MPH Student Handbook

2017 – 2018
~ AFFIRMATION ~

I choose to be a member of
the La Salle University community.

I conduct myself with
honesty, integrity, civility, and citizenship.
I respect people, property, our University,
and its Lasallian and Catholic heritage.

I celebrate our many cultures.
I promote the free exchange of scholarly ideas.
I commit to my personal involvement in
learning for the greater good.

In all my actions, I am La Salle.
In association, we are La Salle.
The following policies regulate the Master of Public Health (MPH) Program in the School of Nursing and Health Sciences. The information in this Student Handbook precludes all previous handbooks. By enrollment in Master of Public Health (PHLT) major courses, students accept the responsibility to abide by and adhere to all policies and procedures outlined in this handbook. More detailed expectations for the behavior of students enrolled in the Master of Public Health Program are presented later in the handbook.
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History of La Salle University

La Salle University was founded in 1863. The history of the University affirms that it has been responsive to the needs of the community and that it has a strong sense of service. La Salle has had an historical tradition of church-relationship. The University is a private Roman Catholic institution. La Salle University is a Master’s - Larger Programs University under the auspices of the Brothers of the Christian Schools, a non-clerical order working in the United States since 1845. The Christian Brothers were founded in 17th century France by John Baptist de La Salle. La Salle is an institution offering both a general and specialized education (pre-professional in many cases) with an option among a variety of values-oriented studies. Immediately following World War II, La Salle addressed the needs of nontraditional learners. This commitment has continued to the present.

La Salle has three schools, Arts and Sciences, Business, and Nursing and Health Sciences, and one college, Professional and Continuing Studies. La Salle has acquired acreage and buildings each decade since the 1980s that include Belfield Farm, South Campus (formerly St. Basil’s Academy), and West Campus (Germantown Hospital). La Salle also owns and operates the Bucks County Campus in Newtown, PA and leases space at the Metroplex in Montgomery County.

MPH Curriculum and Accreditation

The Master of Public Health (MPH) degree is a professional master’s degree in public health. The curriculum is designed to ensure that upon graduation students have an understanding of the broad field of public health, with particular emphasis on Health Disparities in Urban Communities (HDUC). The curriculum prepares students for public health practice and continued education in a doctoral degree program.

The curriculum is interdisciplinary with biostatistics, health policy and management, epidemiology, ethics, social and behavioral science, environmental health, and other courses. Discipline-specific and interdisciplinary-cross cutting competencies frame the curriculum.

The MPH Program at La Salle University provides students with opportunities for knowledge and skill development to solve public health problems. Students collaborate with community members and other professionals to create and evaluate health promotion and disease prevention programs. The curriculum includes a practice immersion and a Capstone project that emphasize health promotion and disease prevention with a specific focus on HDUC.

La Salle’s approach is to build the MPH curriculum consistent with the standards of the Council on Education for Public Health (CEPH). Core competencies (biostatistics, environmental health studies, epidemiology, health policy and management, social and behavioral sciences, communication and informatics, diversity and culture, leadership, public health biology, professionalism, program planning, and systems thinking) for a master’s degree in Public Health focus course objectives.
Accreditation: La Salle’s Master of Public Health Program is accredited by the Council on Education for Public Health (CEPH). The 7-year accreditation period runs to July 1, 2022. CEPH is recognized by the U.S. Department of Education to accredit schools of public health and programs in public health (located in administrative settings other than schools of public health) (Council on Education for Public Health, 2008). Students are encouraged to discuss any questions they might have about accreditation with the MPH Program Director. Accreditation criteria for programs outside of schools of public health are available on the CEPH website in the document entitled, “Accreditation Criteria - Schools of Public Health and Public Health Programs: Amended October 2016”

Program Mission

The mission of the La Salle University Master of Public Health (MPH) Program, which is rooted in the larger University mission, is to educate professionals from diverse disciplines and backgrounds in core public health knowledge areas so that they are equipped to help prevent disease and promote physical and mental health and social well-being through public health practice, leadership, research, and service.

Program Values

The La Salle Master of Public Health (MPH) Program’s core values stem from the broader University’s values, including teaching excellence, the importance of community, service to the poor, and education that fosters spiritual development. Specifically, the Program’s core values include:

1. Excellence in teaching that fosters idealism, creativity, and innovation.
2. Service to vulnerable and underserved populations that helps promote health and prevent disease.
3. Research and scholarship that engages communities as partners in improving the environmental and social conditions necessary to achieve physical and mental health and social well-being.
4. Ethical decision making that considers social justice and health equity.
5. Respect for cultural and religious values at the individual, family, community, and societal levels.
6. Equality for individuals and communities regardless of race, ethnicity, religion, age, gender, sexual preference, or ability.
7. Commitment to life-long professional and personal development.

MPH Program Student Learning Goals/Competencies

Upon completion of the MPH Program, graduates will be able to:

1. Analyze determinants of health and disease using an ecological framework.
2. Apply epidemiologic methods to address scientific, ethical, economic, and political discussions related to public health issues.
3. Apply descriptive and inferential statistical methods to inform public health research, practice, and policy.
4. Identify genetic, physiologic, and psychosocial factors that affect susceptibility to adverse health outcomes following exposure to environmental hazards.
5. Describe the legal and ethical bases for public health policy and health services.
6. Apply the principles of program planning, development, budgeting, management, and evaluation in organizational and community initiatives.
7. Compare basic theories, concepts, and models from a range of social and behavioral disciplines used in public health research and practice.
8. Apply informatics and communication methods and resources as strategic tools to promote public health.
9. Apply basic principles of ethical analysis (e.g., the Public Health Code of Ethics, human rights framework, other moral theories) to issues of public health practice and policy.

Health Disparities in Urban Communities (HDUC) Competencies

1. Explain the socioeconomic and cultural factors that impact human health and result in common health disparities affecting urban communities.
2. Analyze ethical issues surrounding research, risk, and public health interventions involving vulnerable and marginalized populations living and working in urban communities.
3. Evaluate the extent to which principles of community based participatory research (CBPR) have been used in planning, development, and evaluation of public health programs and research with diverse populations.
4. Articulate the role of public health leaders in advocating for culturally appropriate community engagement as a way to empower diverse communities and reduce health disparities.
5. Apply effective communication skills (oral, written, electronic) to diverse audiences with linguistic and cultural proficiency and sensitivity.
6. Evaluate how moral and ethical values shape and influence decision making, policy development, and health outcomes in urban communities.
7. Assess the degree to which community based public health programs and strategies address health disparities in diverse urban communities.
8. Demonstrate collaboration with community partners to prioritize individual, organizational, and community concerns related to reducing health disparities in urban communities.

MPH Program Goals

Instructional Goals

Goal 1. Graduates demonstrate competency in all aspects of the curriculum.

Goal 2. Faculty will have expertise in public health, especially public health in urban communities, and will convey this expertise via effective teaching and student advising.
Research Goals

Goal 3. Students and faculty will engage in public health research and scholarly activities.

Service Goals

Goal 4. Students and faculty will engage in service activities within the University and for the larger community. Particular emphasis is placed on service opportunities addressing the needs of urban communities.

Workforce Development Goal

Goal 5. The Program will provide training and workforce development opportunities that meet the needs of the public health workforce working in urban communities.

Diversity Goal

Goal 6. Within the available applicant pool, the Program will strive to increase or maintain the proportion of underrepresented racial/ethnic groups in program faculty and students.

MPH Plan of Study

Full-time MPH students complete the degree requirements over three (3) years, as noted below. Part-time MPH students have seven (7) years to complete the MPH degree requirements.

Total credits: 51

Total Number of Required Courses = 17 courses

6 Core Knowledge Courses

6 Cross-Cutting Competency Courses

1 Elective Course

2 Practice Courses

2 Capstone Courses

The following components structure the MPH curriculum:

Six core knowledge areas (Biostatistics, Environmental Health Sciences, Epidemiology, Public Health Policy, Leadership and Management, and Social and Behavioral Sciences)
An integrated interdisciplinary, cross-cutting set of overall competency domains (Communication and Informatics, Diversity and Culture, Leadership, Professionalism, Program Planning, Public Health Biology, and Systems Thinking)

Focus on Health Disparities in Urban Communities

The MPH Curriculum incorporates the following elements: core and cross-cutting competencies, electives, two practice courses, and two capstone courses.

