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WAYNE STATE UNIVERSITY MASTER OF PUBLIC HEALTH PROGRAM

Welcome to Wayne State University’s (WSU) Master of Public Health (MPH) Student Handbook. This document serves as reference for information on the MPH program, WSU and Graduate School policies, plus student resources and support services.

The MPH Program has been continuously accredited by the Council on Education for Public Health (CEPH- www.ceph.org) since 2010. Our Programs of Study include an MPH with a concentration in Public Health Practice that emphasizes leadership and policy, and an MPH with a concentration in Population Health Analytics that emphasizes the practical skills needed to optimize population health outcomes. These two concentrations arm our graduates with the innovative strategies, analytics, and leadership needed to improve the health of communities near and far. Other Programs of Study include joint degrees, dual title degrees, a graduate bridge certificate and an accelerated program for undergraduate public health majors to earn graduate credits.

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  Director, Division of Public Health Sciences  jbinien@med.wayne.edu
Rachel Mahas, PhD, MPH  Director, MPH Program  eq3520@wayne.edu
Elissa Firestone, MEd  Manager, MPH Program  efiresto@med.wayne.edu
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 AND MENTORING
The MPH Program Manager advises students on a variety of topics including how to navigate WSU systems, developing plans of work, MPH concentrations, fulfilling course pre-requisites, course schedules, electives, and timelines for graduation. Upon entering the Program, MPH students are assigned to a faculty advisor. Advisors mentor students and facilitate discussions about professional development and career planning. Faculty also help students identify resources available at Wayne State University, if needed. Advisors may be changed by student request to the Program Director.

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.

Your plan of work provides a snap shot of your MPH Program academic progression. Note that the semester that you register for required MPH courses may change. Electives must be approved for MPH degree credit. They do not need to be listed on your plan of work.

DEGREE WORKS
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 Canvas site in the Forms module.

Master of Public Health in Public Health Practice (MPH-PHP)

The MPH-PHP Concentration emphasizes community assessment, program planning and evaluation, and monitoring the health of specific community populations. A minimum of 42 credit hours is 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.

The following lists the required MPH-PHP foundation and concentration courses. Students also are required to complete a Practicum Experience in a public health setting and an Integrated Learning Experience.

MPH-PHP Degree Requirements

- Required Foundation Courses (21 credit hours)
  
  FPH 7011  Foundations of Public Health (3 cr.)
  FPH 7012  Social Justice in Public Health (3 cr.)
  FPH 7015  Biostatistics (3 cr.)
  FPH 7100  Health Care Organization and Administration (3 cr.)
  FPH 7240  Epidemiology (3 cr.)
  FPH 7210  Research Methods for Public Health Professionals (3 cr.)
  FPH 7300  Public Health Policy (3 cr.)

- Required Concentration Courses (11 credit hours)
  
  FPH 7230  Health Program Evaluation (3 cr.)
  FPH 7430  Application of Public Health Principles in Practice (3 cr.)
  FPH 7510  Population Health Leadership (2 cr.)
  FPH 7511  Health Promotion Messaging and Advocacy (3 cr.)
  
  FPH 7440  Applied Learning Experience  (3 cr.)
  FPH 8991  Integrated Learning Experience Course (3 credit hours) (3 cr.)

