expected to complete a minimum of 20 hours of activity engaged in support of the community through an approved external governmental or non-governmental service agency, small local business, community-based organization.

Required Training

Admitted students must complete online training courses regarding research ethics and conduct as a member of the UConn community. Training must be completed before a student can engage in any research activities; all CITI training modules must be completed by October 15th. Certificates of completion should be sent to Narayani Ballambat (at ballambat@uchc.edu) for inclusion in your academic file. Failure to complete the training could jeopardize your standing in the Graduate School.

- Required web-based CITI Training courses address research, ethics, regulatory oversight, responsible conduct of research, research administration, and other topics pertinent to the interests of member organizations and individual learners. Basic training can be accessed at <https://www.citiprogram.org/default.asp>.

All MPH students are required to be trained on the Health Information Portability and Accountability Act (HIPAA), as part of their Annual Compliance Training ([2023/24 Annual Compliance, Privacy, and Security Training](#)). This must be completed within 30 days of email receipt

Assessment of Academic Performance

Satisfactory performance in the program's curriculum is defined as a student maintaining a cumulative grade point average (GPA) of 3.0, with no grade below 'B' in our foundational or concentration courses. All degree requirements must be completed within 6 years of beginning matriculation toward the degree. (Individuals needing more time to complete the degree may be granted a 7th year (1 year extension) or be required to pass the Certified in Public Health (CPH) national examination before being allowed to continue matriculation in the program. Students who fail to maintain 'good standing' in the program will be notified and a plan for remediation or termination from the Program will be put forth.

Exemplary performance is defined as recognition by the program's faculty in one of the following domains:

- The James & Mary Jane Mulvihill Medal is awarded to a graduating student who presents a high GPA and outstanding Thesis or Capstone Project.
- The Susan S. Addiss Award is awarded to a graduating student who exemplifies characteristics of leadership, advocacy and commitment to the community.
- The Charles Huntington Poster Award is given to the graduating student judged to have prepared an outstanding poster of a Thesis or Capstone Project.
- Graduating students, alumni, community partners and faculty who, by academic achievement, advancement of public health research and/or excellence in public health practice and leadership, may be nominated to join UConn's Delta Omega, Beta Rho chapter, America's most prestigious public health honor society.

Academic Advisement

Our program operates a comprehensive, coordinated system to advise students of program requirements and career opportunities from the time of their admission to graduation and beyond. At the time of admission, students receive notification of the tandem teams of program and academic advisors. Our program advisors (Dr. Kristen Guertin for incoming students in their first year of study and Dr. Angela Bermudez-Millan for advanced students after their first year) will work with students to:

- Identify and address all academic requirements, prerequisites, course waivers, etc. prior to specific course selection.
- Execute academic plans or roadmaps to ensure all degree or program requirements are met, on time.
- Monitor credit hours, course loads, grades, progress toward the degree.
- Refer students, as needed, to tutoring services, study skills workshops, career counseling, or mental health support.
- Share general information on career opportunities, job trends, internships, experiential learning opportunities, etc.

Typically, students and assigned academic advisors work together over the first year, and all parties are aware of procedures to change advisors, whenever a more optimal pairing is possible. Our academic advisors have specific, limited domains for which they are responsible. To the extent possible, academic advisors are relied upon by students to:

- Assist in their choice of courses that appropriately align with their career and intellectual interests.
- Articulate clear educational and career goals.
- Design a multi-year plan of study to achieve educational goals and objectives.
- Connect students to campus personnel, resources and services relevant to their academic success.
- Encourage students to explore alternative academic tracks.
- Specify an appropriate ILE project, guide its development and provide resources and other supports needed to complete the project.
- Review and comment on ILE manuscript and project poster.
- Provide a point of contact for student's addressing personal concerns or challenges.