<table>
<thead>
<tr>
<th>Structure</th>
<th>Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prerequisite</td>
<td>BS, BA, or BSPH degree (or higher)</td>
</tr>
<tr>
<td>Core Knowledge</td>
<td>PHLT 520: Environmental Health and Program Design (3 credits)</td>
</tr>
<tr>
<td>Courses</td>
<td>PHLT 530: Public Health Leadership and Management (3 credits)</td>
</tr>
<tr>
<td></td>
<td>PHLT 635: Public Policy, Program Planning, and Evaluation (3 credits)</td>
</tr>
<tr>
<td></td>
<td>PHLT 637: Epidemiology (3 credits)</td>
</tr>
<tr>
<td></td>
<td>PHLT 704: Statistics and Biostatistics (3 credits)</td>
</tr>
<tr>
<td></td>
<td>PHLT 705: Social and Behavioral Sciences in Public Health (3 credits)</td>
</tr>
<tr>
<td>Cross-Cutting</td>
<td>PHLT 500: The Ethical Basis of the Practice of Public Health (3 credits)</td>
</tr>
<tr>
<td>Competency Courses</td>
<td>PHLT 512: Informatics (3 credits)</td>
</tr>
<tr>
<td></td>
<td>PHLT 513: GIS Applications for Public Health (3 credits)</td>
</tr>
<tr>
<td></td>
<td>PHLT 540: Introduction to Public Health: Concepts of Health and Disease (3 credits)</td>
</tr>
<tr>
<td></td>
<td>PHLT 696: Grant Writing Seminar (3 credits)</td>
</tr>
<tr>
<td></td>
<td>PHLT 707: Community Health Promotion (3 credits)</td>
</tr>
<tr>
<td>Elective*</td>
<td>PHLT 551: Urban Men’s Health (3 credits)</td>
</tr>
<tr>
<td>(Choose 1)</td>
<td>PHLT 554: Public Health, AIDS, and Society (3 credits)</td>
</tr>
<tr>
<td></td>
<td>PHLT 556: Reproductive Health for the Public Health Practitioner (3 credits)</td>
</tr>
<tr>
<td></td>
<td>PHLT 557: Women, Gender, and Public Health (3 credits)</td>
</tr>
<tr>
<td></td>
<td>PHLT 558: Adolescent Health: Public Health Issues, Programs, and Policies (3 credits)</td>
</tr>
<tr>
<td></td>
<td>PHLT 615: Violence Prevention and Control (3 credits)</td>
</tr>
<tr>
<td></td>
<td>PHLT 639: Race, Ethnicity and Public Health (3 credits)</td>
</tr>
<tr>
<td>*Other graduate level electives must be approved by the MPH Program Director.</td>
<td></td>
</tr>
<tr>
<td>Public Health</td>
<td>PHLT 750: Public Health Practice Experience I (3 credits)</td>
</tr>
<tr>
<td>Practice</td>
<td>PHLT 751: Public Health Practice Experience II (3 credits)</td>
</tr>
<tr>
<td>(200 hours total)</td>
<td></td>
</tr>
<tr>
<td>Capstone</td>
<td>PHLT 752: Public Health Capstone/Culminating Experience I (3 credits)</td>
</tr>
<tr>
<td></td>
<td>PHLT 753: Public Health Capstone/Culminating Experience II (3 credits)</td>
</tr>
</tbody>
</table>

*Please refer to the Graduate Catalog for course descriptions*
### MPH Program Administrators, Faculty, and Staff

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Phone</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. Candace Robertson-James</td>
<td>Director MPH Program, Assistant Professor, Public Health</td>
<td>215-951-5032</td>
<td><a href="mailto:robertsonjames@lasalle.edu">robertsonjames@lasalle.edu</a></td>
</tr>
<tr>
<td>Dr. Zupenda Davis-Shine</td>
<td>Director, BSPH Program Assistant Professor, Public Health</td>
<td>(215) 951-1877</td>
<td><a href="mailto:davisz@lasalle.edu">davisz@lasalle.edu</a></td>
</tr>
<tr>
<td>Dr. Holly M. Harner</td>
<td>Associate Provost for Faculty &amp; Academic Affairs, Associate Professor, Public Health</td>
<td>215-951-1865</td>
<td><a href="mailto:harner@lasalle.edu">harner@lasalle.edu</a></td>
</tr>
<tr>
<td>Dr. Daniel Rodriguez</td>
<td>Professor, Public Health</td>
<td>(215) 951-1904</td>
<td><a href="mailto:rodriguezd@lasalle.edu">rodriguezd@lasalle.edu</a></td>
</tr>
<tr>
<td>Dr. Sara Shuman</td>
<td>Assistant Professor, Public Health</td>
<td></td>
<td><a href="mailto:shumans@lasalle.edu">shumans@lasalle.edu</a></td>
</tr>
<tr>
<td>Ms. Valerie Bradley</td>
<td>Administrative Assistant</td>
<td>215-951-1120</td>
<td><a href="mailto:bradley@lasalle.edu">bradley@lasalle.edu</a></td>
</tr>
<tr>
<td>Dr. Kathleen Czekanski</td>
<td>Dean, School of Nursing and Health Sciences</td>
<td>215-991-1432</td>
<td><a href="mailto:czekanski@lasalle.edu">czekanski@lasalle.edu</a></td>
</tr>
</tbody>
</table>

Refer to the MPH Program [website](#) for more information about faculty, including faculty bios.

### Requirements for Admission to the MPH Program

Applicants with earned Bachelor of Science degrees, Bachelor of Arts degrees, Bachelor of Science in Public Health, Bachelor of Social Work, and Bachelor of Science in Nutrition degrees, Master of Science in Nursing degrees, professional doctoral degrees, and research doctoral degrees may apply to the MPH Program.

Students may attend the program full-time or part-time. The MPH Program operates on a cohort basis with entry into the Program each fall semester.

To be accepted for admission into the MPH program, an applicant must present:

1. Official transcript evidence of successful academic achievement in completing baccalaureate, master’s, and/or doctoral degrees
2. Curriculum vitae/resume
3. A minimum scholastic grade point average (GPA) of **3.0 on a 4.0 scale.** Students with an undergraduate or graduate GPA of less than 3.0 may be Provisionally Accepted and may take up to two courses. Students who are Provisionally Accepted must achieve a **B (3.0) or better in each of their first two MPH courses in order to be considered for formal acceptance.**
4. Writing sample (600 words or less) addressing your reasons for wanting to enroll in the MPH Program and career plans upon completion of the program at La Salle School of Nursing and
Health Sciences. Note any relevant strengths or weaknesses in your background or in your ability to carry out your professional responsibilities.

5. Two letters of reference: One from a professor (academic reference). One from a supervisor.

6. The application for Admission, accompanied by the application fee (if applicable), payable to La Salle University.

7. Possible interview with Director of the MPH Program.

8. An introductory statistics course (including inferential and descriptive) with final course grade of **3.0 (B)** or better. Higher-level quantitative/math courses (such as calculus) may be considered in lieu of an undergraduate statistics course at the discretion of the Admissions Committee.

9. For international students for whom English is not the primary language or who did not complete their degree in an English speaking country, Test of English as a Foreign Language (TOEFL) or International English Language Testing System (IELTS) is required.

Criminal Record Check Clearance *

Child Abuse Clearance *

FBI Fingerprint Clearance *

Health Requirements: Completed health form with required titers and two-step PPD; Up-to-date immunizations, including annual influenza vaccination *

(Subject to change based upon public, university, and agency concerns)

* Requirements must be met in the semester before the MPH Practicum begins. The MPH Program uses American Data Bank to process all practice compliance requirements.

Applicants must follow all instructions carefully to avoid delays in the processing of application materials. Students must submit all supporting documentation, including official transcripts and recommendations, in a sealed envelope in one package.

Students desiring to audit courses or take a course as a non-degree student must apply for admission in the same manner as MPH candidates.

Graduate Academic Advisement and Retention

All students are initially advised by the Director of the MPH Program on formal acceptance to the MPH Program. Students will be assigned to a faculty advisor at the beginning of the academic year. Students who wish to change their advisor should submit a request in writing to the MPH Director noting their rational for requesting the change. Faculty members are available by appointment for student advisement concerning course selection any time during the academic year and especially during the pre-registration period. Students are expected to maintain a proactive dialogue with faculty regarding their academic performance. Students may contact the MPH Program Director for advisement as appropriate. Students should recognize that faculty members are available to provide information
related to course selection as well as professional career advising and support. Students are encouraged to take full advantage of faculty advising support during their time in the MPH Program.

Important Policies and Procedures

All students are responsible for being familiar with the University’s general academic and student policies and procedures as stated in the current edition of the “La Salle University Graduate Catalog” and the “Student Guide to Resources, Rights and Responsibilities.” The policies stated below are those specific to the Master of Public Health (MPH) program and are in addition to those stated in the previously mentioned publications.

GPA and Academic Progression Policy

Students must maintain a consistent overall grade point average (GPA) of 3.0 or greater in order to maintain enrollment status in the MPH program. A student whose cumulative GPA falls below a 3.0 at the end of a semester will be placed on academic probation whether or not s/he receives written notification of this status. As a condition of academic probation, students earning course grades below 3.0 must meet with course faculty for academic advisement. The MPH Program Progression Committee will review the student’s record. Any student whose cumulative GPA for two consecutive semesters is less than 3.00 will be dismissed from the MPH Program by the Program Director in consultation with the MPH Program Committee. The student may appeal the dismissal to the Dean of the School of Nursing and Health Sciences.

Course credit will only be given for a grade of “C” or better. Students who earn an F in any MPH course may be removed from the MPH Program at the discretion of the Program Director in consultation with the MPH Program Committee.

Degree Completion Timeline Policy

All requirements for the MPH degree must be completed within seven academic years from the date of the first enrollment for study following admission to the graduate program. Students in joint programs (MSN/MPH) should consult with their Program Directors to determine their degree completion timeline. Transfer students’ candidacy period is seven years; the seven-year time limit begins with the semester during which the credit being transferred was earned at another institution.

