GRADUATE PROGRAMS
IN PUBLIC HEALTH

Student Handbook

2020-2021

Master of Public Health
Bridge Graduate Certificate in Public Health Practice

Website: http://www.familymedicine.med.wayne/mph

Revised 8-10-2020
WAYNE STATE UNIVERSITY MASTER OF PUBLIC HEALTH PROGRAM

Welcome to the Wayne State University Graduate Programs in Public Health in the Department of Family Medicine and Public Health Sciences (DFMPHS). We are located in the heart of Midtown Detroit on the School of Medicine campus. Detroit is a border city and an international port, with a long history in manufacturing. Today, accelerating economic investment and construction fuels explosive development in downtown and nearby neighborhoods. Urban revitalization and change inevitably brings social, political and economic challenges which impact public health. As we recognize and celebrate our gains, we don’t lose sight of continuing health inequity. Thus, we seek to prepare tomorrow’s public health leaders to meet these challenges.

Public Health education has a long history at the Wayne State University School of Medicine. In 1913 The Department of Preventive Medicine and Public Health was led by Dr. Guy Kiefer, son of Dr. Herman Kiefer, one of the city’s original public health leaders. Under Dr. Kiefer’s leadership, a 1-year, post-graduate program in Public Health was offered to physicians and in 1915 and 1916, two of the earliest MPH degrees in the state were awarded. These are the first documented MPH degrees awarded by what is known today as the Wayne State University School of Medicine.

The current MPH Program was established in 2004 under the leadership of Dr. John B. Waller, Jr., the chair of the Department of Community Medicine at the time. Dr. Waller is considered by many to be the father of public health in the recent era, for his leadership as the Director of the Detroit Health Department, his advocacy for access to preventive care and his role in preparing an entire generation of current public health leaders. Dr. Waller is recognized as one of the nation’s first researchers to treat interpersonal violence as a public health issue. A champion for public health, Dr. Waller established the Master of Public Health degree to train public health professionals to improve the health and quality of life of the people of metropolitan Detroit and beyond.

We continue to build on the vision of our past leaders. The MPH Program has been continuously accredited by the Council on Education for Public Health (CEPH-www.ceph.org) since 2010. We offer an MPH with a concentration in Public Health Practice that emphasizes leadership and policy and an MPH with a concentration in Public Health Methods in Urban Health that emphasizes quantitative methods. These two concentrations arm our graduates with the innovative strategies, analytics, and leadership needed to improve the health of communities near and far.

We hope that you will achieve your professional goals while studying with us.

VISION
Thriving Communities, Equitable Opportunities, and Sustainable Living

MISSION
The mission of Wayne State University’s MPH Program is to prepare leaders and scholars for interdisciplinary practice and research to advance the public health of all communities.

CORE VALUES
Respect: Treat everyone with dignity, respect and compassion, as each individual is unique and we are all interdependent.
Responsibility: Promote accountability to each other, our students, university and communities.
Integrity: Embody honesty and uphold high ethical standards in all that we do individually and collectively.
Innovation: Encourage creativity, tolerance for calculated risk taking, and cross-disciplinary collaboration for innovative thinking and effective problem solving.
Social Justice: Advance just and equitable systems to protect the rights of all communities.
Excellence: Produce high quality work in education, research, and community service.
DIVERSITY AND INCLUSION STATEMENT OF COMMITMENT

Wayne State University is a nationally recognized comprehensive, urban research university with a strong tradition in equal opportunity, non-discrimination and affirmative action. Diversity among our faculty, students, and staff is a major source of our intellectual vitality and innovative spirit. The faculty and staff of the MPH program in the School of Medicine are dedicated to preparing a diverse group of students within a culture of inclusion to serve our communities as leaders in public health.

PROGRAM LEADERSHIP

Juliann Binienda, PhD  Interim Director, MPH Program  jbinien@med.wayne.edu
Elissa Firestone, MEd  Program Manager  efiresto@med.wayne.edu
New Student Information

Graduate School Admission: All MPH applicants are required to fulfill admission requirements for both the WSU Graduate School and the MPH Program. Particularly note that you are required to have an official degree-posted undergraduate transcript to be eligible for WSU Graduate School (and MPH Program) admission. The graduate school will admit students temporarily (AT) if they are in the process of completing their undergraduate degree at the time of their admission. If you receive an AT admission, you will be required to submit your official degree-posted undergraduate transcript to the WSU Office of Graduate Admissions during your first semester in the MPH Program.

gradadmissions@wayne.edu  mphprogram@med.wayne.edu

Public Health Program Admission: Completed applications are reviewed by the MPH Admissions Committee. Committee recommendations are forwarded to Graduate School Admissions who notifies applicants of the admission decision. The Committee recommends either “Regular” or “Qualified” admission. If your letter indicates “Qualified” status, the requirements for conversion to “Regular” status are explained in the letter.

Academica: Academica is an internet portal for Wayne State University resources and systems including registration, email, billing and course websites (Canvas). Log onto Academica using the six-digit accessID and for your temporary password, your nine-digit Student ID sent in your Graduate School acceptance letter. Once you log into Academica, your Wayne State University email is automatically activated. If you have difficulty logging in, please call the C&IT HELP desk at 313-577-4778.

https://academica.wayne.edu

OneCard: The OneCard is your student identification and debit card that provides access to WSU parking structures and libraries, as well as specific buildings. As soon as you have registered for classes, you may obtain your OneCard at the Welcome Center, 42 West Warren, (48201) Room 257. (313) 577-CARD (2273) http://www.onecard.wayne.edu. Upload a photo for your OneCard at https://onecard.wayne.edu/photoupload to avoid time waiting in line (24 hours advance notice required). Note that the Welcome Center is currently closed due to the COVID-19 pandemic. E-mail onecard@wayne.edu if you need assistance.

Academic Advisors: Once you are admitted, make an appointment to meet with MPH graduate advisor Elissa Firestone (ao0823@wayne.edu). During the meeting, you will decide on your registration plan. Each MPH student will later be assigned a faculty advisor to assist with professional development and career planning.

Registration: MPH and BGC-PHP new students typically complete MPH foundation classes first: FPH 7015 Biostatistics I, FPH 7240 Epidemiology, FPH 7320 Social Basis of Health, FPH 7420 Principles of Environmental Health or FPH 7100 Health Care Organization and Information.

The WSU Graduate School considers fulltime enrollment to be three classes (a minimum of eight credits). For each class that you take, you should expect to spend about nine hours per week devoted to attending class and completing homework. If you enroll in 3 classes, you should expect to devote about 27 hours per week to your courses. If you are an international student and cannot enroll fulltime, please contact the Office of International Students and Scholars (OISS) at oissscholars@wayne.edu.
Canvas: Canvas is Wayne State’s online learning management system. Our program has an MPH Canvas site and so does each course for which you register. Log into Canvas on academica.wayne.edu < student resources < student records < Canvas.

When you register for a course, you will receive an invitation to participate in the course Canvas site. Accept the invitation to have access to the Canvas site. It is essential that you set your notification preferences to e-mail course announcements. To do so, click on “Account” (located in the upper left corner of the Canvas site). Click on Notifications. Make sure that the announcements tab has a green check mark.

MPH Program Canvas Page: The MPH Program has a Canvas page to provide essential provide information for students and faculty. In addition to the announcement feature, the MPH Canvas page has modules to help you understand program requirements and guidelines, locate our most up-to-date pre-requisite and course information, introduce you to the university administrative system Degree Works, and locate opportunities for employment and professional development. Log into Canvas; click on courses; select the MPH Program Canvas Page; Click on Modules.

School of Medicine Graduate Student Orientation: You are required to attend the School of Medicine Graduate Student Orientation. The orientation agenda includes topics on resources, safety, and research protocols.

2020 Virtual School of Medicine Graduate Student Orientation
Thursday, August 27, 2020 9:00-4:00
3125 Scott Hall
540 East Canfield
Detroit, MI 48201

MPH New Student Reception: There will be a New Student Reception at the beginning of each semester. The reception will give you the opportunity to connect with our current students, alumni faculty, and program and department leaders, and learn about important program information.

Virtual Fall MPH New Student Reception
Thursday, September 10, from 4-5 pm

Laptop Requirement: All public health students are required to have a laptop that is minimally loaded with Windows 7, 64-bit operating system.

- Please see https://computing.wayne.edu/software-hardware/recommended.php for purchasing recommendations. Wayne State University offers students a discount on computer purchases at https://computing.wayne.edu/discounts/index.php (Dell and Apple products).
- Registered students may download a complementary version of Microsoft Office 365 at https://wayne.onthehub.com/WebStore/Welcome.aspx
- The Wayne State University Software Clearinghouse provides free and discounted software to current students, faculty, and staff for academic, departmental, and personal use. https://computing.wayne.edu/helpdesk/freesoftware.php
- Find full instructions to connect to the WSUPG-SECURE wireless network at https://computing.wayne.edu/wireless/secure.php

For more information, contact the C & IT Help Desk at 313-577-4778.
Register with Career Services: We strongly suggest that students register with the WSU Office of Career Services at www.careerservices.wayne.edu (Major>School of Medicine>public health) and add their resumes to the WSU online resume data base for viewing by prospective employers. The Career Services Office will e-mail career events and public health job postings to registered students. The Office of Career Services also offers career development events and coaching in resume development and interview skills.