- Electives (4 credit hours)
### MPH-PHP COURSE PREREQUISITES

See Table 1. below for a summary of MPH-PHP course prerequisites

<table>
<thead>
<tr>
<th>Course</th>
<th>Prerequisite</th>
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<tbody>
<tr>
<td>FPH 7210 Research Methods for Public Health Professionals</td>
<td>FPH 7015 Biostatistics (Co-requisite)</td>
</tr>
</tbody>
</table>
| FPH 7230 Health Program Evaluation | FPH 7011 Foundations of Public Health  
FPH 7012 Social Justice in Public Health |
| FPH 7430 Application of Public Health Principles in Practice | FPH 7210 Research Methods for Public Health Professionals |
| FPH 7440 Applied Learning Experience | **18 public health credits** (includes MPH approved electives)  
**or 6 of 7 foundation courses**  
FPH 7011 Foundations of Public Health  
FPH 7012 Social Justice in Public Health  
FPH 7015 Biostatistics  
FPH 7100 Health Care Organization and Administration  
FPH 7210 Research Methods for Public Health Professionals  
FPH 7240 Epidemiology  
FPH 7300 Public Health Policy |
| FPH 8991 Integrated Learning Experience | **All foundation courses**  
**3 of 4 concentration courses**  
FPH 7230 Health Program Evaluation  
FPH 7511 Health Promotion Messaging and Advocacy  
FPH 7430 Application of Public Health Principles in Practice  
FPH 7510 Population Health Leadership  
FPH 7440 Applied Learning Experience **completed or in progress** |
Master of Public Health in Population Health Analytics (MPH-PHA)

The MPH-PHA Concentration develops student skill acquisition more broadly in public health epidemiological and research methods, placing emphasis on data collection and data analysis methods and use of statistical analysis procedures. 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.

The following lists the required MPH-PHA foundation and concentration courses. Students also are required to complete a Practicum experience in a public health setting and an Integrated Learning Experience.

MPH-PHA Degree Requirements

- **Required Foundation Courses (21 credit hours)**
  - FPH 7011  Foundations of Public Health (3 cr.)
  - FPH 7012  Social Justice in Public Health (3 cr.)
  - FPH 7015  Biostatistics (3 cr.)
  - FPH 7100  Health Care Organization and Administration (3 cr.)
  - FPH 7210  Research Methods for Public Health Professionals (3 cr.)
  - FPH 7240  Epidemiology (3 cr.)
  - FPH 7300  Public Health Policy (3 cr.)

- **Required Concentration Courses (11 credit hours)**
  - FPH 7020  Biostatistics 2 (3 cr.)
  - FPH 7250  Health Data Analytics (3 cr.)
  - FPH 7280  Public Health Community Level Intervention Science (3 cr.)
  - FPH 7350  Advanced Statistical Programming (2 cr.)
  - FPH 7440  Applied Learning Experience (3 credit hours)
  - FPH 8991  Integrated Learning Experience (3 credit hours)

- **Electives (4 credit hours)**
MPH-PHM COURSE PREREQUISITES
See Table 2. below for a summary of MPH-PHA course prerequisites

<table>
<thead>
<tr>
<th>Course</th>
<th>Pre-Requisite</th>
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<tbody>
<tr>
<td>FPH 7020 Biostatistics 2</td>
<td>FPH 7350 Advanced Statistical Programming</td>
</tr>
<tr>
<td>FPH 7210 Research Methods for Public Health Professionals</td>
<td>FPH 7015 Biostatistics (Co-requisite)</td>
</tr>
<tr>
<td>FPH 7250 Health Data Analytics</td>
<td>FPH 7015 Biostatistics</td>
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<tr>
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<td>FPH 7240 Epidemiology</td>
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<tr>
<td>FPH 7350 Advanced Statistical Programming</td>
<td>FPH 7250 Health Data Analytics</td>
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<tr>
<td>FPH 7280 Public Health Community Level Intervention Science</td>
<td>FPH 7011 Foundations of Public Health</td>
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<td>FPH 7012 Social Justice in Public Health</td>
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<tr>
<td>FPH 7440 Applied Learning Experience</td>
<td>18 public health credits (includes MPH approved electives) or 6 of 7 foundation courses</td>
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<tr>
<td></td>
<td>FPH 7011 Foundations of Public Health</td>
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<td>FPH 7012 Social Justice in Public Health</td>
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<td>FPH 7015 Biostatistics</td>
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<td>FPH 7210 Research Methods for Public Health Professionals</td>
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<td></td>
<td>FPH 7240 Epidemiology</td>
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<tr>
<td></td>
<td>FPH 7300 Public Health Policy</td>
</tr>
<tr>
<td>FPH 8991 Integrated Learning Experience</td>
<td>All foundation courses 3 of 4 concentration courses</td>
</tr>
<tr>
<td></td>
<td>FPH 7020 Biostatistics 2</td>
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<tr>
<td></td>
<td>FPH 7250 Health Data Analytics</td>
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<td></td>
<td>FPH 7280 Public Health Community Level Intervention Science</td>
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<tr>
<td></td>
<td>FPH 7350 Advanced Statistical Programming</td>
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Applied Learning Experience 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.