MPH Major Advisors		
Sarita Arteaga, D.M.D., M.A.G.D.	arteaga@uchc.edu	Oral rehabilitation; biomaterials
David Banach, M.D., MPH	dbanach@uchc.edu	Infection control & prevention
Angela Bermúdez-Millán, Ph.D., MPH	bermudez-millan@uchc.edu	Nutrition & health policy
Stacey Brown, Ph.D.	stbrown@uchc.edu	Health sociology, public health practice
Mary Elizabeth Bruder, Ph.D.	bruder@uchc.edu	Developmental disabilities & early intervention
Douglas Brugge, Ph.D., M.S.	brugge@uchc.edu	Occupational & environmental health
Jennifer Cavallari, Sc.D., C.I.H.	cavallari@uchc.edu	Occupational & environmental epidemiology
Grace Chan, Ph.D.	gchan@uchc.edu	Statistical methods; Mental health, addiction, & psychiatry
Audrey Chapman, Ph.D., M.Div., S.T.M.	achapman@uchc.edu	Humanities & bioethics
Shayna Cunningham, M.H.S., Ph.D.	scunningham@uchc.edu	Child/maternal health; Global health
Ellis Dillon, Ph.D.	edillon@uchc.edu	Health systems/Services research
Alicia Dugan, Ph.D.	dugan@uconn.edu	Organizational/industrial psychology
Richard Fortinsky, Ph.D.	fortinsky@uchc.edu	Aging & health care
Wenji Gan, Ph.D.	wgan@uchc.edu	Statistical methods
James Grady, Dr.P.H.	jgrady@uchc.edu	Statistical methods
David Gregorio, Ph.D., M.S.	gregorio@uchc.edu	Disease surveillance; Cancer epidemiology
Kristin Guertin, Ph.D.	kguertin@uchc.edu	Epidemiology
Amy Hunter, Ph.D., MPH	amhunter@uchc.edu	Injury control; Epidemiology
Youngi Jo, Ph.D.	jo@uchc.edu	Infectious disease epidemiology, Health systems/services
Judy Lewis, M.Phil.*	lewisj@uchc.edu	Maternal and child health
Chia-Ling Kuo, Ph.D.	kuo@uchc.edu	Statistical methods
Zita Lazzarini, J.D., MPH	lazzarini@uchc.edu	Public health law
Bing Lu, M.D., Dr.P.H.	blu@uchc.edu	Epidemiology
Tara Lutz, Ph.D., MPH, CHES	lutz@uchc.edu	Developmental disabilities; Health education & promotion
Bonnie McRee, Ph.D.*	mcree@uchc.edu	Addiction sciences
Megan O'Grady, Ph.D.	ogradey@uchc.edu	Health systems/services research
T. Greg Rhee, Ph.D., M.S.W.	rhee@uchc.edu	Health systems/services research; Economics
Julie Robison, Ph.D.	jrobison@uchc.edu	Aging & health care
Stephen Schensul, Ph.D.*	schensul@uchc.edu	Medical anthropology
Susan Schmeiser J.D., Ph.D.	susan.schmeiser@uconn.edu	Family law
Helen Swede, Ph.D.	swede@uchc.edu	Cancer epidemiology; Genetics
Howard Tennen, Ph.D.	tennen@uchc.edu	Health psychology
Jane Ungemack, Dr.P.H.*	ungemack@uchc.edu	Health systems/services research; Substance abuse
Scott Wetstone, M.D.	wetstone@uchc.edu	Clinical epidemiology
Sarah Willen, Ph.D., MPH	sarah.willen@uconn.edu	Global health & human rights
Zhao Helen Wu, Ph.D.	zwu@uchc.edu	Substance abuse & health disparities
Misti Levy Zamora, Ph.D.	mzamora@uchc.edu	Environmental health

*Emeritus/Retired Public Health Sciences Faculty

MPH Degree Conferral Deadlines.

Conferral of the MPH degree occurs three times a year: May, August and December. Refer to the UConn Health Academic Calendar to familiarize yourself with the specific deadlines related to submission of documents to Storrs and to UConn Health. Failure to meet the submission deadline could result in a delay of your degree conferral.