Social Media:
- **Friend our Public Health Student Organization (PHSO):** The PHSO is a great way to get to know our public health students and promote public health in the metropolitan Detroit area. [https://www.facebook.com/WSUPHSO?hc_location=timeline](https://www.facebook.com/WSUPHSO?hc_location=timeline)
- **Join LinkedIn**
  MPH students are encouraged to develop a LinkedIn professional profile and connect with public health professionals and professional organizations. Join our MPH Program LinkedIn Group to connect with faculty, students, and successful alumni. [https://www.linkedin.com/groups/8206556/](https://www.linkedin.com/groups/8206556/)

**MPH Offices**

**WOODWARD GARDENS**
The MPH Program Offices are located on the third floor of the Woodward Gardens Building on the southwest corner of Alexandrine and Woodward Avenue (next to Great Lakes Coffee).

**Woodward Gardens MPH Offices Parking and Entry**
- **Parking structure located at 25 W. Alexandrine, Detroit, 48201** (behind Woodward Gardens and next to Great Lakes Coffee). Park on level 2A in a WSU School of Medicine designated space. Note that the structure only accepts cash.
- Limited unmetered street parking on Cass.
- The easiest way to enter the building is through the parking structure (even if not parking there). Take the elevators to the third floor. Use the directory outside of our secure offices to call your party for entry.

**INTEGRATIVE BIOSCIENCES CENTER MPH FACULTY OFFICES (IBIO)**
Some MPH faculty have offices in the IBIO Building at 6187 Woodward Avenue between Amsterdam and Burroughs. Please contact faculty directly to request specific office locations and entry to this locked building. [http://maps.wayne.edu/#buildings-ibio](http://maps.wayne.edu/#buildings-ibio)

**IBIO Parking**
- Limited complementary parking in front of IBIO on Burroughs [http://maps.wayne.edu/#buildings-ibio](http://maps.wayne.edu/#buildings-ibio)

**SCOTT HALL AND MAZUREK EDUCATIONAL COMMONS (MEC)**
Most of our MPH classes are held in Scott Hall or MEC on the Medical School Campus. (540 East Canfield, Detroit, 48201). Please enter using the Scott Hall entrance in the interior mall. [http://maps.wayne.edu/all/?q=Scott+Hall#scott-hall](http://maps.wayne.edu/all/?q=Scott+Hall#scott-hall)

Revised 8-10-2020
Scott Hall Printing: The Scott Hall Graduate Programs Computer Room is located in room 2276 Scott Hall. Contact the Graduate Programs Office at 577-1455 or visit room 1128 Scott Hall during business hours if you need paper, toner, or have computer or printer issues. Graduate Programs Office staff fills the printer with paper each morning and afternoon.

Students may print 1200 pages during each academic year. Purchase additional printing at the Conjoint Teaching Office in rooms 2314 or 2361 Scott Hall. Checks only please. Contact the Computing and Information Services (C&IT) helpdesk at 577-4357 if you have difficulty logging in.

Scott Hall Parking: Lot 75 is located at 545 E. Canfield between Brush and St. Antoine, adjacent to Parking Structure 4. It is also known as the Medical School Lot. The lot has approximately 617 available parking spaces. There are two entrance gates and exit gates, both located off Canfield Street. WSU OneCard debit and credit card readers accepted. Parking will be less expensive if you pay with OneCard debit. Use the CSVT machine across from the reference desk in the Shiffman Library Medical Commons to transfer money onto your OneCard.  
http://maps.wayne.edu/#student-parking-lot-75

LIBRARIES & LIBRARY SERVICES
Numerous library facilities are available to WSU students including the Shiffman Medical Library (next to Scott Hall) and the Purdy and Kresge libraries located on main campus. The Shiffman Medical Library offers MEDLINE, PubMed, and other bibliographic databases and is a major medical information resource center in Detroit. Various departmental libraries in Scott Hall have reference materials available for onsite use only. The Shiffman Library liaison for the MPH program is Ms. Qian (Ella) Hu: fo6572@wayne.edu or 313-577-8943.  
https://library.wayne.edu/shiffman/

STUDY ROOMS
The Scott Hall student lounge is located on the first floor of Scott Hall, near the of the cafeteria’s west exit. The student lounge has a pool table, lounge furniture, and a private room for meeting and studying.

Students may also study during business hours (9-5) at the round table located in the Woodward Gardens third floor MPH Offices. The table is located on the north side of our offices, behind the cubicles.

TRANSPORTATION OPTIONS
Campus Shuttles http://parking.wayne.edu/shuttles/index.php

- The Medical Campus shuttle runs continuously every 30 minutes Monday-Friday from 7am to 9 pm and connects the WSU Medical School to Main Campus. Pick up is outside of Scott Hall on the south side of Canfield, across from the parking structure.
- The Main Campus Shuttle runs continuously every 30 minutes, Monday-Friday, from 7 am to 7 pm.
- Shuttle Tracking App: Download the WSU Shuttle GPS App smarttraxx free from the Google Play or App Store. Track real time shuttle locations from your smartphone.

Academic Planning

ADMISSION STATUS
Students are admitted to the MPH or BGC-PHP programs with either ‘Regular’ or ‘Qualified’ status.  
Qualified status students who have met the academic requirements of their admission will automatically be granted Regular status.
ADVISING

Students are assigned a faculty advisor who will facilitate discussions about professional development, career planning, and resources that the student may need. Advisors also review directed study proposals and are available to facilitate interactions with other faculty and experts in the local community. Please meet with your advisor at least once a year to update your academic and professional goals. Students and advisors should share information with the MPH Office as needed.

ACADEMIC PLAN SUBMISSION

PLANS OF WORK

Plans of work are completed and approved before the completion of 12 credit hours for the MPH and 8 credit hours for the BGC-PHP, usually during the second semester after a track record of success has been established. Students must also be in good academic standing and have achieved Regular status.

E-mail Program Manager Elissa Firestone at mphprogram@med.wayne.edu to make an appointment to develop your plan of work. After your plan of work has been approved by the Program, your graduate status will change from applicant to candidate.

Consult our MPH Canvas site for information about MPH degree requirements, our course schedule, approved electives, and pre-requisite information.

DEGREE WORKS WORKSHEET AUDITS YOUR COMPLETION OF MPH DEGREE REQUIREMENTS:

The administrative system Degree Works tracks your academic progress and audits your completion of MPH degree requirements. After your plan of work has been approved, check your Degree Works Worksheet to make sure that your academic record is up-to-date and that you are on track to complete our program. MPH approved electives are also listed on the Degree Works Worksheet. You may enroll in any MPH approved elective to fulfill MPH degree requirements.

Log-in to Degree Works at academica.wayne.edu > student records > degree works. After you log-in to Degree Works the Worksheet will open. Check to make sure that the information below is correct.

If your plan of work has been approved, do you have “Master’s Candidate” graduate status?
Is your correct concentration listed?
Are your approved electives counted for MPH Degree credit?
Are MPH required courses counted for MPH Degree credit?

If you have questions about your Degree Works Worksheet, contact mphprogram@med.wayne.edu.

DIRECTED STUDY (DS)

Only advanced students should engage in directed study, an independent study which may be authorized for areas of interest not covered by regular courses. A first step in arranging for a Directed Study (DS) is to approach a faculty member with expertise in the desired topic to see if he or she is willing to be the DS faculty supervisor. The DS faculty supervisor and student will complete the DS Proposal form, which requires the learning objectives, learning activities, products, evaluation, and timeline by which the student’s performance will be assessed. Please note that Directed Studies are offered for a maximum of two credits. The DS faculty supervisor, the academic advisor, and the Program Director must approve the DS Proposal before the student may register for the course. Directed Study Proposal Forms are available on the MPH website at www.familymedicine.med.wayne.edu/mph < student resources < forms.
Master of Public Health in Public Health Practice (MPH-PHP)

The following lists the required MPH-PHP foundation and concentration courses. Students also are required to complete a Practicum experience (3 credit hours) in a public health setting and a Master’s Project (3 credit hours). A minimum of 42 credit hours are required for graduation. A minimum grade point average of 3.0 in coursework must be maintained. All course work must be completed within six years.