Graduation Requirements/Policy

Students complete 51 semester hours of graduate public health coursework. This coursework includes successful completion of all courses, practice hours, and a successfully completed Capstone project. The cumulative GPA in the MPH Program must be a 3.0 or better in order to graduate.
Prov_isonal Status Policy

Students with an overall undergraduate or graduate GPA from another program of less than 3.0 may be provisionally accepted and may take up to 2 courses designated by the Director of the MPH program. The two courses must be successfully completed within two consecutive academic semesters. Students who are provisionally accepted must achieve a B or better in each of their first 2 MPH courses (which is a minimum overall GPA of 3.0) in order to be considered for formal acceptance. A student who has a cumulative grade point average of less than 3.0 upon the completion of 6 credits will be required to withdraw from the Program.

Grading Policy

The MPH Program of the School of Nursing and Health Sciences follows the La Salle University graduate grading scale policy for letter grades. The School of Nursing and Health Sciences interprets this system using the following numerical scale:

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Numerical Scale</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>93 – 100</td>
</tr>
<tr>
<td>A-</td>
<td>90 – 92</td>
</tr>
<tr>
<td>B+</td>
<td>87 – 89</td>
</tr>
<tr>
<td>B</td>
<td>84 – 86</td>
</tr>
<tr>
<td>B-</td>
<td>81 – 83</td>
</tr>
<tr>
<td>C</td>
<td>75 – 80</td>
</tr>
<tr>
<td>F</td>
<td>74 and below</td>
</tr>
<tr>
<td>S</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
</tr>
<tr>
<td>U</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawal</td>
</tr>
</tbody>
</table>
Academic Censure Policy and Course Re-take Policy

The Program follows the University’s Academic Censure Policy. A student who receives a grade of “C” in two or more courses or a grade of “F” in one course may be dismissed from the program.

Only students who have earned a grade of F in a course may re-take the course. A failed course may be re-taken only one time. Students who have earned an F in a course must request permission (in writing) from the MPH Director to re-take the course. If a course is repeated, the course with the higher grade is calculated in the GPA and the course with the lower grade is excluded from the GPA. All repeated courses are shown on the transcript.

A student who receives a grade of “B-” or “C” may be required to repeat the course by the MPH Progression Committee.

Final Grade Appeal Policy

The La Salle University Graduate Catalog details the curricular standards for all graduate students which includes a student’s right to see his or her own tests or other written material after grading, and the
instructor shall have the duty to make this material available within a reasonable time. Upon request, a student shall have the right to have his or her own grade on such written material explained by the instructor. A student has the right to appeal the final grade received by an instructor following the policy and procedure stated under the Student Rights and Grievance Procedure section in the current edition of the La Salle University Graduate Catalog.

Readmission Policy

Students who seek readmission to the MPH Program after being dismissed for academic reasons may reapply to the MPH Director. Students must wait at least one year from the date of dismissal from the program before reapplying to the program. The MPH Admission’s Committee will review each student’s academic record and notify the student about the decision to readmit.

Independent Study Policies and Procedures

MPH students may request in writing permission to complete an Independent Study course. Generally, Independent Study courses allow students to explore academic areas of special interest not provided by the existing curriculum. In special circumstances, faculty may approve students completing an existing MPH course as an Independent Study. Independent Study courses are carried out under the guidance of a member of the faculty. MPH students are limited to 6 credits of Independent Study and may not take more than 3 credits of Independent Study in a single term. Practice and Capstone courses are not eligible for Independent Study. The following Policies and Procedures guide the approval of Independent Study applications:

Eligibility

A student may apply for Independent Study in an area of advanced study, usually involving substantial research in a field related to major/minor studies, with a faculty mentor who has the appropriate expertise. A minimum overall GPA of 3.0 is required.

OR

A student may apply for Independent Study in an emergency situation (e.g. the cancellation of a major course needed for graduation), usually a circumstance not within the student’s control. Most often this option is one negotiated with the Dean’s Office by Program Director on behalf of the student.

Students are expected to take required courses as they are offered. The Independent Study option is an extraordinary opportunity or a necessary solution; it is not available as a substitute for personal convenience. Students who postpone taking required courses for personal reasons not involving serious conflict or emergency should not expect that they may substitute an Independent Study for the requirement later.

Availability
A limited number of Independent Study opportunities may be available each semester during the regular academic year. It is important to note that faculty are not required to teach during the summer months, thus Independent Study opportunities in the summer are exceptionally rare and at the discretion of the Dean’s Office and the availability of financial resources. The approval of an application is not automatic in the Dean's office and is done through a review process in comparison with other applications. Necessity is the first criterion; quality of the proposal is the second. Students applying for an opportunity of advanced research should have a contingency plan for enrollment in a regular course should the application not be approved.

Procedures

Students should complete all sections of the Application Form (See Appendix) and secure the necessary signatures, other than that of the Dean, before submitting the proposal to the Dean's office. When the application is approved or denied, the student will be notified accordingly.

The deadline for applications in the Dean's Office is **six (6) weeks before the start of the term** in which the study is to be conducted. Ideally, the application should be made, under faculty advisement, during, the pre-registration period for the next term. A "back-up" course should be identified by the academic advisor in the event that the application is not approved.

Specify the number of credits on the study application form.

Include course description, course expectations, major sources to be used, and reasons for needing independent study on study application form.

**Attendance Policy**

Class attendance and active participation are required. Preparation for class is essential for student success. In the case of any special circumstances, specific documentation is required from a third party: death of an immediate family member; hospitalization (not a routine physician or nurse practitioner visit); mandated legal hearing; military obligations; and University athletic required participation events.

In the event that the University is closed for an extended period of time (e.g., due to health issues such as H1N1 outbreak or extended snow closure), students are advised to continue progress in course work by checking online instructions via the Portal and Canvas.

In case of illness or other extenuating circumstances, the student should report to faculty person responsible for each learning activity prior to class or within 24 hours. It is the responsibility of the student to obtain any missed materials distributed in class when absent from class and to complete those activities that are assigned by the instructor during the missed experience. These activities should ensure the student the opportunity to learn these materials/skills that were taught during the student's absence.
Faculty may deny a student permission to take an exam that was missed for an unacceptable reason. Any examination that is taken outside of regular scheduled examination time might be of an alternate format. Documentation will be required to substantiate any reason for a missed examination. Students may be given a grade of zero for a missed examination in which the student fails to notify the instructor in an appropriate time and/or manner.

**Academic Integrity Policy**

It is only through a strong commitment to La Salle’s learning community that the student can live the moral and ethical principles that are supported and maintained by its mission. Faculty members have a special responsibility to model appropriate academic integrity and to ensure that these policies are communicated, understood, and maintained at all times. According to the University Student Guide, Academic Dishonesty includes but is not limited to plagiarism and cheating. Plagiarism is the unacknowledged use of other people’s ideas. Refer to the Appendix in this Handbook for additional information about plagiarism. It is important for all students to know the various kinds of plagiarism; otherwise students may plagiarize without realizing they are doing so. Cheating is also defined in the University Student Guide. Failure to follow the University Integrity Policy will result in sanctions, including the possibility of dismissal from the MPH Program.

The Academic Integrity Policy and the Academic Dishonesty Policy of the School of Nursing and Health Sciences follows La Salle University’s Academic Integrity Policy and Academic Dishonesty Policy which can be found in the current edition of the La Salle University Student Guide to Resources, Rights, and Responsibilities on the University’s Website. It is expected that all work submitted by a student represents his/her own efforts. If the work involves an assigned group project, it is assumed that the work is that of the total group. It is the responsibility of the group members to ensure that all group members contribute equally to the project. Faculty assistance in conflict resolution should be requested if students cannot resolve group issues on their own. Plagiarism is the unacknowledged use of other people’s ideas, both written and unwritten. For a further explanation on what the University considers as plagiarism, please refer to the Student Guide. Cheating is considered a form of academic dishonesty as defined in the Student Guide and does include submitting the same written work for two different courses qualifies. Under the University’s Academic Integrity Violations procedures, faculty may impose sanctions against a student who has been found to plagiarize or cheat which include, but are not limited to, assigning a grade of "F" to a plagiarized paper or assignment, a score of zero on a test when a student has cheated, or an “F” as the final grade for the course taken. It is the responsibility of the student to understand acts of academic dishonesty and comply with University policies and procedures.

All students and faculty are expected to report academic dishonesty in writing by completing an Academic Dishonesty Report and sending it to the Director of the MPH Program and the Dean of the School of Nursing and Health Sciences. Not reporting academic dishonesty enables the unacceptable
behavior to continue and disrupts classroom learning and testing. It is an ethical imperative to report academic dishonesty.

**Integrity and Professionalism Policy**

Students in the MPH Program are expected to behave in an ethically responsible and professional manner. **Integrity and a sense of commitment are the hallmarks of professionalism.** Honesty is expected and required in all examinations and reports submitted as part of course requirements. It also is expected that all students will be active participants in the educational and training processes of the MPH Program. Active and regular class attendance accompanied by openness to each lecture, each classroom discussion, and each Practice experience is expected at this level. **Examples of unprofessional behavior include, but are not limited to: use of profanity or threatening language; an act of harassment or discrimination in any form of classmates, faculty members, staff, clients or other public health professionals; dishonesty; and disrespect toward classmates, faculty, staff or other individuals. Failure to live up to these standards will result in sanctions, including dismissal from the Program**

**Course Withdrawal Policy**

Students are only permitted to withdraw one time from a single required Public Health course with a maximum of two withdrawals permitted overall during the program. Upon the second withdrawal from the same course or the second withdrawal from two different courses overall, the student will be dismissed from the MPH Program. It is the student’s responsibility to know the withdrawal date within each semester.