Graduation Deadlines			
Action	Fall Conferral	Spring Conferral	Summer Conferral
	12/15/24	5/11/25	8/24/25
For Students Completing Capstone Project			
Submit a Plan of Study and ILE Proposal to Program Office	Prerequisite for registering for ILE Thesis or Project		
Sign up for Graduation on PeopleSoft Student Admin System	No later than 9/20/2024	No later than 2/14/2025	No later than 6/6/2025
Submit initial draft of manuscript to major advisor	9/27/2024	2/14/2025	6/6/2025
Submit next-to-final draft of manuscript to 3-person Advisory Committee	10/25/2024	3/14/2025	7/4/2025
Submit manuscript to 3-person Advisory Committee for final review and approval	11/20/2024	4/11/2025	7/30/2025
Submit poster with REQUIRED 3–5-minute video presentation summarizing ILE Capstone Project to 3-person Advisory Committee for final review and approval	12/2/2024	4/21/2025	8/11/2025
Submit poster to Program Office for printing	n/a	4/29/25	n/a
Poster Session	n/a – video presentation	5/7/25	n/a – video presentation
Submit ILE Capstone Approval Form to Program Office & Online Report on Final Examination to Degree Audit	No later than 12/13/2024	No later than 5/9/2025	No later than 8/22/2025
Submit Final Capstone Paper, Poster, and Video Presentation to Program Office	12/13/24	5/9/25	8/22/25
Submit Competency Checklist and Intentional Action Report to Program Office	12/13/24	5/9/25	8/22/25
UConn Commencement Ceremony	5/12/25	5/12/25	5/12/25
For Students Completing Thesis Project			
Submit request to Advisory Committee and Program Director to undertake GRAD 5950 Masters Thesis Research	12/31/24	8/31/24	8/31/24
Submit a Plan of Study and ILE Proposal to Program Office	Prerequisite for registering for ILE Thesis or Project		
Sign up for Graduation on PeopleSoft Student Admin System	No later than 9/20/2024	No later than 2/14/2025	No later than 6/6/2025
Submit initial draft of manuscript to major advisor	9/27/2024	2/14/2025	6/6/2025
Submit next-to-final draft of manuscript to 3-person Advisory Committee	10/25/2024	3/14/2025	7/4/2025
Submit manuscript to 3-person Advisory Committee for final review and approval	11/20/2024	4/11/2025	7/30/2025
Submit poster with REQUIRED 3–5-minute video presentation summarizing ILE Thesis to 3-person Advisory Committee for final review and approval	11/25/2024	4/21/2025	8/4/2025
Submit ILE Thesis in Submittable & related paperwork to Degree Audit	No later than 11/29/2024	No later than 4/25/2025	No later than 8/8/2025
Submit poster to Program Office for printing	n/a	4/29/25	n/a
Poster Session	n/a – video presentation	5/7/25	n/a – video presentation
Submit Final Thesis, Poster, and Video Presentation to Program Office	12/13/24	5/9/25	8/22/25
Submit Competency Checklist and Intentional Action Report to Program Office	12/13/24	5/9/25	8/22/25
UConn Commencement Ceremony	5/12/25	5/12/25	5/12/25

UConn Graduate Certificates and MPH Degree Requirements.

Our program offers graduate certificates in three areas (See: <https://health.uconn.edu/public-health-sciences/education-and-training/>). Graduate degrees and certificates represent two distinct credentials awarded by the University. MPH candidates may elect to complete a UConn Graduate Certificate concurrently while earning their degree. However, the credit loads and other expectations relevant to the two programs must remain distinct (i.e., there can be no 'double dipping' of credits or related requirements without an explicit waiver by our Graduate School). Students who complete a graduate certificate while enrolled in the MPH program may request a waiver to their MPH plan of study of 6 credits (i.e., reducing degree requirement from 48 to 42 credits) in acknowledgement of relevant coursework associated with the Certificate. This credit waiver is not available to students who complete a Certificate prior to enrolling in the MPH program, or those enrolled as dual or FastTrack candidates.

Public Health Student Organization.

Students play a significant role in our program's decision-making, communication and socialization; they help set policy, implement procedures, conduct evaluations and provide 'real time' feedback to the Program Administration. Student representatives hold seats and have full rights of participation on all standing committees/subcommittees.

As students prepare to function as public health professionals, they are expected to demonstrate lifelong commitment to the highest ethical standards in research and professional service. Because a major portion of graduate training can take place outside the classroom, students are encouraged to attend the annual meetings of local and national professional organizations, such as the Connecticut and American Public Health Associations. The Public Health Student Organization (PHSO) is a student-driven group supporting all public health students throughout their graduate studies. The PHSO enhances students' experience in the Program by providing mentors, hosting socials and seminars, fundraising, participating in philanthropies, and working with program staff to address students' needs. The Executive Board of the PHSO consists of the President, Vice President, Treasurer, Secretary and Former President who conduct monthly meetings on campus. The bylaws of the organization state its mission and define the responsibilities of officers. Membership is open to all public health students. The PHSO encourages all students to get involved with the organization by serving as an officer, participating in events, or volunteering within the field of public health. Please contact them at phso@uchc.edu or find them on the UConn Public Health Student Organization's Facebook page (see: <https://www.facebook.com/UCONN.PHSO/?fref=ts>), if you would like to get involved.