MPH-PHP DEGREE REQUIREMENTS

Required Foundation Courses (15 credit hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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</thead>
<tbody>
<tr>
<td>FPH 7015</td>
<td>Biostatistics (3 cr.)</td>
</tr>
<tr>
<td>FPH 7100</td>
<td>Health Care Organization and Administration (3 cr.)</td>
</tr>
<tr>
<td>FPH 7240</td>
<td>Epidemiology (3 cr.)</td>
</tr>
<tr>
<td>FPH 7320</td>
<td>Social Basis of Health (3 cr.)</td>
</tr>
<tr>
<td>FPH 7420</td>
<td>Principles of Environmental Health (3 cr.)</td>
</tr>
</tbody>
</table>

Required Concentration Courses (13 credit hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>FPH 7210</td>
<td>Research Methods for Public Health Professionals (3 cr.)</td>
</tr>
<tr>
<td>FPH 7230</td>
<td>Health Program Evaluation (3 cr.)</td>
</tr>
<tr>
<td>or</td>
<td></td>
</tr>
<tr>
<td>FPH 7280</td>
<td>Public Health Community Level Intervention Science (3 cr.)</td>
</tr>
<tr>
<td>FPH 7300</td>
<td>Health Policy (3 cr.)</td>
</tr>
<tr>
<td>FPH 7430</td>
<td>Application of Public Health Principles in Practice (2 cr.)</td>
</tr>
<tr>
<td>FPH 7510</td>
<td>Public Health Leadership: Detroit Initiatives (2 cr.)</td>
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</tbody>
</table>

Electives (8 credit hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>FPH 7440</td>
<td>Practicum in Public Health</td>
</tr>
</tbody>
</table>

Applied Learning Course (3 credit hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>FPH 8990</td>
<td>Master’s Project</td>
</tr>
<tr>
<td>or</td>
<td></td>
</tr>
<tr>
<td>FPH 8991</td>
<td>Master’s Project Seminar</td>
</tr>
</tbody>
</table>

Integrated Learning Course (3 credit hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>FPH 8990</td>
<td>Master’s Project</td>
</tr>
<tr>
<td>or</td>
<td></td>
</tr>
<tr>
<td>FPH 8991</td>
<td>Master’s Project Seminar</td>
</tr>
</tbody>
</table>
### MPH-PHP COURSE PREREQUISITES

#### Table 1. Summary of MPH-PHP Course Prerequisites

<table>
<thead>
<tr>
<th>MPH PHP Prerequisites (Co-requisite where indicated)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>FPH 7210 Research Methods for Public Health Professionals</td>
<td>FPH 7015 Biostatistics (Co-requisite)</td>
</tr>
<tr>
<td>FPH 7230 Health Program Evaluation</td>
<td>FPH 7320 Social Basis of Health</td>
</tr>
</tbody>
</table>
| FPH 7430 Application of Public Health Principles in Practice | 4 of 5 foundation courses  
FPH 7015 Biostatistics  
FPH 7100 Health Care Organization and Administration  
FPH 7240 Epidemiology  
FPH 7320 Social Basis of Health  
FPH 7420 Principles of Environmental Health | |
| FPH 7440 Practicum | 16 public health credits (includes MPH approved electives)  
or 4 of 5 foundation courses | |
| FPH 8990 Master’s Project or FPH 8991 Master’s Project Seminar | All foundation courses  
4 of 5 concentration courses  
FPH 7210 or FPH 7270 Research Methods  
FPH 7230 Health Program Evaluation or FPH 7280 Intervention Science  
FPH 7300 Public Health Policy  
FPH 7430 Advanced Public Health Principles in Practice  
FPH 7510 Public Health leadership  
FPH 7440 Practicum completed or in progress | |
Master of Public Health in Public Health Methods in Urban Health (MPH-PHM)

The following lists the required **MPH-PHM foundation and concentration courses**. Students also are required to complete a **practicum experience** (3 credit hours) in a public health setting and a **Master’s project** (3 credit hours). A minimum of **42 credit hours** are required for graduation. A minimum grade point average of **3.0** in coursework must be maintained. All work must be **completed within six years**.

**MPH-PHM DEGREE REQUIREMENTS**

**Required Foundation Courses (15 credit hours)**
- FPH 7015 Biostatistics (3 cr.)
- FPH 7100 Health Care Organization and Administration (3 cr.)
- FPH 7240 Epidemiology (3 cr.)
- FPH 7320 Social Basis of Health (3 cr.)
- FPH 7420 Principles of Environmental Health (3 cr.)

**Required Concentration Courses (14 credit hours)**
- FPH 7020 Biostatistics 2 (3 cr.)
- FPH 7250 Applied Epidemiology (3 cr.)
- FPH 7210 Research Methods for Public Health Professionals (3 cr.)
- FPH 7280 Public Health Community Level Intervention Science (3 cr.)
- FPH 7350 Statistical Programming (2 cr.)

**Electives (7 credit hours)**
- **Applied Learning Course (3 credit hours)**
  - FPH 7440 Practicum in Public Health
- **Integrated Learning Course (3 credit hours)**
  - FPH 8990 Master’s Project
  - or
  - FPH 8991 Master’s Project Seminar
### MPH-PHM COURSE PREREQUISITES

**Table 3. Summary of MPH-PHM Course Prerequisites**

<table>
<thead>
<tr>
<th>MPH PHM Prerequisites (Co-requisite where indicated)</th>
<th></th>
</tr>
</thead>
</table>
| FPH 7250  Applied Epidemiology | FPH 7015 Biostatistics  
| | FPH 7240 Epidemiology |
| FPH 7210 Research Methods for Public Health Professionals | FPH 7015 Biostatistics (Co-requisite) |
| FPH 7280 Public Health Community Level Intervention Science | FPH 7320 Social Basis of Health |
| FPH 7440 Practicum | 16 public health credits (includes MPH approved electives)  
| | or 4 of 5 foundation courses |
| FPH 8990 Master’s Project or FPH 8991 Master’s Project Seminar | All foundation courses  
| | 4 of 5 concentration courses  
| | FPH 7250 Applied Epidemiology  
| | FPH 7270 Research Methods  
| | FPH 7280 Intervention Science  
| | FPH 7350 Statistical Programming  
| | FPH 7020 Biostatistics 2  
| | FPH 7440 Practicum completed or in progress |
Practicum Overview
The purpose of the practicum is to provide MPH students with applied learning experiences working in the field of public health. To help assure timely placement, students should understand and meet the practicum application requirements during the first half of the semester prior to enrolling in the practicum.

PRACTICUM REQUIREMENTS

Step 1: To initiate the placement process, students should complete the Site Placement Survey, located on the MPH Program Canvas site.

The placement survey will inform the practicum team about student’s past experiences, interests, and public health career aspirations. In order to complete the survey, students will be required to upload their draft resume. Students may find it helpful to review guidance for drafting their resume at https://www.internships.com/student/resources/prep/resume/how-to-update-your-resume.

Step 2: The Practicum Director will review the draft resume and provide feedback. Students should update their resume according to the feedback provided and resubmit their revised resume via email.

Step 3: Complete the following CITI training modules for Social and Behavioral Researchers at www.citiprogram.org and email completion certificates to the Practicum and Community Engagement Coordinator.

- Q #1 – Basic Course in Human Subjects Research
- Q #3 – Health Information Privacy and Security
- Q #4 – Responsible Conduct of Research

Step 4: Students should complete the Health Certification form, found on the MPH Program Canvas site, with their health care provider and submit it via email to the Practicum and Community Engagement Coordinator along with the results from a TB screening conducted within the last calendar year. An up-to-date immunization record is required before practicum placement can finalized.

Step 5: The next step in the placement process requires the student contact Elissa Firestone to determine practicum eligibility. Elissa Firestone should sign off on the student’s Practicum Approval Form, found on the MPH Program Canvas site, which should then be submitted via email to the Practicum Director.

Step 6: After the student has completed all of the prior steps, the Practicum Director will invite the student to an in-person placement meeting. This meeting serves multiple purposes. One, it provides a forum for the student to discuss their background and interests. Two, it offers an opportunity for the Practicum Director to present information about current sites, preceptors, and proposed work.

Step 7: When there is a tentative student/site placement, the Practicum Director will send the student a placement email containing pertinent information, including a deadline for reaching out to the site to express interest and request an in-person meeting.

Step 8: During the in-person meeting with the preceptor the student should complete the Practicum Confirmation Form, which will be emailed to the student by the Practicum Director and can also be found on the MPH Program Canvas site. This form will serve as confirmation that the practicum placement has been approved and an official start date has been finalized.

Step 9: During the in-person meeting with the preceptor or, at the latest, during the first week of practicum work, the student should email the Learning Contract and Learning Contract Approval Form, found on the
MPH Program Canvas site, to the Practicum Director and Practicum and Community Engagement Coordinator. The approved Learning Contract will specify the desired public health competencies, deliverables, and a timeline to completion of their 135 hours of practice.

**Master’s Project Overview**

The overall objective of the MPH Master’s Project is to provide students with the opportunity to demonstrate their competence in public health theory, science and practice via a scholarly project. The Project is the MPH Program’s culminating integrated learning experience and as such, provides evidence of the student’s successful synthesis of foundation and concentration-specific competencies.

**Integrated Learning Experience: Master’s Project Overview**

We offer 2 options for completing the Integrated Learning Experience: 1) **FPH 8990 Master’s Project** is a self-paced non-didactic course, usually requiring 2 semesters to complete. 2) **FPH 8991 Master’s Project Seminar** is a didactic, team-taught course offered every semester; the majority of students select this option. Both courses are culminating integrated learning experiences which provide evidence of the student’s successful synthesis of foundation and concentration-specific competencies.