APPLIED LEARNING EXPERIENCE 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 and an unofficial copy of their MPH level transcript. 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.

Step 3: Complete the following Collaborative Institutional Training Initiative (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: Complete the Health Certification form, found on the MPH Program Canvas site 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 be finalized.

Step 5: Complete the Practicum Approval Form, which can be found on the MPH Program Canvas site. Email the form to the Practicum & Community Engagement Coordinator. The Practicum & Community Engagement Coordinator will review the unofficial transcript, sign off on the form, and forward it on to the Practicum Director.

Step 6: After the student has completed all of the prior steps, the Practicum Director will email proposed dates/times for a 45-minute 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 informational meeting.

Step 8: During the informational 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:** The student should download the MPH Practicum Learning Contract from the Draft Learning Contract tab on the FPH 7440 Canvas site. During the informational meeting, or at the latest, during the first week of practicum work, the student should draft the learning contract. The draft learning contract will specify the desired public health competencies, proposed deliverables, and a timeline for completing 135 hours of high-quality public health field work. The document should be uploaded to the FPH 7440 Canvas site under the Draft Learning Contract tab.

**Step 10:** Based on feedback from the Practicum Director, use the Final Learning Contract tab on the FPH 7440 Canvas site to upload the final learning contract and the completed Learning Contract Approval Form.

**Integrated Learning Experience 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. This course requires the student to complete an independent, scholarly project with a project advisor. Instructor permission is required to enroll. 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. 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 project advisor (faculty mentor) to conduct a scholarly project of their own design and execution. Students must submit a formal Project Proposal to the course instructors prior to initiating the project describing the scholarly work, objectives and how competencies will be met. Grading is based on the final Project paper and an oral presentation. As FPH 8990 typically 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 is granted after submission of a brief overview of the planned project. Contact the course instructors (Dr. Deborah Ellis or Dr. Karen McDonell) for additional information.

2) **FPH 8991 Master’s Project Seminar**
   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. FPH 8991 requires class attendance and multiple shorter assignments. Students select a critical public health problem as the organizing theme for their work in the course. Assignments include selection of a key health indicator to monitor the public health problem, a critical review of a set of scholarly articles related to the public health problem, and writing a public health brief to an agency engaged with addressing the public health problem. An oral presentation summarizing and integrating the student’s work in the course is also required.
Bridge Graduate Certificate in Public Health Practice (BGC-PHP)

CERTIFICATE REQUIREMENTS
BGC 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 3 years at the end of the starting semester. A Plan of Work should be submitted for approval prior to completing 8 credit hours of course work.

BGC-PHP Required Courses (12 credit hours)

- FPH 7011 Foundations of Public Health (3 cr.)
- FPH 7012 Social Justice in Public Health (3 cr.)
- FPH 7015 Biostatistics I (3 cr.)
- FPH 7240 Epidemiology (3 cr.)

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 to enter the MPH Program. COS requests are considered after students complete the pre-requisites below. The Program Director makes the decision to approve MPH admission.

COS 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 7011 Foundations of Public Health
2) FPH 7012 Social Justice in Public Health
3) FPH 7015 Biostatistics
4) FPH 7240 Epidemiology

MPH Program Electives
Consult your Degree Works Worksheet to view the complete list of MPH approved electives. A List of our MPH approved electives is also available on our MPH Canvas page in the Course Information Module.

Many of our approved electives are offered by other departments. Note that the department offering the class will need to provide registration overrides. The MPH Program cannot give permission to register for courses offered by other departments. A good first step is to contact the course instructor.

Note that other 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.