MPH Course Registration.

Course registration is accomplished using the *PeopleSoft* Student Administration System where, with your NetID, you can access course catalogs, schedules and financial aid and finance information, maintain your personal information (including changes in address), obtain a transcript and register for classes each semester (see: <https://studentadmin.uconn.edu>). Once the Graduate School sends you the packet with your NetID, password, and instructions, you can register online and access this important administrative system.

After the 10th day of class, changes in enrollment (add/drop) require submission of a Student Enrollment Request Form (see: <https://registrar.uconn.edu/forms/#>). A change in your Plan of Study may be necessary if a previously approved Plan is on file with the Graduate School. An email from your advisor to Sandra Cyr in Degree Audit (sandra.cyr@uconn.edu) documenting the change will suffice. Adding a course after the 10th day of class is at the instructor's discretion. During the third and fourth weeks of the semester, a student may add courses by submitting a completed Student Enrollment Request Form with permission from the course instructor, advisor, and head of the department offering the course. Courses can be dropped, without prejudice, up to the 10th day of class; courses dropped after the tenth day will be identified on student's transcript with a 'W' grade for 'withdrawal.' Dropping a class after the ninth week requires the recommendation of the advisor and permission of the Dean of the Graduate School at UConn.

Most graduate courses are listed in the HuskyCT course management system, a web-based repository of course syllabi, reading materials, assignments, postings, and announcements. HuskyCT is accessed using your NetID and password (see: lms.uconn.edu/).

MPH Tuition and Fees.

Information regarding tuition and fee schedules for a particular semester is available on the UConn Health Bursar's Office website at the Graduate School (see: <https://health.uconn.edu/graduate-school/admissions/bursar/>). Graduate tuition and fees per 3-credit course for 2023-24 is \$3,508 (in-state) or \$7,159 (out-of-state). Tuition and fees of students enrolled in 9+ credits per semester for 2023-24 is \$9,784 (in-state) or \$20,740 (out-of-state). Tuition waivers may be available to persons affiliated

with the National Guard, Veterans, persons 62+ years of age, September 11th victim's families or UConn or Connecticut State employees.

Course payment is due by the Friday before the start of the semester. A late payment fee of \$150 is payable by all graduate students whose tuition and fees are not paid in full on the published fee bill due date. If, after Day 10 of the semester, your bill remains unpaid you will be assessed a second \$150 late fee. Checks returned by the bank for any reason are considered a late payment. Additionally, students will have services, such as class registration, denied if all fees have not been paid by the due date. If a student enrolled in the tuition payment plan fails to make two or more installment payments, or misses their October 20 installment payment, they will be dropped from the payment plan and their delinquent balance will be due immediately. This will result in a financial hold on accounts, subject to a \$150 late fee. Payment of tuition and fees by credit card or e-check can be done online. Log onto the PeopleSoft Student Administration System (<https://studentadmin.uconn.edu/>) and enter your NetID and password. Select 'SA Self Service', then 'Finances' and 'Make a payment.'

Failure to receive a bill does not relieve a student of responsibility for payment of fees by the specified due date. To avoid incurring late fees and potential discontinuation from the Graduate School and Programs, students must register by the last day to register for Fall and Spring semesters (NOTE: The last day to register, drop or withdraw from a course without a 'W' on your transcript, and the last day to add a course without permission of the Associate Dean of the Graduate School can be found on the academic calendar (see: <https://registrar.uconn.edu/academic-calendar/>). Students with outstanding balances will have a 'Bursar Hold' placed on accounts, thus preventing them from accessing class registration, recreation services, transcripts and other services.

Waivers and Transfer of Credits Toward the MPH Degree.

Students pursuing the Standalone MPH may request a course waiver or credit transfer to their MPH Plan of Study when coursework completed elsewhere (regardless of whether they have been applied to a prior degree) exhibits significant overlap with available MPH Program courses. Up to 6-credits may be transferred to a student's Plan of Study. A transfer of credits is not available to Dual degree or *FastTrack* candidates.