**Test Make-Up Policy**

The course syllabi identify examination dates, including scheduled exams. **Students who are a no-call, no-show for a scheduled examination will be given a grade of zero.** If a student cannot be present for a scheduled examination, it is the student’s responsibility to notify the instructor prior to the examination start time. A message may be left on voice mail or on e-mail. Documentation will be required to substantiate any reason for a missed examination. **Faculty may deny a student permission to take an exam that was missed, if the reason provided by the student is deemed unacceptable.** Any examination that is taken outside of regular scheduled examination time might be of an alternate format. The student must arrange for the examination make-up. **Should a student fail to make arrangements for an examination make-up within 3 business days of the missed examination, the student will receive a 0% as the examination grade. Only one make-up opportunity will be scheduled. Make-up examinations will be given within 5 business days of the originally scheduled examination date.** Students should expect that the rescheduled examination time will be outside of usual course/practice activities.
Incomplete Policy

The Public Health Program follows the University’s policy on Incomplete grades as stated in the current edition of the La Salle University Graduate Catalog. An Incomplete grade ("I") is a provisional grade given by an instructor to a student who has otherwise maintained throughout the semester a passing grade in the course, but who has failed to take the semester examination or complete the final project for reasons beyond his or her control. Incompletes are not granted so that students are able to make up previously due (but not completed) assignments (for example, homework). "I" grades are not granted to students automatically. Rather, the submission of an "I" grade is at the discretion of the course instructor to whom the student must make the request for an "I" grade in writing. The instructor sets a time limit for completing the work no later than the last day of final examinations of the following semester. If the work is not completed successfully within that time, the “I” will remain on the transcript permanently. The student must re-register for the course, and complete the course with a satisfactory grade to receive credit for the course. When it is impossible for the student to remove this grade within the time limit, he or she must obtain a written extension of time from his or her program director, as well as the dean of his or her school.

Classroom Accommodation Policy

How to Request Classroom Accommodations at La Salle University.

Any student in need of Classroom Accommodations must contact Ms. Rose Lee Pauline (Pauline@lasalle.edu 215-951-1014), the Affirmative Action Officer at La Salle, to find out the process for requesting classroom accommodations. Below you will find the information needed to request classroom accommodations at La Salle. All such requests and the appropriate supporting documentation of a disability should be submitted directly to Ms. Rose Lee Pauline at least six to eight weeks before the start of a student’s first semester with the University. The University makes reasonable accommodations in the classroom for students with disabilities based on the required needs of the specific disability. Such accommodations have included additional time for tests, use of a tape recorder for note taking purposes and use of auxiliary tools within the classroom.

Extra Credit Policy

A faculty member reserves the right to propose extra credit assignments for all students within a course. Extra credit assignments are optional assignments that, if completed, add points to a student’s earned point total from mandatory assignments, exams and quizzes, and participation. If a faculty member selects to include extra credit opportunities to students, the decision to do so must be written into the syllabus before the beginning of the semester, with specific details as to: 1) what assignment is considered acceptable for extra credit; 2) how many points will be received for extra credit and; 3) a scoring rubric. No additional requests for extra credit made by students are acceptable. No more than
two (2) extra credit points will be awarded to the student’s final grade for the completion of an extra credit project for a single course.

**Alcohol and Other Drug Use Policy**

MPH students abide by the University’s Alcohol and Other Drug Use as stated in the current edition of the Student Guide to Resources, Rights, and Responsibilities. In addition to the rationales supporting these policies, this policy stands because of the need for safe client care and the safety of faculty, staff, and students.

**Reference and Recommendation Letters Policy**

Students may request MPH faculty members and advisors to write reference and recommendation letters for students who are seeking employment, credentialing, and doctoral studies. It is solely the discretion of the individual faculty member or advisor to write a letter of reference or recommendation. Grade and transcript information cannot be disclosed without student permission due to FERPA. Students who want class performance and grade-related information included in the letter of recommendation must submit a written request (i.e., hardcopy letter; email is not acceptable) to the faculty member/advisor giving permission to disclose that information. Requests for reference of recommendation letters should be made at least thirty (30) calendar days in advance of when the letter is needed.

**Audio Recorder and Laptop Policy**

Students should request permission from the faculty member and/or other students before taping a lecture or using a laptop computer unless the student is receiving the use of a laptop/notepad and audio recording of a class as an authorized classroom accommodation from the Affirmative Action Officer. Faculty members receive letters of authorization directly from the Affirmative Action Officer. If a letter is not received by the faculty member, then the student should contact the Affirmative Action officer. Faculty may deny students the use of laptop computers in their classrooms except in the case of authorized accommodations.

**Cell Phone Use Policy**

During class, all cell phones should be turned on vibrate. If you need to make an emergency phone call, please step outside of the classroom to make your phone call. Text messaging during class is not permitted. In some instances, faculty members may choose to supply students with their cell phone numbers (for example, during an on-line examination). In these cases, students should refrain from
calling or texting faculty members unless there is an emergency. Professional etiquette should be used at all times. Faculty cell phone numbers should not be distributed to other individuals.

**Email Policy**

All MPH students and faculty must use their La Salle email address. Faculty will not send emails to non-La Salle accounts. It is the student’s responsibility to check La Salle email and Canvas accounts on a daily basis. Students should expect that faculty will respond to emails within 48 hours of receipt. Faculty members do not have to respond to emails over weekends, mid-semester breaks, and holidays. Additionally, many faculty members do not teach during the summer months so that it may take some time for them to respond to an email sent during that time period. Students are expected to send emails that are written consistent with the standards established in the MPH Program policy regarding integrity and professionalism.

Email needs to be considered as functioning like a “postcard,” and is not considered a secure means for transmitting information. For example, non-La Salle web-based email services such as Gmail use “content extraction” on incoming and outgoing email in order to target advertising to the user. Similarly, residual copies of email may remain on these services’ systems even after the messages are deleted or the email account is closed. Therefore, HIPAA-protected information is NEVER to be sent via email. Further, students are encouraged to be mindful about how and what they communicate through email. Email has become one of the easiest ways of communicating with each other, however, in the professional arena, it still serves as a formal means of contact, similar to a business letter. This includes emails sent to faculty, staff, the Listserv, and within the practicum and internships sites. Further, it is important to be mindful that sending email from a smartphone is different than sending a text message. When emailing, it is very important to use proper salutations, closings, grammar, punctuation, and correct spelling.

Below is a list of 10 best practices when emailing MPH Program faculty and staff, site supervisors, and other professionals in the field:

Think about your message before you write it. Consider your audience, and decide on the purpose of your email and what you plan on communicating. This will also help you to reflect on the tone of the message.

**Emailing questions is a last resort, not a first resort. If you are asking a question, ask yourself if you have you taken all other steps possible to find out the answer.**

1. Ask if the message needs to be sent right now. When using your smartphone, consider whether you have the time and ability to craft a professional message at that moment (or if it would be easier to wait until you are at a laptop/PC).
2. Include a relevant subject line. Subject lines should convey the main point of your email – be as specific as possible.

3. Include a greeting. Don’t just start with your message; instead, begin with a greeting (e.g., Hi Dr. Jones; Dear Mary) – when in doubt, address someone more formally to avoid offending them. **Keep in mind that “Hey” is not a professional greeting.**

4. Format your message so that it’s easy to read. Divide different thoughts into separate paragraphs.

6. Remember to provide context if you have not contacted the recipient recently.

7. **Proofread your message.** While writing in a conversational tone is okay (e.g., contractions are fine), stay away from abbreviations, short-hand, and emoticons. Pay attention to basic grammar, spelling, capitalization, and punctuation. Reading your messages aloud will help you to catch any grammar mistakes or awkward phrasing.

8. Include a professional closing. Your closing is just as important as the greeting, because it lets the reader know who is contacting them. In addition to your name, add a brief and friendly closing (e.g., Thank you, Best wishes, Sincerely, See you tomorrow).

9. Allow adequate time for a reply. Remember that not all faculty and staff work on campus every day. If several days have passed and you have not received a response, it is appropriate to follow up.

10. Remember that email is not private. Once the email is received by another person, its sender no longer controls its destination. Further, even though security measures are in place to protect messages from being read by others, they are not 100% secure. **Therefore, don’t write anything in email that you wouldn’t write on a postcard.**

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**Social Media Policy**

The MPH Program values social media participation, and recognizes that it has become an important means for relationship-building, positive communication, and professional development. Examples of social media participation include, but are not limited to, blogging, tweeting, web video, and posting on Facebook. Despite their benefits, though, social media sites are broad communities with a public audience, and they may retain ownership of any content posted. **Therefore, postings on social media should NEVER be considered private.** Students are recommended to set privacy settings on their own social media accounts as high as possible, and it is advisable to closely monitor the settings to optimize privacy. Students need to also be aware of their presence on social media, as it is easy for professional and personal lines to be blurred. **It is recommended that profile and posted content is consistent with how students wish to be seen by La Salle, colleagues, clients, and future employers.** For example, it may be necessary to block individuals who post unprofessional content. Students are encouraged to think before they post, as the information becomes permanent via the site or server archives. **Students should never post confidential, sensitive, false, misleading, or defamatory information related to their Practicum work or to the MPH Program on a social media site. Students are liable for anything they post to social media sites, and the same laws, professional expectations, and guidelines are expected**
to be maintained as if the interaction was in-person. Students need to understand that unprofessional or unethical language seen on social media or in an email communication may result in disciplinary action, including termination from the Program.