MPH Program Grade Related Policies
GRADE POINT AVERAGE REQUIREMENT
Students must maintain an overall minimum 3.0 GPA to remain in good standing and avoid academic probation. Grades below 3.0 are not passing at the graduate level.
REQUIRED COURSE GRADES
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 in required (not elective) courses must repeat the course. The student may not enroll in courses which list the failed course as a prerequisite or earn hours towards the Integrated Learning Experience 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.

ELECTIVE COURSE GRADES
Students are allowed to earn a B- or lower grade in an elective course provided they have a sufficient number of higher grades to maintain a cumulative GPA 3.0.

COURSE REPEAT GUIDELINES
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
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 individualized improvement plans and timetables to raise their GPA. After the improvement plan is approved by the MPH Program Director, the hold will be released so that the student may register for the agreed upon course(s).

INCOMPLETE “I” GRADES
WSU policy stipulates that the incomplete 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 unresolved Incomplete grade at the end of the one year will be changed to a grade of F. No extension to the one-year limit is permitted. Once an Incomplete grade 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. WSU 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

GRADE APPEALS
Instructors are to assign grades in accordance with their academic/professional judgment, and students will need to assume the burden of proof in the process of appeal. WSU identifies the grounds for appeal 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 (including gender identity), national origin, religion, age, sexual orientation, familial status, marital status, height, weight, disability, or veteran status; 2) sexual harassment; and 3) evaluation of student work by criteria not directly reflective of performance relative to course requirements.

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 to the instructor following the student’s receipt of the grade. If an
appeal is not resolved at the instructor 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/ or 313-577-3487

**Academic Remediation**

We strive to assist our students in successfully completing the program requirements, and faculty are encouraged to meet with struggling students to determine the most suitable plan of action. If a student experiences academic challenges, WSU offers various support services.

**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).

**WAYNE STATE UNIVERSITY WRITING CENTER**

The Writing (WRT) Zone 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/](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. Graduate students are invited to participate in workshops on procrastination accountability, support groups on academic stress, and join the effective online learner Canvas page and the Study Skills Academy Canvas page. [Study Skills Counseling - Study Skills Academy - Wayne State University](http://clas.wayne.edu/math/resources/mrc).  

**MATHEMATICS RESOURCE CENTER**

The Mathematics Resource Center is a free online drop-in tutoring service provided by the Department of Mathematics for Wayne State students enrolled in mathematics classes. We also assist incoming students and alumni trying to obtain placement in math courses at the calculus one level and below. [https://clas.wayne.edu/math/resources/mrc](https://clas.wayne.edu/math/resources/mrc).

**Other 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
- WSU Financial Aid Office:  https://finaid.wayne.edu  313-577-3378

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) 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. About - PubMed (nih.gov)

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
- Endnote offered by Wayne State University https://guides.lib.wayne.edu/endnote

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)

Other employment opportunities are posted on the Wayne State University Human Resources website https://jobs.wayne.edu/applicants/jsp/shared/Welcome_css.jsp.

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

American Public Health Association (APHA) CareerMart
Registration Process
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 an MPH course requires permission to register, contact the MPH Program Office to request an over-ride. Note that students must contact the home department for overrides for non-FPH courses. Please go to https://wayne.edu/registrar/registration/how-to/ for more information.

ADDING CLASSES
Students may register, drop, and add classes using Academica through the first week of classes. During the second week of class, students email mphprogram@med.wayne.edu to be given departmental authorization to register for FPH courses. After the second week of classes, instructor approval and departmental authorization is required.

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

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
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 complete MPH degree requirements during that semester 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
UNIVERSITY POLICIES
It is the responsibility of WSU faculty, staff and students to comply with university policies at all times. The University policies website https://wayne.edu/policies provides information on:

1. Acceptable Use of Information Technology Resources
3. Conflict of Interest Disclosure Form (DOC)
4. Disclaimer
5. University Policy
6. Web Privacy Policy

GRADUATE SCHOOL POLICIES
The MPH degree is conferred by the WSU Graduate School, and we are bound to follow their policies. The Wayne State University Graduate School website https://gradschool.wayne.edu.