Students requesting credit transfers or course waivers must demonstrate that the action appropriately addresses one or more of our program's competencies, exhibits equivalency of workload requirements (i.e., required time/effort, performance expectations) and yielded a minimum grade of B. Requests are considered individually and must be approved by the student's major advisor and the Program Director.

University Communications and Email Accounts.

It is important that students routinely monitor email accounts originating at UConn Health and UConn (Storrs). Each uses separate systems to distribute information (e.g., closings, emergencies, etc.) pertinent to their location. **Your uconn.edu email should forward automatically to your UConn Health email address (uchc.edu).** If you find this has not happened by the 10th day of classes, contact IT Services at techsupport.uconn.edu. They will assist you by chat, phone (860-486-4357) or email at help@uconn.edu. You cannot forward from the UConn Health email account to another because of HIPAA and other security concerns.

Background Checks.

Background checks are conducted on all students in accordance with current federal government mandates. The required Background Information Sheet can be found at <https://mph.uconn.edu/forms/>. Completed forms may be emailed to backgrounds@uchc.edu.

University ID.

A student ID is necessary to access portions of the UConn Health and UConn Storrs facilities and services. Procedures for obtaining IDs differ by location:

- UConn Storrs: Students receive an information packet from the Graduate School soon after acceptance to our program. Instructions are provided as to setting up NetID, Photo ID, and email accounts. A NetID is the username and password needed to register for courses, to access materials for courses in which a student is enrolled and other systems/services administered by UConn Storrs. The Storrs Help Desk at 860-486-4357 is available to assist with matters pertaining to a NetID. The UConn Storrs information packet may also contain a medical form. **DO NOT COMPLETE THAT FORM**; a separate UConn Health medical form will be provided by our program.

- UConn Health: Students will receive an information pack from our program prior to Program Orientation in August. Instructions are provided as to setting up email accounts, obtaining a Photo ID, parking pass and documenting health status. The UConn Health Service Desk at 860-679-4400 is available to assist with matters pertaining to UConn Health email accounts.

Immunizations.

State policy requires all degree-seeking students born after December 31, 1956, to present proof of adequate immunization or screening for measles, mumps, rubella, varicella, meningitis and tuberculosis. Although you may register for classes without immunization clearance, you may not attend classes; failure to comply with immunization requirements by the 10th day of classes will block you from class.

The UConn Health Employee Health Service (EHS), in the Main Building, Room CG228, issues immunization clearance for students. For students with immunization documented by their health care provider, please email or fax the form to: Louisa Pickett at 860-679-4587 or occmedehs@uchc.edu. Students who require vaccinations or TB testing, can obtain such by scheduling appointments with the EHS by calling 860-679-2893 (clinic hours are 8:00 AM - 4:30 PM, Monday through Friday).

COVID-19 Protocol.

Students are encouraged to periodically review UConn Health's COVID restrictions to assure a safe productive learning environment. Students on our campus are considered part of the UConn Health workforce, which includes employees and badged non-employees. Students will follow the COVID guidelines on the UConn Health website for employees: <https://health.uconn.edu/covid-provider/>. This site is updated frequently.

Health Insurance.

Students are required to have health insurance upon enrolling in our Graduate Program. Those who receive health insurance through a graduate assistantship should go to: <https://hr.uconn.edu/ga-health-insurance/>.

Library.

Books, periodicals and web-portals are maintained within the Lyman Maynard Stowe Library (see: <https://lib.uconn.edu/health/>). Access to this resource requires persons to possess a valid UConn ID badge and UConn Health email account.

Learning Resources.

UConn Storrs provides a license to O'Reilly Online Learning Resource (at: <https://software.uconn.edu/support/>) that includes over 35,000 eBooks, plus videos. Students with a NetID can access specific books (and within a specific book, once selected, print sections and even download with app for offline use).

Software.

SAS & SPSS, along with other software, are available at no charge from UConn Storrs through a virtual environment providing two different ways to access software remotely from anywhere, at any time on your PC, Mac or iPad. With AnyWare Desktop (formerly called SkyBox), you can connect to a virtual desktop running Windows 10 with all the available software. With AnyWare Apps, you select only the application you wish to use. AnyWare Desktop and Apps are accessed using your NetID at <https://software.uconn.edu/uconn-software-online/>. Every person, with a NetID, also has available to them a P drive, which is a 50G max UConn mapped secure drive.