The Public health Program does use social media. Follow us on Twitter (@LaSallePubHlth) and on Facebook (La Salle University Public Health Program)

**MPH Capstone: Overview**

Every student must register for the two Capstone courses (PHLT 752 and 753). Part one of this two-part Capstone course sequence facilitates initial development and planning for the MPH student’s Capstone thesis (also known as the culminating project). The culminating project is required for MPH programs by CEPH. Students conduct a comprehensive review of the scientific evidence related to a public health issue, concern, or intervention over two semesters. The second Capstone course continues the development and brings to completion the MPH Capstone thesis. Students complete their Capstone thesis and present their corresponding scientific poster in this final course. Students also complete a comprehensive examination that addresses their knowledge of the public health competencies.

*Important Policies and Points Related to the MPH Capstone Requirement* (Refer to the Capstone Handbook for additional information and required forms).

**GPA Policy**

Students must have an overall GPA of 3.0 in order to begin the MPH Capstone courses. Students without a 3.0 will not be permitted to begin their Capstone courses until a 3.0 GPA has been met. This may require students to take additional coursework in order to improve their GPA.

**Capstone Requirements**

In addition to the other required courses, all students must successfully complete the Capstone thesis, Capstone coursework, Capstone Poster, and Comprehensive Examination in order to graduate. The Capstone thesis is in addition to the requirements of the Practice Course. All students are required to produce a Capstone thesis, including a written report and oral/poster presentation of the thesis. Students should anticipate and plan for any costs associated with printing a professional poster.

**MPH Comprehensive Examination Policy**

The purpose of the MPH Comprehensive Examination is to evaluate the MPH student’s level of knowledge related to: 1) the public health knowledge areas and; 2) health disparities in urban communities. Successful completion of the MPH Comprehensive Examination signifies that the MPH student has mastered foundational competencies in public health as well as competencies linked to
health disparities in urban communities. Students must successfully pass the Comprehensive examination with a minimum score of 75 in order to graduate from the MPH Program. The MPH Comprehensive Examination is given to students electronically via Canvas. The MPH Comprehensive Examination consists of both multiple choice and essay questions. Students have three hours to complete the examination. Students may use textbooks and other resources (e.g., notes) during the examination but may not consult with classmates or other people. While the MPH Comprehensive Examination is conducted as part of PHLT 752, all primary faculty members have input into the examination.

The timeline for completing the MPH Comprehensive Examination is as follows:

<table>
<thead>
<tr>
<th>Courses</th>
<th>Semester</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHLT 752</td>
<td>Fall Semester-December</td>
<td>All students enrolled in PHLT 752 complete the MPH Comprehensive Examination.</td>
</tr>
<tr>
<td>PHLT 753</td>
<td>Spring Semester-February</td>
<td>Any student who did not successfully pass the MPH Comprehensive Examination given in December will re-take the examination in February. Students who are not successful on their second attempt must meet individually with the MPH Director to develop a learning plan that will help ensure that the student is competent in the public health competencies upon graduation. This learning plan may include a final oral examination.</td>
</tr>
</tbody>
</table>

**MPH Practice Experience: Overview and Policies**

The purpose of the Practicum experience is to provide students with an extended supervised experience consistent with the program of study. It is a live, "hands-on" experience that gives students the opportunity to integrate theory and practice while under direct supervision. During this experience, students are developing and strengthening their public health skill set—this process begins in the foundation courses and continues with the practice of learned skills, attendance at trainings and workshops, and conversations with faculty, peers/colleagues, and supervisors.

Although Practicum is developmental in nature, it assumes at all times a level of service that is not to be compromised by inexperience. Therefore, it is expected that students act as a professional from the time they are applying for a practicum position through their last day at their site. Although a student’s title may be “intern” or “trainee,” it is important for students to integrate themselves into the placement and present themselves as if they are part of the agency (i.e., in demeanor, communication, professionalism etc.). It is expected that students will become more self-aware and learn to make
effective use of self in the profession. It is precisely for this reason that the quality of the supervision received and the student’s ability to use that guidance are absolutely vital to the integrity of the process.

A further purpose of practicum is to provide students with the opportunity to work with other professionals within public health agencies and systems, and thus better understand and appreciate their own specific role(s) in those systems. In most instances, the focal activity of the practicum experience is a face-to-face assessment of your skills.

**General Structure and Timing of Field Placement**

Every student must register for the two Practice courses (PHLT 750 and 751). Students are required to complete **at least 200 supervised practice hours**. This experience is an essential component of a public health professional degree program. Students are required to meet the objectives of the practice courses and satisfy the required on-site practice hours necessary to earn the number of course credits. Beginning in Year 2 of full-time study, students identify agencies or organizations where they would like to complete their practice hours. **All experiences must first be approved by the MPH Director and supervised by a qualified preceptor who is a public health professional.**

*Important Policies and Points Related to the MPH Practice Requirement*

(Refer to the Practice Handbook for additional information required forms)

**Practice GPA Policy**

Students must have an overall GPA of 3.0 in order to begin the MPH Practice course. Students without a 3.0 will not be permitted to begin their Practice courses/placement until a 3.0 GPA has been met. This may require students to take additional coursework in order to improve their GPA. Students whose overall GPA falls below a 3.0 during the Practice requirement may be removed from their practice site and required to begin the practice requirement again the following academic year.

**Timing of Practicum Policy**

Students must plan ahead as practice hours will most likely occur during regular business hours. Students should anticipate how practice hours might impact their work schedules and plan accordingly. Students are expected to be available or on site throughout your entire time on placement even if the University is on break. The days/times that you are on placement should be negotiated with the site. Practicum placement is a continuous experience in which students are fully immersed in the agency as one of its staff. If a student would like to request time off, they must follow the agency’s procedures. With this said, students are taking Practicum Placement for academic credit, so the academic calendar must be considered. Although students will negotiate Practice start/end dates with the site, these dates should coincide as much as possible with the academic calendar.

**Practice Experience Attendance Policy**
MPH practice attendance is mandatory. Students are required to attend all practice experiences in order to meet the practice objectives of the course and the number of credits earned in the course. Practice objectives must be met in order to pass the courses. Students must notify Dr. Robertson-James and their practice site supervisor of an absence at least 2 hours before the scheduled practice experience. Students must also notify the practice site supervisor according to the site’s notification policy. It is not the faculty member’s responsibility to notify the site supervisor. Students must review practice guidelines for each course, and communicate with the practice faculty according to guidelines.

Students may be prohibited from participating in practice experiences for the following reasons:

Student is unprepared for practice.

Student is not able to fulfill the essential duties of the practice experience with or without reasonable accommodation. All requests for reasonable accommodation for a practice experience should be sent to the University’s Affirmative Action Officer prior to the start of the practice experience.

Student has not completed requirements for practice compliance paperwork.

Student has been exposed to a dangerous situation, such as exposure to a communicable, contagious virus, bacteria, etc.

Please note practice agencies may prohibit students from attending practice if the students do not meet the specific agency requirements such as vaccine requirements.

**Changes in Placement Policy**

It is expected that students will remain at the same agency for the entire Practice experience. In other words, students must honor the Student/Supervisor Agreement and fulfill the commitment to the agency. Changes in placement are not permitted because of the disruption of services. Students are not permitted to complete their Practicum at more than one site at any given time.

**Intent to Enter Practice Policy**

All students planning on beginning practicum in Fall must email the MPH Program Director no later than January 15 noting their intent to begin Practice in Fall. **Students who do not meet this deadline might be moved to the next academic year practice cohort.** Students must include the following information in their email to the Program Director:

Student Name:

Student ID:

Intended Practice Start Date: Fall 20XX

Current State of Residence:

Likely State of Residence at Time of Practice Placement:
General Area of Practice Interest:

Potential Practice Site Options/Organizations:

Preceptor Policy

The individual MPH student is responsible for locating a practice site and qualified preceptor. All preceptors should meet the following criteria:

Minimum of a master’s degree in a public health-related discipline

At least one year at the current site/organization

At least 3 years from master’s graduation

Under special circumstances the MPH Director may approve a preceptor who does not meet all of the aforementioned criteria.

In the spring semester, prior to the fall practice start date, the MPH student has the responsibility to locate at least one public health practitioner who verbally agrees to act as a preceptor by no later than April 30th. When the student has confirmed a placement and supervisor, they must submit the following to the MPH Program Director and the MPH Faculty Practicum Supervisor

Name and Title of Supervisor

Contact Information for Supervisor (Phone, Email, Fax)

Practice Agency Information (Name, Address, Phone, Fax, Website)

Supervisor CV/Resume

Both the preceptor and site must first be approved by the MPH Program Director and the MPH Faculty Practice Supervisor BEFORE the contract is generated. Please note the contract process may take several weeks to months. Students who do not meet the April 30 deadline might be moved to the following academic year cohort.