Dean of Student’s Office (DOSO)
STUDENT MISCONDUCT
Issues of student conduct, support, and intervention are managed by WSU's Dean of Students Office (DOSO). Faculty members should follow the policies/procedures set forth in the Student Code of Conduct in addressing issues involving student misconduct (whether academic or non-academic). See the DOSO website https://doso.wayne.edu/ for detailed student policies and services:

1. Student Code of Conduct https://doso.wayne.edu/conduct/student
2. Student Support and Intervention https://doso.wayne.edu/conduct/student-support-intervention
3. Academic Integrity https://doso.wayne.edu/conduct/academic-misconduct
4. Faculty and Staff Resources https://doso.wayne.edu/faculty-staff

STUDENT CODE OF CONDUCT
1. Establishes the expectations that students are accountable for their behavior;
2. Describes acceptable student conduct, both academic and non-academic;
3. Describes disciplinary policies and procedures;
4. Specifies the rights of students and other parties; and
5. Specifies prohibited conduct and sanctions be imposed if such conduct occurs.

For a description of all student conduct policies and additional information about the conduct process, refer to the Student Code of Conduct.
STUDENT SUPPORT AND INTERVENTION: CARE REPORTS
Students may experience stress from academic work, relationships, or other aspects of life during their time at WSU. In some cases, students may be confronting certain issues for the first time, while for others these issues may be ongoing. If faculty, students or other members of the University community are concerned about the wellbeing of a WSU student (a student in class, or in a student organization, etc.), they are encouraged to share the concern with the DOSO by submitting a CARE Report.

The CARE report may be the activating event that helps that student get connected to appropriate campus resources, or it may provide supplemental information that assists in DOSO ability to more appropriately reach out to support that student. See: https://doso.wayne.edu/conduct/student-support-intervention

EMERGENCIES: If you believe there is an imminent safety threat or emergency, you should immediately contact the WSU Police at 313-577-2222. After reporting the emergent situation to police, it is appropriate to follow-up by submitting a CARE Report about the incident.

ACADEMIC INTEGRITY
Academic misconduct is any activity that tends to compromise the academic integrity of the institution or undermine the education process. Examples of academic misconduct include:

Plagiarism: To take and use another's words or ideas as your own without appropriate referencing or citation.

Cheating: Intentionally using or attempting to use or intentionally providing unauthorized materials, information or assistance in any academic exercise. This includes copying from another student's test paper, allowing another student to copy from your test, using unauthorized material during an exam and submitting a term paper for a current class that has been submitted in a past class without appropriate permission.

Fabrication: Intentional or unauthorized falsification or invention of any information or citation, such as knowingly attributing citations to the wrong source or listing a fake reference in the paper or bibliography.

Other: Selling, buying or stealing all or part of a test or term paper, unauthorized use of resources, enlisting in the assistance of a substitute when taking exams, destroying another's work, threatening or exploiting students or instructors, or any other violation of course rules as contained in the course syllabus or other written information.

Such activity may result in failure of a specific assignment, an entire course, or, if flagrant, dismissal from Wayne State University. See: https://doso.wayne.edu/conduct/academic-misconduct

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.

OFFICE OF EQUAL OPPORTUNITY (OEO)

The Office of Equal Opportunity (OEO) is responsible for the implementation of the University’s Non-Discrimination / Affirmative Action Policies, Sexual Harassment Policy and Sexual Assault Policy. The OEO follows the procedures under the Discrimination and Harassment Complaint Process to ensure that employees and students are not discriminated against in employment, educational programs and activities on the basis of race, color, sex (including gender identity), national origin, sexual orientation, familial status, marital status, height, weight, disability or veteran status. Any member of the campus community, including students, staff, and faculty, may file a complaint with the OEO. See: https://oeo.wayne.edu/policies. OEO may be contacted at (313) 577-2280 or email us at OEO@wayne.edu.