Currently SAS, SPSS and other software are available for free student download to personal PC devices (see <http://software.uconn.edu/software/>). Microsoft Office is also available at no cost to students at: <https://software.uconn.edu/microsoft-products-students/>.

Student Parking.

All students parking on the UConn Health campus are required to register for a permit, park in their assigned locations, and display a valid hangtag. Permits (\$162.00 annual; \$67.50 fall or spring semesters; \$27.00 summer session) are available through Parking, Transportation & Event Services at 860-679-4248 or parking.transportation@uchc.edu.

UConn Health students are assigned premium parking in Garage 1 on levels 4, 5 and 6. Visiting students may be assigned to an alternative location such as L3 based on current parking demand. Students with a valid UConn Health Student permit and hangtag may park in available

spaces after hours during nights and weekends, and on major holidays only in Lots A1, A4, and A5; West Road; 195 Farmington Avenue (Area 3 spaces only); Cell and Genome Sciences Building (Area 3 only). Parking in unauthorized locations, during unauthorized times and/or without a valid hangtag will result in citations. A campus parking map and forms are available at: <https://health.uconn.edu/park/forms-and-maps/>.

Shuttle service is provided to outer campus locations on Farmington Avenue, Munson Road and South Road. Schedules are posted at: <https://health.uconn.edu/park/shuttle-bus-service/>. UConn students from Storrs or the Regional campuses attending classes at UConn Health (Farmington) should contact Parking, Transportation and Event Services by email at parking.transportation@uchc.edu or by phone at [860-679-4248](tel:860-679-4248) for parking information.

Code of Conduct.

The student Code of Conduct can be found at <https://community.uconn.edu/the-student-code-pdf/>.

Student Rights and Assurances - Family Educational Rights and Privacy Act (FERPA).

FERPA affords students certain rights with respect to their education records. These rights include:

- The right to inspect and review the student's education records within 45 days of the day the University receives a request for access.
- The right to request the amendment of the student's education records that the student believes is inaccurate or misleading.
- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA.
- The University may disclose Directory Information without a student's prior written consent. The University designates the following as Directory Information: The student's name, University-assigned identifiers (NetID); date of birth; addresses; telephone number; school or college; major field of study; degree sought; expected date of completion of degree requirements and graduation; degrees, honors, and awards received; dates of attendance; full or part time enrollment status; the previous educational agency or institution attended; class rosters; participation in officially recognized activities and sports; weight and height of athletic team members and other similar information. Except as noted in point #3 above, the roster for a class will not be released, except to students enrolled that class.
- Students may restrict the release of Directory Information, except to school officials with legitimate educational interests and others as indicated in point #3 above. To do so, a student must make the request in writing to the Office of the Registrar, Wilbur Cross Building, Unit 4077G, Storrs, CT 06269-4077. Once filed, this request becomes a permanent part of the student's record until the student instructs the University, in writing, to have the request removed.

Additional details on FERPA guidelines are available at: <http://www.ferpa.uconn.edu/>, or the U.S. Department of Education Family Policy Compliance Office home page at <https://www.ed.gov/category/keyword/family-policy-compliance-office-fpco>. Questions regarding FERPA can be directed to the University Registrar: registrar@uconn.edu.

The University of Connecticut is committed to providing a safe and healthy environment for all our students, staff, and faculty. As part of that commitment, **you are required to complete an online interpersonal violence prevention program, entitled Not Anymore from Student Success™** that addresses issues related to Consent, Bystander Intervention, Sexual Assault, Dating and Domestic Violence, Stalking, and more. *Not Anymore* will help you better understand how vitally important these issues are to creating a safe environment and to our community expectations, and what you can do to help make your campus safer for everyone.

Scholarly Integrity in Graduate Education and Research.