The prerequisites for both courses are the completion of all MPH foundation courses, and 4 of 5 concentration courses. Contact the MPH Office for an override to register for either course; FPH 8990 also requires instructor permission. Each course is described below.

1) **FPH 8990 Master’s Project**

FPH 8990 is similar to a directed study in which students work with a faculty mentor to conduct a scholarly project of their own design and execution. Grading is based on the final Project paper and a public oral presentation. As FPH 8990 often takes more than one semester to complete, a “Y” (deferred) grade is assigned until Project requirements are completed. Registration for FPH 8990 is by instructor permission only. Permission will be granted after approval of a brief Project Proposal describing the Project plan, objectives and how competencies will be met. Contact the course instructors (Dr. Deborah Ellis or Dr. Karen McDonnell) for additional information.

2) **FPH 8991 Master’s Project Seminar**

*Note:* Students who previously registered for FPH 8990 may choose to participate in the FPH 8991 course at no additional cost. Grading for this 1-semester course is based on the FPH 8991 assignments, which are detailed in the 8991 syllabus available on the MPH Canvas website. To contrast with the FPH 8990 option, FPH 8991 requires class attendance and multiple shorter assignments (rather than a single scholarly paper); these include a key indicator report, a critical review of a set of scholarly articles, and a policy brief. An oral presentation is required in both courses.
Bridge Graduate Certificate in Public Health Practice (BGC-PHP)

CERTIFICATE REQUIREMENTS
Candidates must complete a minimum of **15 credits** of course work. A minimum grade point average of 3.0 in certificate coursework must be maintained. All work must be completed within **three years**.

A Plan of Work should be submitted for approval prior to the completion of **8 credit hours** of course work.

BGC-PHP Required Courses (12 credit hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>FPH 7015</td>
<td>Biostatistics I (3 cr.)</td>
<td></td>
</tr>
<tr>
<td>FPH 7240</td>
<td>Epidemiology (3 cr.)</td>
<td></td>
</tr>
<tr>
<td>FPH 7320</td>
<td>Social Basis of Health (3 cr.)</td>
<td></td>
</tr>
<tr>
<td>FPH 7420</td>
<td>Principles of Environmental Health (3 cr.)</td>
<td></td>
</tr>
</tbody>
</table>

Electives (3 credit hours)

**CHANGE OF STATUS (COS): BGC-PHP TO MPH DEGREE**

Current BGC students in good academic standing and in compliance with WSU Graduate School policies complete a “Change of Graduate Status Request” form after completing the prerequisites below.

**Pre-Requisites**

BGC-PHP students who request a COS to the MPH degree should have an overall minimum GPA of 3.0, and have completed the following 4 courses with a grade of “B” or better.

1. FPH 7015 Biostatistics
2. FPH 7240 Epidemiology
3. FPH 7320 Social Basis of Healthcare
4. FPH 7420 Principles of Environmental Health
MPH Program Electives

APPROVED ELECTIVES

The MPH approved electives below may be used to develop plans of work. Our approved MPH electives are also listed on the Degree Works Worksheet webpage.

Other non-approved graduate courses (6000 and above) may be considered for inclusion in plans of work, but will require pre-approval by the MPH Director. To have an elective evaluated for approval, e-mail the MPH Program Director. Attach the course syllabus and explain your rationale for taking the course.

FPH Elective Courses

- **FPH 7020** Biostatistics 2 (3 cr. PHM requirement)
- **FPH 7300** Public Health Policy (3 cr. PHP requirement)
- **FPH 7510** Public Health Leadership (2 cr. PHP requirement; online)
- **FPH 7120** Global Public Health (3 cr.)
- **FPH 7280** Public Health Community Level Intervention Science (3 cr. PHM requirement)
- **FPH 7250** Applied Epidemiology (3 cr. PHM requirement)
- **FPH 7350** Programming for Public Health Practice (2 cr. PHM requirement)
- **FPH 7760** Community Health Education (3 cr.)
- **FPH 7780** Topics in Public Health (3 cr.)
- **FPH 7860** Principles of Occupational Health (3 cr.)
- **FPH 7990** Directed Study in Public Health Practice (1-2 cr. Requires prior approval Directed Study supervisor and MPH director).

Elective Courses Offered by Other WSU Departments: The courses below are offered by other WSU departments and most often require approval to register. Below are steps to obtain course information and registration approval:

- Check Degree Works to find out course pre-requisites and when the course is offered.
- Students may have to contact the course instructor for permission to register. When requesting permission to register, include how the course will help fulfill your career goals, as well as how your academic and professional experiences fulfill course prerequisites.
- The MPH Program cannot give permission to register for courses offered by other departments.

- **ANT 6680** Studies in Cultural Anthropology Cr. 3
- **ANT 7260** Urban Poverty and Racial Segregation Cr. 3
- **ANT 7605** Problems and Concepts in Medical Anthropology: Global Health Equity Cr. 3
- **ANT 7680** Medical Anthropology I Cr. 3
- **ANT 7690** Medical Anthropology II Cr. 3
- **BA 6015*** Marketing Foundations Cr. 2
- **BA 7020*** Corporate Financial Management Cr. 3
- **BA 7050*** Marketing Strategy Cr. 3
- **BA 7070*** Social Perspectives on the Business Enterprise Cr. 3
- **CB 7430** Cancer Epidemiology Cr. 2
- **EER 7650** Computer Use in Research Cr. 3
- **EER 7870** Fundamentals of Qualitative Research Cr. 3
- **EER 7880** Fundamentals of Ethnographic Research Cr. 3
- **HE 6350** Health Education and the Nation’s Health Cr. 3
- **HE 6420** Introduction to Health Education Program Design Cr. 3
- **ISM 7570** Data Mining Cr. 3
- **NFS 6000** Nutritional Biochemistry Cr. 3
- **NFS 6030** Microbiological Safety of Foods Cr. 3
- **NFS 6210** Nutrition through the Life Cycle Cr. 3

Revised 8-10-2020
NFS 7240  Nutritional Epidemiology Cr. 3
NFS 6270  Eating Behavior and Body Weight Regulation Cr. 3
NUR 7745  Immigration and Health (ANT) Cr. 3
NUR 7865  Foundations of Complementary and Alternative Medicine Cr. 3
NUR 8210  Health Determinants: Focus on Urban Environments Cr. 3
PHC 6500  Drugs and the Addictive Process Cr. 3
PPR 6560  Foundations in Global Health Cr. 2
PPR 7225  Vaccines in Clinical and Public Health Practice Cr. 2
PSY 8310  Health Psychology II Cr. 3
PSY 8350  Community Psychology Cr. 3
SOC 6750  Sociology of Urban Health Cr. 3
SOC 7260  Qualitative Sociology Cr. 3
SOC 8700  Seminar on Race & Gender Inequalities Cr. 4
SW 6535  Juvenile Delinquency: Social Functioning Cr. 2-4
SW 6540  The Effects of Drugs & Alcohol on Social Functioning Cr. 3
SW 6575  Violence Prevention and Intervention Cr. 3
SW 6810  Lesbian, Gay, Transgender, Queer Health and Well Being Cr. 1 (online)
SW 6991  Special Topics: Violence Prevention and Intervention Cr. 3
SW 7570  Women’s Roles and Issues in Contemporary Contexts Cr. 3
SW 7720  Social Welfare Policy Cr. 3
SW 8048  Social Action Research and Evaluation Cr. 3
SW 8065  Advanced Systems Theories and Practice Cr. 4
SW 8075  Theories and Practice of Community Building/Development
SW 8085  Theories and Practice of Social Policy and Social Action
UP 5610  Managing Public Participation Cr. 3
UP 6340  Community Development Cr. 3
UP 6700  Geographic Information Systems (GIS) Cr. 4
UP 6830  Advanced Geographic Information Systems (GIS) Cr. 4

*To obtain permission to register for a course offered by the School of Business, e-mail gradbusiness@wayne.edu after priority registration concludes. You will need to attach your approved plan of work to the e-mail or copy your advisor to indicate that the program approves your registration in this course.

**ELECTIVE CLUSTERS**

Students may cluster electives around public health topics to complement their interests and career goals. Below is a list of potential public health elective clusters that may be of interest to students.