Practice Compliance Policy

All compliance requirements need to be submitted to American Databank by June 1 (for a fall start date). Students who do not meet this deadline might be moved to the next fall cohort. MPH students use the American Data Bank system to submit their required compliance documents. Use of this service will cost approximately $140. The School of Nursing and Health Sciences must be sensitive and responsive to these expectations, particularly as they relate to organization and patient/community safety.
**Coursework.** Students must complete all required core coursework prior to beginning their practicum hours. In an unusual circumstance, a student might be able to complete a core course concurrent with the MPH practicum with permission of the MPH Program Director.

**Service/Volunteer Experiences.** Students must have completed/participated in at least two service/volunteer experiences (health fairs, outreach, health-based fund raisers, etc.) while in the Program before they may begin their formal practicum hours. Students will be required to submit a description of their service/volunteer experiences.

**Evidence of Human Subjects Training.** All students must complete the online training course for Social & Behavioral Research Investigators in the CITI Program. Click the links in the Training module for instructions to register for the CITI Program and complete the courses.

**Health Screening.** Affiliating organizations require the University to certify that students have received appropriate medical screening as a condition of entry into the clinical setting. Students should plan ahead and anticipate the time required to complete these medical screening tests as well as the associated financial costs. Students must use the University health form to complete this requirement (available from the MPH Program Director).

**Criminal Record and Child Abuse Screening.** Practicum students are required to submit cleared criminal record, child abuse, and FBI Fingerprint checks prior to beginning their Practicum. Students with positive criminal records may not be permitted to enroll in Practicum. It is the student’s responsibility to address these concerns.

**Practice Placement Leave Policy**

Students who need to miss more than two consecutive weeks of Practicum must notify the MPH Faculty Practice Supervisor in writing (email is acceptable) the dates of the leave. In writing, the student must confirm that this was discussed with the site (include who was included in this discussion and the date/time it occurred). The MPH Program Director and the MPH Faculty Practice Supervisor will determine a plan of action (including registration). Note that the registration of additional semesters of Practice placement may be necessary.

**Failure to Complete Required Practice Hours Policy**

Students who do not complete the 200 required Practice hours by the end of the spring (final) semester:

Will not officially graduate in May

Will not successfully complete the spring Practice course (PHLT 751)

Will be permitted to take an Incomplete for the Practice course (PHLT 751) in order to complete the outstanding practice hours. **All outstanding practice hours must be completed by August 1. If all practice hours have not been completed by August 1, the student will be required to re-take the Practice course (PHLT 751) again the following spring semester.**
Might not be permitted to remain in the current practice setting. In this instance, the student is responsible for finding a new practice site.

**Practice Termination Policy**

If a student is terminated by their preceptor/practice site, he/she must notify the Program Director and Faculty Practice Supervisor within 24 hours of termination. The Program Director and Faculty Practice Supervisor will communicate with the preceptor to determine the cause of the termination. Depending on the reason for termination, the student may: 1) be permitted to and responsible for finding another preceptor/site and continuing their practice hours; 2) be required to complete the practice hours and coursework the following academic semester (if terminated in fall, the student would resume practice hours the following fall); or 3) be dismissed from the MPH Program.

**Confidentiality Policy**

Faculty members and students are required to sign a Confidentiality Statement. Students might be required to sign additional confidentiality forms for affiliating agencies. The signed form is filed in each faculty member or student’s file in the School. The faculty member and student are obligated at all times to comply with standards of documentation and confidentiality mandated by state and federal regulatory agencies and accrediting agencies, as some may be modified and amended from time to time including applicable requirements of the Health Insurance Portability and Accountability Act of 1996 (HIPAA), the Standards of the Joint Commission, administrative and medical record policies, and guidelines established and approved by clinical agencies. The faculty member or student agrees to hold the University harmless for all actions that may arise from the inappropriate use or release of confidential patient information.

**The MPH student agrees to:**

1. Not discuss any client or information pertaining to any client with anyone on the health care team who has no educational purpose or who is not involved in the care of the client.
2. Not leave information concerning the client (i.e., computer printouts, interview forms, etc.) in any place where it could be viewed by anyone not privileged to this information.
3. Not discuss any client or information pertaining to any client in any place (i.e., elevators, corridors, dorm rooms, home) where it may be overheard by anyone not privileged to this information.
4. Not print any portion of the computer record that is not authorized by the instructor.
5. Not take any computer printout from the unit without blacking out the client’s name.
6. Not mention a client by name, only by code number or pseudonym, when writing course assignments.
7. Not mention any person as a client at the clinical agency or provide any information on the telephone except to those authorized to have that information.
8. Not mention a client by name to anyone in casual conversation including family members or friends.
9. Adhere to HIPAA regulations.
10. Not take any pictures or other images of the client during the public health practice courses.

Practice Failure

Practice objectives must be met satisfactorily in order to pass the practice requirement of the MPH Program. Midterm and final evaluations are completed by students as self-evaluations and by preceptors and course faculty. Failure to pass practice projects or to meet practice objectives will result in course failure. **Unsafe practice is interpreted as practice failure.**

Unsafe Practice Performance

Unsafe practice performance is care that seriously jeopardizes community members’ well-being and/or causes potential or actual harm to self or others. A student demonstrating a pattern of unsafe performance will not be allowed to continue in the MPH course.

Practice Jeopardy

Students must satisfactorily complete both the theoretical and practice project components of the Practice courses in order to receive a passing letter grade for the course. When a student exhibits unsatisfactory performance that would prevent him/her from meeting Practice course objectives, the faculty should:

1. Immediately notify the student in person and in writing regarding student performance.
2. Immediately notify the MPH Program Director in person and in writing.
3. Faculty and student should meet to develop an action plan within 1 week of notice of unsatisfactory performance. The action plan must be student-driven with clear student ownership of the plan.
4. Faculty should make ongoing documentation in the student’s record regarding the student’s progress in achieving the specified goals.
5. If a target date is set and the student’s unsatisfactory performance remains, the student, faculty, and director will meet to discuss further action, up to and including dismissal from the program.

Unacceptable Conduct

Faculty reserve the right to remove from the program any student who demonstrates unsafe, unprofessional, or unethical behavior at any time. Aggressive behavior will not be tolerated.

Unacceptable conduct includes, but is not limited to:

1. All forms of dishonesty, including cheating, plagiarism, knowingly furnishing false information to the University, forgery, and alteration or fraudulent use of University documents or instruments of identification.
2. Intentional disruption or obstructions of teaching, research, administration, disciplinary proceedings, or other University activities.

3. Physical and verbal abuse, intimidation, coercion, and harassment which threatens or is perceived to threaten any professor, student, or individual on University premises, at University sponsored functions, or between any members of the University community off of University premises. This is to include incidents of sexual assault, sexual harassment, and racial harassment.

4. Theft from or damage to University property/premises. This is to include theft of or damage to property of a member of the University community on University premises or in settings where students are completing course requirements.

5. Failure to comply with the directions of University officials in the performance of their duties. This includes support staff such as Security and Safety, Physical Facilities, and Community Development.

6. Possession, use, or distribution of potentially dangerous drugs which are not medically supervised to include being in the presence of the possession, use, or distribution of illegal substances on University premises or at University sponsored functions, and possession or use of paraphernalia to assist in the consumption of illegal substances.

7. Violation of University Alcohol Policy.

8. Lewd, indecent, immoral or obscene conduct including, but not limited to behavior, language, gestures, and sexual exploitation.

9. Violations of published University regulations, including those relating to entry and use of University resident units and other facilities, the rules in this code of conduct, and any other regulations (i.e., Library, Parking, Alcohol, Administrative Services) which may be enacted.

10. Violation of University Policy on Weapons and Other Dangerous Articles and Substances.

**Inappropriate and Prohibited Behaviors:** Behavior that can serve as a warning sign of potential hostility or violence, such as:

- Interpersonal aggression

- Unwelcome name-calling

- Rude, uncivil, vulgar, or obscene words or actions, either written or verbal, including e-mail, voice messages, text messages, and graffiti

- Intimidation through direct or veiled verbal threats

- Throwing objects regardless of size or type, whether or not a person is the target of a thrown object

- Physically touching others in an intimidating, malicious, or sexually harassing manner

- Physically intimidating others including such acts as obscene gestures, fist-shaking, or other threatening types of gestures
Stalking, either on or off campus

**Threats:** The expression of intent to cause physical or mental harm is a threat, regardless of whether the individual communicating a threat has the present ability to carry it out and without regard to whether the expression of threat is contingent, conditional, or placed in the future.

**Physical attacks:** Unwanted or hostile contact such as slapping, pinching, tripping, hitting, fighting, pushing, shoving, or throwing objects.

**Property damage:** Intentional damage to property owned by the University, clinical agency, employees, students, or visitors.