Scholarly activity at the graduate level takes many forms, including, but not limited to, classroom activity, laboratory or field experience, writing for publication, presentation, and forms of artistic expression. Integrity in all of these activities is of paramount importance, and the Graduate School of the University of Connecticut requires that the highest ethical standards in teaching, learning, research, and service be maintained. Scholarly integrity encompasses "both research integrity and the ethical understanding and skill required of researchers/scholars in domestic, international, and multicultural contexts." It also addresses "ethical aspects of scholarship that influence the next generation of researchers as teachers, mentors, supervisors, and successful

stewards of grant funds” (Council of Graduate Schools, *Research and Scholarly Integrity in Graduate Education: A Comprehensive Approach*, 2012).

The Graduate Faculty Council, in accordance with the provisions of its By-Laws, has adopted this policy concerning scholarly integrity in graduate education and research and has approved the procedures set forth herein for addressing alleged violations. The Dean of the Graduate School shall coordinate the reporting, investigation, and determination of alleged breaches of scholarly integrity by graduate students in accordance with this policy. (A graduate student is defined as any individual who holds admission to the Graduate School to pursue either a graduate certificate or graduate degree, as well as any other individual enrolled in a graduate-level course who is not strictly enrolled in an undergraduate degree or an undergraduate certificate program.)

Members of the Graduate Faculty have primary responsibility to foster an environment in which the highest ethical standards prevail. All members of the University community have a responsibility to uphold the highest standards of scholarship, which encompasses activities of teaching, research, and service, and to report any violation of academic integrity of which they have knowledge. Instructors have a responsibility to take reasonable steps to prevent scholarly misconduct in their courses and to inform students of course-specific requirements. *Student misconduct other than scholarly misconduct, as defined herein, is governed by the University’s Student Code, which is administered under the direction of the Office of the Provost. Enforcement of its provisions is the responsibility of the Director of Community Standards. At the Health Center, student misconduct other than scholarly misconduct is governed by the Rules of Conduct.*

Scholarly misconduct is broadly defined as a failure to uphold standards of scholarly integrity in teaching, learning, research, or service. For the purpose of this Policy, scholarly misconduct shall be deemed to include, but not be limited to, the following types of misconduct. The list is not intended to be exhaustive, but does identify major categories of scholarly misconduct, and provides illustrations where appropriate.

- *Cheating* involves dishonesty during a course, on an examination required for a particular degree, or at other times during graduate study, e.g., copying the work of another student.
- *Plagiarism* involves using another person’s language, thoughts, data, ideas, expressions, or other original material without acknowledging the source (adapted from Council of Writing Program Administrators, *Defining and Avoiding Plagiarism: The WPA Statement on Best Practices*, 2003).
- *Distorted reporting* involves “any omission or misrepresentation of the information necessary and sufficient to evaluate the validity and significance of research, at the level appropriate to the context in which the research is communicated” (D. Fanelli, *Nature* 494:149; 2013).
- *Fabrication or Falsification of Grades* involves any form of falsification of coursework or tampering with grades, e.g., a student making unauthorized changes to her/his own grades or an instructor consciously misreporting grades of students.
- *Misrepresentation* involves taking an examination for another student, submitting work done by another individual as one’s own, submitting the same work for evaluation in two or more courses without prior approval, unauthorized use of previously completed work or research for a thesis, dissertation, or publication, or making false, inaccurate, or misleading claims or statements when applying for admission to the Graduate School or in any scholarly or research activity, including publication.
- *Academic or Research Disruption* involves unauthorized possession, use, or destruction of examinations, library materials, laboratory or research supplies or equipment, research data, notebooks, or computer files, or it might involve tampering with, sabotage of, or piracy of computer hardware, computer software, or network components.
- *Fabrication or Falsification in Research* involves falsification of, tampering with, or fabricating results or data.
- *Research Violations* include violation of protocols governing the use of human or animal subjects, breaches of confidentiality, obstruction of the research progress of another individual, or disregard for applicable University, local, State, or federal regulations.
- *Professional Misconduct* involves violation of standards governing the professional conduct of students in particular fields (e.g., pharmacy, nursing, education, counseling, therapy).
- *Deliberate Obstruction* involves hindering investigation of any alleged act of scholarly misconduct.
- *Aiding or Abetting* involves actions that assist or encourage another individual to plan or commit any act of scholarly misconduct.

Allegations of scholarly misconduct will be addressed in accordance with the procedures set forth by UConn (See: <https://grad.uconn.edu/faculty-staff-resources/advising-mentoring/scholarly-misconduct/>).