**Urban Health Determinants**

ANT 7260  Urban Poverty and Racial Segregation Cr. 3
NUR 8210  Health Determinants: Focus on Urban Environments Cr. 3
SOC 6750  Sociology of Urban Health Cr. 3
SW 6535  Juvenile Delinquency: Social Functioning Cr. 2-4

**Methods in Public Health**

CB 7430  Cancer Epidemiology Cr. 2
EER 7650  Computer Use in Research Cr. 3
EER 7870  Fundamentals of Qualitative Research Cr. 3
FPH 7350  Programming for Public Health Practice Cr. 2
UP 6700  Geographic Information Systems (GIS) Cr. 4
UP 6830  Advanced Geographic Information Systems (GIS) Cr. 4
Nutritional Public Health
NFS 6000  Nutritional Biochemistry Cr. 3
NFS 6030  Microbiological Safety of Foods Cr. 3
NFS 6210  Nutrition through the Life Cycle Cr. 3
NFS 7240  Nutritional Epidemiology Cr. 3

Urban Planning
UP 6340  Community Development Cr. 3
UP 6700  Geographic Information Systems (GIS) Cr. 4
UP 6830  Advanced Geographic Information Systems (GIS) Cr. 4

GRADUATE CERTIFICATES
Students may be interested in earning the graduate certificates listed below to fulfill their MPH elective credit requirement. Students interested in this option should contact the sponsoring program to find out how to add the certificate to their graduate status.

School of Social Work
Certificate in Alcohol and Drug Abuse Studies (CADAS)
The Graduate Certificate in Alcohol and Drug Abuse Studies (CADAS) provides advanced students with an interdisciplinary learning experience that examines biological, psychological, social, cultural, and public health perspectives on substance use.

Gerontology Certificate
The Graduate Certificate in Gerontology is designed to prepare graduate students, individual practitioners, and professionals to work in the field of aging in a variety of settings, integrating gerontology into the student's primary discipline.

Developmental Disabilities Certificate
(Developmental Disabilities Institute) Practicum required. The Graduate Certificate in Disabilities is a program designed to prepare master's level students for a career in the disabilities field.

School of Business
Graduate Certificate in Business (online or face-to-face classes)
The Graduate Certificate in Business offers relevant business knowledge pertaining to the daily operations of business in corporate, not-for-profit, and entrepreneurial settings.

Graduate Certificate in Entrepreneurship and Innovation
Capstone project required. The Graduate Certificate in Entrepreneurship and Innovation is primarily designed for individuals working toward or holding a graduate degree who wish to create or grow a new venture, join with others engaged in this effort, or enter the entrepreneurial ecosystem in another capacity to pursue their own career and contribute to the development of our economy and society. MPH students are required to take SW 6991 Social Entrepreneurship as one of the certificate elective courses.

School of Information Sciences
Graduate Certificate in Information Management (online courses- optional practicum). Students complete five courses from one or more areas: Software tools, web-based information services, health informatics and data management, data analytics, and user experience.

Department of Communication, College of Fine, Performing, and Communication Arts
Graduate Certificate in Health Communication (online)
The program is designed to provide research-based professional study for graduate students in communication, public health, nursing, sociology, social work, and other health or health-related disciplines, as well as professionals practicing in the interdisciplinary field of health and health services, such as nurses, social workers, dietitians, physical therapists, pharmacists, and doctors.
Student Services and Information

FINANCIAL AID
Sources of financial aid for graduate students are enumerated in the section on WSU Graduate Financial Aid in the WSU Graduate Bulletin [http://bulletins.wayne.edu/search/?search=financial+aid](http://bulletins.wayne.edu/search/?search=financial+aid). The Office of Student Financial Aid (OSFA) assists students to meet their educational expenses. These expenses include tuition, fees, books, supplies, room, board and transportation. OSFA administers federal, state and institutional funds, based both on financial need and academic merit. The Graduate School annually sponsors competitive academic scholarships. For further information on grants and scholarships for graduate study, contact:

- WSU Graduate School: [https://gradschool.wayne.edu/funding](https://gradschool.wayne.edu/funding)
- WSU Financial Aid Office: [https://finaid.wayne.edu](https://finaid.wayne.edu) 313-577-3378
- Women of Wayne Scholarship: [https://wayne.academicworks.com/opportunities](https://wayne.academicworks.com/opportunities)

MPH STUDENT GRANT AWARD
The MPH Student Grant Award provides students with funding to attend a professional or academic conference or print an academic poster or presentation. E-mail mphprogram@med.wayne.edu for more information.

PUBMED
Use PubMed ([pubmed.gov](https://pubmed.gov)) to search for scholarly and peer reviewed articles. PubMed is a free search engine developed and maintained by the National Center for Biotechnology Information (NCBI) at the National Library of Medicine® (NLM). PubMed comprises more than 30 million citations for biomedical literature from MEDLINE, life science journals, and online books. Citations may include links to full-text content from PubMed Central and publisher websites. [https://www.nlm.nih.gov/bsd/pubmed.html](https://www.nlm.nih.gov/bsd/pubmed.html)

MPH PROGRAM CITATION GUIDE
The MPH Program requires that students use the National Library of Medicine (NLM) style to format references and cite research. The NLM style is used by PubMed (pubmed.gov), a free resource developed and maintained by the National Center for Biotechnology (NCBI) at the National Library of Medicine (NLM).

The NLM citation style guide is available online:

Use the referencing software below to quickly create correctly formatted references and bibliographies.

- RefWorks offered by Wayne State University. [https://guides.lib.wayne.edu/refworks](https://guides.lib.wayne.edu/refworks)
- Endnote offered by Wayne State University [https://guides.lib.wayne.edu/endnote](https://guides.lib.wayne.edu/endnote)

ENGLISH LANGUAGE INSTITUTE
The English Language Institute (ELI) provides introductory courses to help students improve their English language and writing skills as well as more advanced courses to develop presentation, paper writing, reading response, note-taking, library, word processing, and essay test-taking skills. International students concerned about their writing ability are strongly encouraged to explore ELI language support resources. **Please note that these courses do not contribute to graduate credit.** [http://www.eli.wayne.edu](http://www.eli.wayne.edu) 313-577-2729

Revised 8-10-2020
WAYNE STATE UNIVERSITY WRITING CENTER
The WRT Zone (2nd floor, UGL) provides individual tutoring consultations, research assistance from librarians, and technology consultants, all free of charge for graduate and undergraduate students at WSU. The WRT Zone serves as a resource for writers, researchers, and students’ technology projects. Students may schedule a tutoring session to review writing assignments. http://clas.wayne.edu/writing/
Appointments are made online at the WRT Zone link

STUDY SKILLS ACADEMY
The Study Skills Academy is a branch of the WSU Academic Success Center. The Study Skills Academy offers graduate students workshops a variety of topics including exam preparation and text book reading; procrastination accountability groups; and online study skill courses through Canvas. https://success.wayne.edu/study-skills

GRADUATE HOUSING
Wayne state University has on-campus housing available for graduate students. http://www.housing.wayne.edu/index.php  housing@wayne.edu

COUNSELING AND PSYCHOLOGICAL SERVICES
Counseling and Psychological Services provides assistance in developing and maintaining a positive and healthy university environment. Among the services provided are counseling, psychotherapy, assessment, group counseling, workshop and consultation for enrolled students (and faculty). Crisis services are available 24 hours per day through direct contact (313-577-3398) or via the WSU Public Safety Department (313-577-2222). http://www.caps.wayne.edu

WSU CAREER SERVICES OFFICE
We strongly recommend that students register with the WSU Career Services Office and add their resumes to the WSU online resume database for viewing by prospective employers. The Career Services Office will e-mail career events and public health job postings to registered students. The Office of Career Services also offers online job postings, career events and coaching in resume development and interview skills. www.careerservices.wayne.edu (Major>School of Medicine >public health)

Public Health Employment websites are listed below to assist program graduates.

American Public Health Association (APHA) CareerMart
http://www.apha.org/professional-development/public-health-careermart

Rollins School of Public Health at Emory Public Health Employment Connection
https://apps.sph.emory.edu/PHEC/

Association of Schools and Programs of Public Health (ASPPPH) PublicHealthJobs
http://publichealthjobs.org/

United States Federal Government Jobs Official Site
http://www.usajobs.gov/
EDUCATIONAL ACCESSIBILITY SERVICES
Educational Accessibility Services provides students with free resources to help them fully participate and succeed in all university programs and activities. Professional counselors verify a disability and work with faculty to develop a student’s appropriate program of accommodation. Such accommodations can include the provision of interpreters, note-takers, and the use of alternative testing procedures. The Student Disability Services (SDS) office is located at 1600 David Adamany Undergraduate Library in the Student Academic Success Services Department. The SDS telephone number is 313-577-1851 or 313-577-3365 (TTY: for the hearing impaired). Graduate Student Advisors are available to meet with students privately to discuss special needs.  http://www.eas.wayne.edu

MPH Program Academic Progression Policies

GRADE POLICY
GRADE POINT AVERAGE REQUIREMENT
Students must maintain an overall minimum 3.0 GPA to remain in good standing. Grades below 3.0 are not considered adequate at the graduate level.

In Required Courses: Students must earn a minimum grade B or better in all required courses. B- grades or lower are not acceptable at the graduate level and students who earn less than a B must repeat the course. The student may not enroll in courses which list the failed course as a prerequisite, or earn hours towards the Master’s Project or thesis until the course is passed.

Students who receive a B- or lower in a course will be asked to meet with their advisor to ensure that they are aware of Graduate School requirements and to determine if remedial action or support resources are required.