SEXUAL MISCONDUCT AND TITLE IX OFFICE

Title IX is a federal law that prohibits discrimination based on sex in all University programs and activities. Title IX and University Policy prohibit all forms of sex discrimination, including sexual and gender-based harassment, sexual assault, intimate partner violence, and stalking.

Mandatory Reporting Requirement for Faculty and Staff

Wayne State University is committed to providing a safe and non-discriminatory environment for all University community members and to cultivating a culture of respect. In order to ensure that students are making informed decisions about sharing their personal experiences, it is important to note that most WSU faculty and staff are required to report any information they receive about an incident involving sexual misconduct to the University’s Title IX Director.

The University may also be obligated to relay reports of sexual misconduct to WSUPD depending on the circumstances.

Options for Reporting Sexual Misconduct

Any member of the WSU Community that is impacted by sexual misconduct has the right to report to the University (i.e. Responsible Employee or Title IX Coordinator), to law enforcement (i.e. WSUPD or other jurisdiction), to both, or to neither. Every Warrior is encouraged to make the reporting decision that is right for them.

Reporting to the University

The Title IX Office is available to consult with individuals impacted by sexual violence or discrimination regarding resource referrals, supportive and protective measures, and reporting and resolution options. Where WSU has jurisdiction, the affected party may request an administrative investigation by the University. More detailed information about the Title IX of applicable policies/procedures may be found at https://titleix.wayne.edu/.

Phone: 313-577-9999
Email: TitleIX@wayne.edu
Reporting to Law Enforcement
The Wayne State University Police Department is available 24/7 to assist individuals reporting criminal activity or concerns on or near campus. Report off-campus incidents to the appropriate police jurisdiction. In the event of an emergency or imminent threat, reporting to the police is highly encouraged.

Phone: 313-577-2222

STUDENT DISABILITY SERVICES
The Student Disability Services (SDS) is responsible for providing reasonable accommodations for those persons with disabilities on campus. The office staff is committed to a philosophy that allows for the full integration and participation of a student with a disability in campus life. Some of the accommodations and services offered by SDS might include: consultation prior to University enrollment, priority registration, note-taker services, study rooms with adaptive equipment, alternative testing arrangements, scribes, interpreters and information on community resources. It is the policy of Wayne State University not to discriminate against qualified persons with disabilities in its admissions policies and procedures or its educational programs, services or activities.

The 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.

Please see https://studentdisability.wayne.edu/faculty-staff for more information, resources and to register with SDS.

COUNSELING AND PSYCHOLOGICAL SERVICES (CAPS)
Counseling and Psychological Services (CAPS) provides free and confidential counseling services to currently enrolled students.

Phone: 313-577-3398

Crisis & Referral Line (nights/weekends/university closures): 313-577-9982
Rape, Abuse & Incest National Network (RAINN) provides free and confidential support and information 24/7.

Phone: 1-800-656-4673
Chat: Confidential Chat Line

COVID-19 INFORMATION
COVID-19 Compliance Information
Section 4.20 of the Student Code of Conduct notes the following behavioral expectations related to COVID-19 Compliance:

4.20 Failure to comply with University instruction pertaining to the containment of the Coronavirus virus or of COVID-19, including, but not limited to:
1. Completing the 'campus daily screener' each day before coming onto campus;
2. Following the direction of the Campus Health Center regarding a positive screen;
3. Wearing, at minimum, a cloth facial covering at all times when in public spaces on campus;
4. Maintaining a minimum distance of not less than six feet from others when on campus;
5. Complying with signage regarding directional hallways, elevators, common spaces, and stairwells.
Student Responsibility
All students are expected to familiarize themselves with mandatory campus health and safety guidelines – including practicing social distancing and wearing a face covering – by completing a Warrior Safe training modules in Canvas. Additionally, university policy requires students to complete a campus daily health screener beginning 48 hours before first coming to campus.
APPENDICES

PROGRAM FACULTY
More information about our MPH Program faculty is available on our MPH Program website at https://familymedicine.med.wayne.edu/profiles?group=2838

<table>
<thead>
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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.