**Procedures**

1. Student is notified verbally that the behavior is unacceptable. This includes unacceptable behaviors that occur by telephone or email and at all campuses, and all clinical settings.
2. Safety and Security personnel of the University or clinical agency and/or local police are notified if the behavior constitutes a threat, physical attack, property damage, or criminal behavior.
3. A verbal report is delivered to the Director, or in extreme situations, to the Dean on the day the incident occurs.
4. An incident report must be written by the end of the day the incident occurred on the University form. The completed incident report is submitted to the School’s Conduct Board and/or to the Associate Dean of the Division of Student Life.
5. If a clinical agency or setting is involved in the incident, written documentation or an incident report is requested by the Director or Dean and obtained by the Director or Dean.
6. The director meets with the student and faculty member or other grievant party. The student may bring an advocate with him or her. The Director consults with the course or clinical faculty or Dean regarding the incident.
7. When the incident involves violation of patient safety, the student may be dismissed from the MPH program.
8. The student has the right to meet with the Dean regarding the incident after meeting with the Director. The student may bring an advocate with him or her.
9. The consequences of the student’s unacceptable behavior may result in
   - being warned in writing, a copy to be placed in the student’s file;
   - being notified of the action plan in writing;
   - being referred to the Division of Student Life with subsequent action plans instituted;
   - failure of an assignment;
   - failure of a clinical assignment:
   - failure of a course;
   - failure of a clinical section of a course or a clinical course itself;
• dismissal from the major/program;
• being placed on interim suspension.

A student may request a meeting with the Assistant Provost or Provost to discuss the incident with which he/she is involved.

**Universal Precautions**

The School of Nursing and Health Sciences is concerned about the safety of the faculty, students, and the client population served in the clinical setting. Based on the mandatory CDC and OSHA guidelines, the School of Nursing and Health Sciences adopts the policy that both students and faculty will consistently observe blood and body fluid precautions when working with all clients in all settings. Based on the most recent research findings, an individual can be a carrier of blood-borne illness (e.g., AIDS, HIV, & Hepatitis B) and not exhibit clinical signs/symptoms for several years after exposure to the virus. Because of the implications and uncertainties, it is mandatory that all faculty and students adhere to this policy. Universal precautions are a shared responsibility for both students and faculty. MPH students may need to fulfill additional requirements as per the practice agencies. Such requirements are mandatory rather than discretionary and must be satisfied prior to any activity on the clinical area.

**Exposure Policy**

The La Salle University School of Nursing and Health Sciences acknowledges the inherent risks associated with working around or with blood and body fluids. La Salle University and the practice agencies that provide practical experiences for our students are not responsible or liable for the costs of medical follow-up or expenses incurred. In the event that you are exposed to blood and body fluids, you will:

1. Assume full responsibility for disease sequelae. Neither the School of Nursing and Health Sciences nor the practice site is responsible for ensuring medical follow-up.
2. Follow the policies of the clinical agency (if any) and assume responsibility for medical follow-up.
3. Contact the School of Nursing and Health Sciences within 2 hours of exposure. Once initial care is provided, a meeting with the student, the course faculty and the Director of the MPH Program should be arranged.
4. Contact your primary care physician or nurse practitioner and undergo any necessary precautions, treatments, or tests.

**Common Questions about the MPH Practicum Experience**

1. How many hours will I need to complete for the practicum?
   Students must complete 200 practicum hours (100 hours each semester). Typically, this will include one 8-10 hour day each week. Some students will complete their hours over 2 days/week. Most students will complete practicum hours during the regular work week (Monday-Friday).
2. When will practicum begin?
You may begin your practicum in mid-August (provided that all of the required paperwork and compliance documents have been received--more on this below).

3. When will practicum end?
   Most students will finish their practicum hours in April.

4. Do I need to find my own practicum site?
   Yes. You are responsible for identifying a practicum site that fits with your educational and professional background as well as your learning goals. The identification of possible practicum sites is supported by coursework and assignments in previous classes as well as in-person meetings with your academic advisor.

5. What if I need a weekend practicum site because I work during the week?
   Please keep in mind that most non-profits do not have weekend hours. Furthermore, students who schedule their practicum for weekends may be disadvantaged as they will often miss out on important organizational meetings and decisions, most of which occur during the regular work week.

6. Can I complete my practicum hours at my current job?
   Yes. You may complete your practice hours at your current job. However, it is vital that you have a well-defined project that is unrelated to your current position. Please let the MPH Program Director and the MPH Faculty Practicum Supervisor know ASAP if you anticipate completing your practicum hours in your workplace.

7. Can I complete my hours early? For example, can I do 15 hours/week in Fall and then take Spring off?
   No. The practicum sites commits to 2 semesters for La Salle students. One reason practicum sites really like taking La Salle students is that we complete our hours over 2 semesters.

8. Will I also have class in the evening?
   Yes. There are classes associated with the practicum experience (PHLT 750 and 751). These classes do not meet every week in the fall and spring semesters. Most students will also take the Capstone courses during the same semesters. These courses (PHLT 752 and 753) generally meet every other week during the fall and spring semesters. Please keep this in mind if you are anticipating an out of state practicum site (such as Washington, D.C. or New York).

9. Will I need to interview for the practicum position?
   Yes. You will go through the interview process with your potential practicum site. It is vital that you approach this interview as if it is a “real” interview. There is a lot of competition in Philadelphia for practicum placements. The first impression you make reflects not only on you, but also the MPH Program. You should anticipate that interviews will be conducted primarily during regular business hours (M-F, 9AM-5PM). Please do not try to negotiate evening hours for your interview. Please make sure you have an updated resume, cover letter, and samples of your work. Bring hard copies of these items with you to your interview. Also, please be sure to review the mission statement and website of the practicum agency.

10. Do I need to get a contract with the practicum site?
    Yes. La Salle University must have a contract with the practicum site/organization. If one does not currently exist, we will initiate this process with the Dean’s office. This may take up to one
month (sometimes longer). We currently have several practicum site contracts in place (see below).

11. What will I be doing in the practicum placement?
Practicum sites must provide at least one tangible project that the MPH student will work on during practicum hours (both semesters, ideally). This project must have well-articulated objectives, goals, and outcomes and well-defined student roles and responsibilities. You will be presenting this project in class so it is important that there is something concrete to demonstrate your work.

12. Will I have a separate email address specific to the practicum site?
Possibly. If you do have a practicum email, please be sure to check it daily (not just the days you are scheduled to be on site).

13. Will I be paid for my work during the practicum placement?
Probably not. Please also keep in mind that students will be responsible for covering any transportation costs (gas, parking, etc.) associated with travel to the practicum site.

14. I am an international student. Will I need to complete additional paperwork in order to complete my practice hours?
Yes. Most international students studying in the US will complete a CPT form. Proper planning should begin at least 3 months before the intended start date. If a program does not require a practicum or internship, the internship course must be scheduled prior to the start semester. Searching for an internship can be timely. La Salle’s Career Services Center Career Services Website can be of assistance with an internship or practicum search.

15. What practice sites have been used in the past?
The MPH Program Director and the MPH Faculty Practicum Supervisor maintain a list of practice sites where students have successfully complete their required hours. These sites include some of the following organizations listed below:

- Alcohol and Other Drug Education Center La Salle University
- AQUA Corps
- Black Women’s Health Alliance
- Center for the Empowerment of Women
- Congreso de Latinos Unidos
- Department of Behavioral Health and Intellectual DisAbility Services
- Drexel University College of Medicine, Women’s Health Education Program
- Health Federation of Philadelphia
- New Jersey Department of Health
- Lower Bucks Family YMCA
- Lutheran Settlement House
- Maternal & Child Health Consortium of Chester County
- Maternity Care Coalition
- New Jersey Department of Health
Technology Requirements

Students are required to demonstrate technological proficiencies that increase in breadth and depth during graduate studies. Expected proficiencies include skills in word processing, computing, searching, data mining and analysis, software versatility (web-based and computer-based), and familiarity with hardware and select peripherals. Public health services are increasingly provided in settings that rely upon technology and MPH prepared graduates must demonstrate mastery of common-place, high-frequency use technologies.

All MPH students are required to complete several courses that depend on functional technology including Statistics and Biostatistics (PHLT 704), Informatics (PHLT 512), and GIS Applications for Public Health (PHLT 513). In general, MPH students should have access to a computer meeting the following hardware requirements:

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Specification</th>
</tr>
</thead>
<tbody>
<tr>
<td>CPU Speed</td>
<td>2.2 GHz minimum; Hyper-threading (HHT) or Multi-core recommended</td>
</tr>
<tr>
<td>Processor</td>
<td>Intel Pentium 4, Intel Core Duo, or Xeon Processors; SSE2 minimum</td>
</tr>
<tr>
<td></td>
<td>Run this <a href="https://docs.microsoft.com/en-us/windows/setup/windows-system-requirements">Microsoft utility</a> from your Windows command prompt to check your processor.</td>
</tr>
<tr>
<td></td>
<td>See <a href="https://docs.microsoft.com/en-us/windows/setup/windows-system-requirements">Dual or dual-core support policy</a>.</td>
</tr>
<tr>
<td>Memory/RAM</td>
<td>2 GB minimum</td>
</tr>
<tr>
<td>Display Properties</td>
<td>24-bit color depth</td>
</tr>
<tr>
<td>Screen Resolution</td>
<td>1024 x 768 recommended minimum at normal size (96 dpi)</td>
</tr>
<tr>
<td>Swap Space</td>
<td>Determined by the operating system; 500 MB minimum.</td>
</tr>
<tr>
<td>Disk Space</td>
<td>2.4 GB</td>
</tr>
</tbody>
</table>

In addition, up to 50 MB of disk space may be needed in the Windows System directory (typically, C:\Windows\System32). You can view the disk space requirement for each of the 10.1 components in the Setup program.
If using ArcGlobe, additional disk space may be required. ArcGlobe will create cache files when used.