In Elective Courses: Students are allowed to earn a B- or lower grade in an elective course provided there are a sufficient number of higher grades to maintain a cumulative GPA 3.0.

COURSE REPEAT POLICY
Only two attempts to complete a required course will be permitted. Two unsuccessful attempts to complete a required course will result in termination from the program. The last grade and credit hours for a repeated course are used in computing the grade point average and awarding credit hours for a degree. All attempts to take a course are recorded on a student’s transcript.

ACADEMIC PROBATION
Graduate students must maintain a cumulative GPA of 3.0. Students with GPAs below 3.0 are on academic probation and receive a hold to prevent their registration. Students must meet with their advisors to develop improvement plans and timetables for elevating their GPAs. After the improvement plan is approved by the MPH Program, the hold will be released so that the student may register for the agreed upon course(s).

INCOMPLETE “I” GRADES
The mark of "I" (Incomplete) is given to students when they have not completed all of the course assignments for the term and when there is, in the judgement of the instructor, a reasonable probability that the student will complete the course successfully without again attending regular class sessions.
The work must be completed and a change of grade filed with the Office of the Registrar within one year of the end of the term when the course was originally taken. Any unchanged Incomplete at the end of the one year will be changed to a grade of F. University statute clearly stipulates that no extension to the one-year limit is permitted and that once an Incomplete has been changed to an F, it cannot be changed again. The only recourse for a student not completing coursework in the time allowed is to repeat the course. Instructors have the right to establish a deadline that is earlier than one year.

University grading policy requires that the student and instructor complete a *Contract for the Completion of Incomplete Coursework*, which will specify all work that needs to be completed. [https://wayne.edu/registrar/pdfs/incomplete.pdf](https://wayne.edu/registrar/pdfs/incomplete.pdf)

**GRADE APPEALS**

It is the responsibility of the instructor to assign grades in accordance with his/her academic/professional judgment, and the student will need to assume the burden of proof in the process of appeal. The grounds for appeal are identified as: 1) the application of non-academic criteria in the grading process, as listed in the University’s Non-Discrimination and Affirmative Action Statute: race, color, sex, national origin, religion, age, sexual orientation, marital status, or handicap; 2) sexual harassment; and 3) evaluation of student work by criteria not directly reflective of performance relative to course requirements. [http://wayne.edu/gradschool/policies/appeal-procedures/](http://wayne.edu/gradschool/policies/appeal-procedures/) [https://provost.wayne.edu/academic-policy](https://provost.wayne.edu/academic-policy)

Any questions relating to a grade for an individual component or the final grade for a course should first be directed to the instructor. If a formal appeal of the grade in question is to be initiated by a student, it must be in writing within 30 calendar days following the student’s receipt of the grade. If an appeal is not resolved at the instructor’s level, further appeals may be directed first to the MPH Program Director, then to the Office of the Department Chair, and finally to the Associate Dean for Research and Graduate Programs in the School of Medicine. The instructor and each of the above appeal officers are required to respond in writing within 10 calendar days.

Students and faculty may contact the Ombudsperson at any time for assistance with any problem associated with a grade decision or grade appeal. [https://wayne.edu/ombuds/](https://wayne.edu/ombuds/) or 313-577-3487

**Registration Procedures**

**REGISTRATION**

Students may register for courses on Academica or in person at the Student Welcome Center. (Warren and Woodward 313- 577-3541). A student may not attend any class for which he/she is not officially registered. If a course requires permission to register, contact the MPH Program Office to request an over-ride. Please note that students must contact the home department for overrides for non-FPH courses.

Please click on the following link for information on how to register for courses: [https://wayne.edu/registrar/registration/how-to/](https://wayne.edu/registrar/registration/how-to/)

The Office of the Registrar’s Registration Webpage provides instructions on many important topics related to registration including:

- Paying off outstanding tuition balances
  - Bill account summary
  - View payment options
- “Holds” preventing your registration
- Registration instructions
- Dropping courses during the first two weeks of the term
- Withdrawing from a course during the third through tenth week of the term.

[https://wayne.edu/registrar/registration/](https://wayne.edu/registrar/registration/)
ADDING CLASSES
Students may register, drop, and add classes using Academica through the first week of classes. During the second week of classes, students email mphprogram@med.wayne.edu to be given departmental authorization to register for FPH courses. After this period, instructor approval and departmental authorization is required and registration requests should be emailed to registration@wayne.edu.

DROPPING CLASSES
Students may drop classes on Academica through the second week of the semester and have tuition fees cancelled. https://wayne.edu/registrar/dropping-a-class/

WITHDRAWING FROM CLASSES
During the 3rd through 10th week of classes, students are only allowed to withdraw from courses. University course withdrawals require instructor approval and students must also complete a SMART check to make sure that they understand the ramifications of the withdrawal. Students are responsible for paying tuition fees when they withdraw from courses. https://wayne.edu/registrar/withdrawing-from-a-course/

ACADEMIC AND REGISTRATION CALENDAR
The Academic and Registration Calendar provides the dates for registering, dropping, and withdrawing from courses, as well as university holiday closings. Make sure that you check the academic calendar before you drop or withdraw from a course. http://reg.wayne.edu/students/calendar.php

REGISTRATION HOLDS
Below are explanations for common holds that students receive. Students may learn more about what kind of hold prevents their registration on Academica at https://academica.aws.wayne.edu/ Student Resources >Student Records>Holds

Financial Holds: Financial holds cannot be removed by the Department or School of Medicine administration. Please Contact Student Accounts Receivable at 313-577-2100.

Candidacy Holds: The University automatically gives candidacy holds when students have completed 12 credit hours of course work and have not filed a plan of work to petition for degree candidacy. To remove the hold, contact mphprogram@med.wayne.edu to develop a plan of work.

Academic Probation Holds: Academic probation holds are given when a student’s cumulative GPA falls below 3.0. If you have an academic hold, contact your advisor to set up a meeting to improve your academic performance. You must submit your plan of work or improvement plan to remove the hold.

GRADUATE PERMIT TO REGISTER
Students who are in the process of applying to the Graduate School or an academic program but have not yet been accepted may request temporary “Permit to Register” authorization. Permit to register requests must include a transcript that will be reviewed by the MPH Director and if approved, are valid for one semester only. Students requiring a student visa cannot use “Permit to Register” to enroll. https://wayne.edu/admissions/pdf/grad_permit_to_register_application.pdf

APPLICATION TO GRADUATE
Students must file an Application for Degree on Academica (< student resources < student records < Apply for Degree) no later the fourth Friday of each semester. There is no charge to apply to graduate.
Applications to graduate are valid for only one semester and students must have completed MPH degree requirements for their application to be approved. Applications to graduate will be rejected if MPH degree requirements have not been completed, and students will need to reapply to graduate later during the semester in which they actually complete the MPH degree. Information about commencement ceremonies is available at https://wayne.edu/commencement/

University & Graduate School Policies
The Wayne State University Graduate School website provides information on a) Graduate Level Scholarship; b) Graduate Student Academic Progress Guidelines; c) Graduate Course Repeat Policy; d) Grade and Academic Appeals Procedures. https://gradschool.wayne.edu/policies/appeal-procedures

The Dean of Students Office (DOSO) website (https://doso.wayne.edu/) provides information on the Student Services below:
- Student Code of Conduct https://doso.wayne.edu/conduct/student
- Academic Integrity https://doso.wayne.edu/conduct/academic-misconduct
- Sexual Assault & Harassment http://bog.wayne.edu/code/2_28_06.php
- Guide to Dealing With Disruptive and Distressed Individuals https://doso.wayne.edu/faculty-staff
- Acceptable Use of Technology Resources https://wayne.edu/policies/acceptable-use/

STUDENT CODE OF CONDUCT
The primary purposes of the Student Code of Conduct are to promote campus civility and academic integrity and to provide a framework for the imposition of discipline in the University setting. As such it details “Student Rights and Responsibilities” as mandated by the university. Students are encouraged to visit the Dean of Students Office website to review WSU policies and procedures, including the student code of conduct and academic integrity, scientific misconduct, and sexual harassment. https://doso.wayne.edu/conduct/student

ACADEMIC INTEGRITY
All students are required to be familiar with the material relating to academic integrity (plagiarism and cheating) and consequences of associated student misconduct outlined at https://doso.wayne.edu/conduct/academic-misconduct. The Department of Family Medicine and Public Health Sciences views all acts of academic dishonesty, including cheating and plagiarism, as gross violations of appropriate student conduct and supports the use of disciplinary actions in response to all acts of dishonesty. The above listed website defines:
Cheating as: “intentionally using or attempting to use, or intentionally providing or attempting to provide, unauthorized materials, information or assistance in any academic exercise”.
Plagiarism as “taking and using another’s words or ideas as one’s own”.

Students are expected to represent their own work honestly and acknowledge the work of others according to accepted academic conventions. Violations of academic integrity include cheating, the use of unauthorized material on examinations, fabrication of term paper information and sources, improper assistance from others, and plagiarism.

When evidence of academic dishonesty is discovered, it will be handled and brought to closure according to University Policies and Procedures. Academic dishonesty may result in downgrading, or depending on the seriousness of the offense, may lead to sanctions ranging from disciplinary reprimand to probation, to suspension or possible expulsion from the university.
Guidelines to avoid plagiarism and inappropriate paraphrasing in written material using correct methods for citation and quotation are available at the WSU Dean of Students Office website at https://doso.wayne.edu/conduct/academic-misconduct. Additionally, the DHHS Office on Research Integrity (ORI) has published a “Guide to Ethical Writing”, available at: http://ori.hhs.gov/avoiding-plagiarism-self-plagiarism-and-other-questionable-writing-practices-guide-ethical-writing

Downloading all or sections of a paper from an electronic source (internet, CD’s, etc.) is a form of plagiarism, as it is stealing another person’s words and ideas. Your paper must be in your own words. Quoted material should be used sparingly. All directly-quoted phrases, sentences and sections of another person’s writing must be in quotation marks, have the source (including page number) cited in the body of the paper, and have the source fully reported as a reference at the end of the paper. (The articles and text assigned by instructors often provides examples of how to properly cite sources). Without all three [quotation marks, citation with page number, and complete reference], quoted material will be considered intentionally plagiarized.

If you summarize another author’s ideas in a paper or presentation, you must acknowledge the author with a citation in text [author, year] with a complete reference listing at the end of the paper. Any direct or indirect use of another person’s words without explicit attribution in the text and complete reference at the end of the paper could result in a grade of zero for the assignment and/or a failing grade in the course. Researchers frequently cite the work of others, but they should not paraphrase or extensively quote these sources.

**Academic and Research Advisors**

The following represent faculty who are currently available to be academic and/or research advisors:

- **Jennifer Beebe-Dimmer** - MPH, PhD, with research interests in genetic epidemiology of genitourinary cancers, obesity, metabolic syndrome and prostate cancers, and racial disparities in prostate cancer risks and outcomes.
- **Juliann Binienda** - PhD in Curriculum and Instruction, with research interests in end-of life care, curriculum development, professional student development, medical education, and psychosocial aspects of health and illness.
- **James Blessman** - MD, MPH, with research interests in occupational safety and health issues.
- **Cathryn Bock** - PhD in Epidemiological Sciences, with research interests in cancer and genetic epidemiology, with a primary focus on prostate cancer and also esophageal and lung cancers.
- **April Carcone** - PhD, with research interests in qualitative and mixed methods research, communication science, patient-provider communication, intervention research, and chronic illness self-management.
- **Michele Cote** - MPH and PhD in Epidemiological Sciences, with research interests in cancer epidemiology with a focus on cancer genomics related to lung, endometrial and pancreas cancers.
- **Deborah Ellis** - PhD in Child Clinical Psychology, with research interests in family based interventions for adolescents, implementation science, SMART trial design, treatment fidelity measurement, and research ethics.
- **Samirian Ghosh** - PhD, with research interests in statistical issues related to missing data, sample size and bias in longitudinal clinical trials and health services, outcomes research and mental health.
- **Julie Gleason-Comstock** - PhD in Educational Policy & Administration, with a concentration in Community Education, with research interests in translational research and urban health disparities with emphasis on the control of communicative diseases such as HIV/AIDS; and on health promotion to address tobacco and drug use.
- **Theresa Hastert** - PhD in Epidemiology, with research interests in oncology, public health and nutrition and dietetics.
- **Samson Jamesdaniel** - MD, PhD, with research interests in redox sensitive molecular mechanisms underlying the adverse health impacts of noise, a pervasive environmental stressor.
James Janisse - PhD in Social Psychology, with research interests in the development and application of new statistical tools for modeling dose-response relationships and non-linear developmental changes and the estimation of critical points in these relationships.

Paul Kilgore - MD, MPH, with research interests in bacterial and viral infectious diseases across the lifespan including respiratory, diarrheal and hospital-acquired infections, multi-disciplinary population-based research in underserved communities, translational research, field evaluation of public health interventions, and evaluation of vaccines.

Steven Korzeniewski – PhD in Epidemiology, with research interests in identifying antecedents of major pregnancy complications before and during early gestation, and determining mechanistic pathways responsible for associations with increased risk of perinatal brain damage or dysfunction that might be amenable to clinical intervention.

Youcheng Liu – MD, MPH, with research interests in assessing environmental and occupational exposures to chemical hazards and biological agents, evaluating the resultant health outcomes (such as asthma, COPD, cardiovascular diseases, and diabetes) and identifying effective and feasible measures and strategies to reduce exposures and prevent related diseases.

Karen MacDonell - PhD, with research interests in identifying and reducing health disparities, including improving approaches for assessment and intervention, asthma medication adherence, and using motivational interviewing to improve HIV self-management in youth.

Patricia Morton - PhD, with research interests in understanding health inequality throughout the life course, focusing primarily on the lasting health consequences of childhood conditions.

Victoria Neale - PhD in Social Psychology, MPH, with interests in practice-based research and research ethics.

Kristen Purrington - PhD, with research interests in genetic epidemiology of triple negative breast cancer, biological determinants of mammographic density, racial disparities in triple negative breast cancer risk and survival.

Michael Rybak - PharmD, MPH, with research interests in infectious diseases and preserving the activity of antibiotics through antimicrobial stewardship best practice.

Kendra Schwartz - MD, MSPH in Epidemiology, with research interests in health disparities, cancer control and prevention, and chronic disease management.

Angela Tiura - PhD, with research interests in examining risk and protective factors in HIV, sexual risk-taking, addictive behaviors, and sexual violence among young adults.

Elizabeth Towner - PhD, with research interests in family-based, health behavior interventions for early childhood; dietary analyses (using tools like the ASA-24, conducting and analyzing dietary recalls); accelerometry; actigraphy.

Dennis Tsilimingras - MD, MPH, with research interests in health services, patient safety and quality of care, and post-discharge adverse events.

Jinping Xu - MD, MS in Clinical Research Design and Statistical Analysis, with research interests in practice-based research, cancer screening and treatment decision-making, and racial disparity in cancer treatment and outcome.

Samuel Zilioli - PhD in cognitive and neural sciences, with research interests in the bidirectional relationship between stress and emotion and endocrine function and in the interplay between psychosocial and biological factors in the context of socioeconomic status and racial health disparities.
MPH Course Descriptions

FPH 7015  Biostatistics.  Cr. 4  Required of all MPH students.  Descriptive statistics; elementary probability; measures of central tendency and of dispersion; random samples; probability distributions including the binomial, the Poisson, the normal, the t, the chi-square, and the F; introduction to estimation and hypothesis testing; rates and vital statistics.  Computer laboratory included.  (Fall, Winter, Spring/Summer)

FPH 7020  Biostatistics 2.  Cr. 3  Required of all MPH-PHM students.  Prereqs: FPH 7015.  Statistical models for health-related fields.  Analysis of variance, experimental design, linear regression, logistic regression and proportional hazards models.  Topics include simple and multivariable models, model fitting procedures, model diagnostics and multiple comparisons procedures.  Application of these methods to health-related data.  (Winter)

FPH 7100  Health Care Organization and Administration.  Cr. 3  Required of all MPH students.  General overview of the U.S. health care system; social and organizational aspects of the delivery, financing, utilization, planning, and development of health care systems.  (Winter, Spring/Summer)

FPH 7210  Research Methods for Public Health Professionals.  Cr. 4  Required of all PHP students.*  Coreq: FPH 7015 and FPH 7240.  Required of all MPH-PHP students.  Logic of research design; formulation of research problems and objectives; development of hypotheses, specification of variables; sampling; random assignment; issues in measurement; data collection; sources of error; analyses.  Computer laboratory included.  (Fall, Winter)

FPH 7270  Applied Research Methods in Urban Public Health.  Cr. 3  Required of all PHM students.  PHP students may enroll in this course instead of FPH 7210.  Coreq: FPH 7015 and FPH 7240.  Focuses on applying quantitative methods to multiple data sets to answer analytic questions, completion of an individualized small project from hypothesis to methods to analysis and discussion that utilizes urban health focused data provided to students.  Qualitative methods will be included.

FPH 7280  Public Health Community Level Intervention Science.  Cr. 3  Required of all PHM students.  Prereqs: FPH 7320.  Focus on intervention science for public health, with an emphasis on community and institutional interventions rather than individual level intervention.  Includes community-based participatory research approaches.  (Fall)

FPH 7230  Health Program Evaluation.  Cr. 3  Required of all PHP students.  Principles and application of program evaluation in health care fields.  Design, implementation, and management of evaluations in health environments.  (Fall)

FPH 7240  Epidemiology.  Cr. 3  Required of all MPH students.  Epidemiologist’s task list; research of problems without known etiology; infectious and non-infectious models; examination of current problems.  (Fall, Spring/Summer)

FPH 7250  Applied Epidemiology.  Cr. 3  Prereqs: FPH 7240 and 7015.  Required of all MPH students.  Epidemiological principles, practice, and methodology as applied to researchable health delivery or health questions.  Emphasis on design, conduct and analysis of non-experimental studies; student design of epidemiological study.  (Winter)

FPH 7300  Health Care Policy.  Cr. 3  Concepts, issues, and problems in health care policy; substantive information regarding policy formulation and content.  (Fall).

FPH 7320  Social Basis of Health.  Cr. 3  Required of all MPH students.  Social, cultural, and psychological aspects of health and health-related behavior.  Topics include: health prevention and promotion, relationship between stress and illness, health services utilization, patient-practitioner interactions, and coping with chronic illness.  (Fall, Spring/Summer)

FPH 7350  Statistical Programming for Public Health Practice.  Cr. 2  Required of all PHM students.  Statistical programming using R and SAS in public health.  SAS topics include error checking, reading datasets, coding and formatting variables, writing reports, tables, and graphs.  R topics include data visualization and analysis, numeric optimization and bootstrapping.  (Spring/Summer)
FPH 7420 Principles of Environmental Health. Cr. 3 Required of all MPH students. Current environmental health issues that affect individuals at work and in their communities. Sources of chemical, physical, and biological agents; their associated health effects. Air pollution, exposure prevention, water and solid waste management, and occupational health and safety. Impact of environmental exposures on human health; case studies. (Fall, Winter)

FPH 7430 Application of Public Health Principles in Practice. Cr. 2 Prereqs: All foundation courses. Required of all PHP students. Exposure and skill development in a diverse range of public health projects and associated methods while working to develop an applied learning project proposal including grant development and budgeting. (Winter)

FPH 7440 Practicum in Public Health. Cr. 3 Required of all MPH students. Offered for S and U grades only. Prereqs: MPH foundation courses. Individual field experience in public health setting. Integration and synthesis of content and experiences of the public health courses; direct hands-on experience, with appropriate reporting mechanism. Fall, Winter, Spring/Summer)

FPH 7510 Public Health Leadership: Detroit Initiatives. Cr. 2 Leadership skill development for practice across multiple clinical and public health settings; Process improvement and team concepts with emphasis on interprofessional practices for population health improvement efforts. (Spring/Summer)

FPH 7760 Community Health Education. Cr. 3 Analysis of community health problems and change strategies for health promotion; application of principles and techniques of community health education to multiple ethnic groups and diverse health problems. (Winter)

FPH 7860 Principles of Occupational Health. Cr. 3 Current occupational health issues; interplay between work environment and worker health. Through case studies, students employ integrative approaches to ensure worker safety and to optimize worker health, well-being and performance. (Winter)

FPH 7990 Directed Studies in Public Health Practice. Cr. 1-3 Prereq: approved Directed Study form. Studies dealing with the public health practice and research to supplement regular course offerings. (Fall, Winter, Spring/Summer)

FPH 8990 Master’s Project. Cr. 3 Prereqs: Completion of all MPH foundation and required concentration courses and FPH 7440. All MPH students must complete three credits of FPH 8990. (Fall, Winter, Spring/Summer)

FPH 8991 Master’s Project Seminar Cr. 3 This is a seminar in which faculty and students interact in a variety of in-class writing activities to support development of individually prepared scholarly products. This course fulfills the Master’s Project requirements for completion of the MPH degree. (Fall, Winter, Spring/Summer)
APPENDICES

PROGRAM FACULTY

<table>
<thead>
<tr>
<th>1. Primary Teaching Faculty</th>
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</tr>
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<tbody>
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<th>2. Secondary Teaching Faculty</th>
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<th>3. Scientific Support Faculty</th>
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MPH PROGRAM:
Department of Family Medicine & Public Health Sciences
3939 Woodward Gardens (Room 312).
Detroit, MI 48201
Email: MPHProgram@med.wayne.edu
Phone: (313) 577-1051 Fax: (313) 577-2744
Appointments preferred.
FOUNDATIONAL COMPETENCIES
MPH graduates will have attained the following set of MPH Program Competencies:

Evidence-based Approaches to Public Health
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

Public Health & Health Care Systems
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

Planning & Management to Promote Health
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

Policy in Public Health
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

Leadership
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

Communication
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

Interprofessional Practice
21. Perform effectively on interprofessional teams

Systems Thinking
22. Apply systems thinking tools to a public health issue
MPH IN PUBLIC HEALTH PRACTICE CONCENTRATION COMPETENCIES

1. Integrate quantitative and qualitative data findings to assess community specific trends.
2. Propose public health interventions that reflect the social determinants of health for a given community.
4. Formulate policies based on public health scientific evidence and community need.
5. Adapt cultural elements and aspects that influence decision making by patients, self, and colleagues.

MPH IN PUBLIC HEALTH METHODS IN URBAN PUBLIC HEALTH CONCENTRATION COMPETENCIES

1. Integrate quantitative and qualitative data findings to assess community specific trends.
2. Critically evaluate epidemiological findings at the state, local and national levels.
3. Adapt an evidence-based intervention to address a public health problem in an urban population with community partners.
4. Interpret epidemiologic research methods and findings in the practice of public health interventions
5. Choose the appropriate study design for conducting research in urban communities.
## USEFUL CONTACT INFORMATION

### Wayne State University
- Wayne State Medical School: [http://www.med.wayne.edu/](http://www.med.wayne.edu/)
- MPH Program: [http://www.familymedicine.med.wayne.edu/mph](http://www.familymedicine.med.wayne.edu/mph)

### Administration
- WSU Grad School: [http://www.gradschool.wayne.edu/](http://www.gradschool.wayne.edu/)
- SOM Office of Graduate Scholars: [http://www.gradprograms.med.wayne.edu/](http://www.gradprograms.med.wayne.edu/)
- Student Service Center: [http://wayne.edu/studentservice/](http://wayne.edu/studentservice/) 313-577-2100
- Academica: [http://academica.wayne.edu](http://academica.wayne.edu)
- Wayne Connect: [http://connect.wayne.edu](http://connect.wayne.edu)
- OneCard: [https://onecard.wayne.edu/](https://onecard.wayne.edu/)

### Technology Help
- Computing & Information Technology Help: helpdesk@wayne.edu 313-577-4778
- Software Clearinghouse & PC Clinic: [http://clearinghouse.wayne.edu/](http://clearinghouse.wayne.edu/)
- IT Knowledgebase: [http://kb.wayne.edu/](http://kb.wayne.edu/)

### Research Training
- Division of Research: [http://research.wayne.edu/](http://research.wayne.edu/)
- CITI Training: [https://research.wayne.edu/irb/mandatory-training.php](https://research.wayne.edu/irb/mandatory-training.php)
- WSU Institutional Review Board: [http://irb.wayne.edu/](http://irb.wayne.edu/)

### Financial Aid
- Office of Scholarships and Financial Aid: [http://financialaid.wayne.edu](http://financialaid.wayne.edu)
- Graduate Scholarships: [http://wayne.edu/gradschool/funding/](http://wayne.edu/gradschool/funding/)

### Office of International Students & Scholars:
- [http://oiss.wayne.edu/](http://oiss.wayne.edu/) 313-577-3422

### Student Life and Services
- WSU SOM Student Affairs: [https://studentaffairs.med.wayne.edu/](https://studentaffairs.med.wayne.edu/)
- Student Disability Services (SDS): [http://studentdisability.wayne.edu](http://studentdisability.wayne.edu)
- Campus Health Center (appts.): [http://health.wayne.edu/](http://health.wayne.edu/) 313-577-5041
- Graduate Student Housing: [http://housing.wayne.edu/](http://housing.wayne.edu/) 313-577-2116
- Student Conduct Services: [http://doso.wayne.edu/](http://doso.wayne.edu/)

### Registration
- Academic Calendars: [http://reg.wayne.edu/students/calendar.php](http://reg.wayne.edu/students/calendar.php)
- WSU Graduate Bulletin (course descriptions): [https://bulletins.wayne.edu/graduate/](https://bulletins.wayne.edu/graduate/)
- Records and Registration: [https://reg.wayne.edu/](https://reg.wayne.edu/) 577-3541

### Graduation
- Apply for degree: [http://commencement.wayne.edu/graduation.php](http://commencement.wayne.edu/graduation.php)
- Commencement & Graduation: 313-577-2414
WSU Public Safety
6050 Cass
Detroit, MI 48202
313-577-2222
8:30-4:30
(Encode One Card for after-hours access)

IBIO Building
6135 Woodward 48202
313-577-1771
Complementary parking is located on Burroughs in front of the IBIO building.

Welcome Center
42 W. Warren 48201
Obtain your OneCard in room 257. 
(313) 577-CARD

Scott Hall
540 East Canfield 48201
Use Parking Lot 75
545 E. Canfield 48201

Family Medicine and Public Health Sciences (FMPHS) is located between Alexandrine and Selden on Woodward. Park on level 2A of the parking garage located at 25 W. Alexandrine (48201 -Great Lakes Coffee is next to the structure). Take the Level 2 elevators to the third floor.)