**Video/Graphics Adapter**

Check your computer’s ability to run ArcGIS

64 MB RAM minimum, 256 MB RAM or higher recommended. NVIDIA, ATI, and Intel chipsets supported.

24-bit capable graphics accelerator

OpenGL version 2.0 runtime minimum is required, and Shader Model 3.0 or higher is recommended.

Be sure to use the latest available driver.

**Networking Hardware**

Simple TCP/IP, Network Card, or Microsoft Loopback Adapter is required for the License Manager.

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**Inclement Weather**

All courses at the University remain in session unless announced otherwise by radio and/or television media. The School closing number is 105 for day classes or 2105 for evening/weekend classes. The School closing number for the Bucks County Campus is 2746. If classes are in session, students are expected to be present. For safety reasons only, faculty and students can make individual decisions about attending practice experiences. *(See attendance policy for ramifications).* Students and faculty should refer to the La Salle University Web Page for all weather related announcements and University closings for day and weekend programs.

**Military Reserve Call-Up**

Any student who is called up for reserve duty should contact the Registrar’s Office. University procedures include dropping all courses for these students and removing all tuition charges. Financial aid will be returned to the proper lender. The Registrar’s Office will contact the Bursar, the Student Financial Services Office, and the appropriate Dean. If the call-up is at the end of the semester and if the student can finish coursework off campus, then the appropriate Dean or Graduate Director should use his/her judgment to make such provision.

**Student Representation on Public Health Program Committees**

In an effort to maximize student participation in all aspects of the MPH Program, the MPH Director invites MPH students to attend at least one Public Health Program meeting each academic year. Students are notified in advance of the meeting.

**Providing Student Feedback**
Students are encouraged to provide thoughtful and constructive feedback regarding the MPH Program. There have been many instances where student feedback has resulted in positive changes within the Program. Feedback may be given in multiple ways: Completing faculty course evaluations; Attending MPH Program meetings; Voicing concerns via the Public Health Student Organization; Completing the Student Satisfaction Survey (administered in Spring); Scheduling a meeting with the MPH Director, specific faculty members, or with faculty advisors; Participating in Exit Focus Groups (for graduating students); Submitting feedback via the Compliments, Complaints, or Comments mechanism (see form in Handbook).

Research Participation

MPH faculty and administrators conduct program evaluation studies or participate with off-campus researchers in collecting data to provide a basis for improving the MPH Program and/or services to students. Anonymity and confidentiality will be maintained in the collection of any data. Student participation or non-participation will not in any way affect the student’s grade.

MPH Program Awards

Each year, three MPH awards are distributed to graduating students. A description of each award is provided below. Plaques noting past recipients are on display in the Public Health hallway.

1. **Student Leadership Award**: The purpose of the Public Health Leadership Award is to recognize one outstanding graduating MPH student who has been judged by her/his peers to have demonstrated remarkable leadership skills throughout the duration of the MPH Program.

2. **Outstanding Capstone Award**: The purpose of the Public Health Capstone Award is to recognize one outstanding graduating MPH student who has submitted a high quality, rigorous, and thoughtful Capstone manuscript that adds to the current state of the science.

3. **Outstanding Practicum Award**: The purpose of the Public Health Practice Award is to recognize one graduating MPH student who has produced an exceptional final practicum deliverable at their respective practicum site.

4. **La Salle University Graduate Academic Award**: The Graduate Academic Awards recognize graduate students’ academic achievements. An award is made to one graduate student per graduate program who exemplifies excellence in academics and who has made a notable contribution to the field.

Right to Inspect File

Students may inspect their personal file by scheduling an appointment with their faculty advisor. A student must examine the file with the faculty advisor or Program Director in attendance; and the student cannot alter or remove the files.

Official Public Health Student Organization
An official Public Health Student Organization (PHSO) was formed in 2013. All Public Health students are encouraged and invited to participate in sponsored events. The PHSO also serves as a voice for student feedback to faculty and staff as appropriate. Officer elections are conducted annually in April. For more information, please contact Dr. Daniel Rodriguez (the official faculty advisor).

**Campus Store**

The Campus Store is located on the first floor of Wister Hall. A list of recommended and required textbooks for MPH courses can be obtained and then purchased at the beginning of each semester. Campus Store hours are posted and distributed to students and faculty. Students may visit the bookstore website at LaSalle Bookstore for information on course textbooks.

**Computing/Technology-Based Learning Facilities**

The computer facilities at La Salle University’s main campus offer all students access to the latest technologies in computers and information retrieval. In addition to the facilities available in the Connelly Library, the computer facilities available to students at LaSalle include: a campus-wide network connecting PCs, laser printers, a mini-computer, video projection, and presentation facilities. Most of these computers are available in an “open” lab intended for all students to use without the need of courses, including Microsoft office, and many more are available from the lab servers and are updated periodically to keep current with the latest technologies. In addition to the local area network connections, students are able to connect to the Internet to reach out to networks throughout the world.

**Identification Cards**

All students are required to carry a valid La Salle ID card. This card is also the library card. The Gold Card/ID Office, in the Student Union, on Main Campus issues photographs for ID cards. Call (215) 951-1LSU for information. Additional information regarding the La Salle ID can be found on their website.

**Recreational Facilities**

La Salle University invites students, faculty, and staff to utilize the recreational facilities available at Hayman Center and its adjacent facilities. Hayman Center offers the use of the following: a one-twelfth mile suspended indoor running track, a completely equipped Olympic-style weight room with free weights and Universal equipment, three 94’ by 50’ basketball floors, two regulation volleyball courts, a six-lane 25-yard pool with diving well, two singles and one double squash court, and a training room with sauna. Adjacent to Hayman Center is the Belfield Tennis Complex with six tiered and lighted tennis courts. Across 20th Street, McCarthy Stadium features a football field surrounded by a ¼ mile all-weather track. There is also a fitness center on the south campus which contains free weights, nautilus equipment, and cardiovascular machines. From time to time, facilities may be closed for athletic events. For more information, contact the Athletic Department at (215) 951-1527.
Student Transcripts

Students may apply at the Registrar’s Office for a transcript of MPH coursework. Official transcripts bearing the signature of the Registrar and the seal of the University are sent, by request of the student, to other institutions and organizations. Students requesting transcripts for their own use are given copies marked “student copy”. Each student is sent a copy of his or her transcript at the time of graduation. A fee of $5.00 is charged for an official transcript. The University requires at least one week’s notice for the issuance of transcripts. No transcripts can be issued until all financial obligations to the University have been satisfactorily settled.

Parking

Parking for full-time and part-time commuter students is available for a fee. Parking tags are obtained from the Department of Security and Safety in the Carriage House Peale Estate. Parking is free at the Bucks County Campus. The Parking Permit forms are also available online.

Emergencies - Security

The Security Office is staffed 24 hours a day, seven days a week providing security services, parking registration, identification card distribution, shuttle bus/escort services and help with cars. Students may obtain parking decals anytime at the Department of Security and Safety in the Carriage House - Peale Estate. There is 24 hour availability of security. For general information call 215-951-1300; FOR EMERGENCIES CALL 215-991-2111 or visit their website.

The La Salle shuttle service is provided during the Fall and Spring semesters. The departure and pick-up locations along with the designated minutes on the hour are available via the Security Department.

Scholarships and Financial Aid

A list of scholarship sources is available at the Financial Aid Office (Administrative Building Main Campus) and in the offices of the School of Nursing and Health Sciences.

Computer Assisted Instructional Materials

The faculty continually evaluates educational resource materials for software packages that will enhance student learning and facilitate teaching effectiveness (Connelly Library, Audiovisual). Faculty use Canvas to enhance their course offerings. The Connelly Library Media Services librarian provides updated lists of AV resources regularly and on request. Teaching aids are also located in the Connelly Library and Learning Resource Center at the Philadelphia and Bucks County campuses.

Other Learning Resources
La Salle University works with students requesting academic accommodations on a case-by-case basis by communicating with each student to determine the appropriate accommodations. Students who would like to request academic accommodations must submit the appropriate documentation certifying an illness or condition. To learn more about the process for requesting academic accommodations, please contact Rose Lee Pauline, Affirmative Action Officer, at pauline@lasalle.edu or 215.951.1014.

**Short Summary of Support Services**

**Center for Academic Achievement**

The Center for Academic Achievement in Lawrence Administration Building (Suite 409) offers academic support services in this and many other courses. Individual appointments for Writing and Subject Tutoring can be made through GradesFirst. Group tutoring in the form of Supplemental Instruction (SI) is provided for designated courses. Students needing non-course based support can make individual appointments for Academic Coaching, and/or attend the Seminars on Success. To learn more about the Center and how you can utilize its resources and services, please visit academicsupport.lasalle.edu.

Writing Tutors assist students from all disciplines and at all stages of the writing process. Tutors provide feedback on organization, clarity, citing and referencing sources, and work with students to enhance their ability to proofread and edit their papers. You may walk-in for help, but to ensure that a tutor is available, we recommend scheduling an appointment in GradesFirst through the mylasalle Portal. For detailed instructions, go to academicsupport.lasalle.edu and click on “GradesFirst” at the bottom of the page. Fall 2017 hours are 9am – 7pm, Monday through Thursday. If you attend a branch campus or are taking online courses, we also offer distance writing tutoring via GoToMeeting or by phone. To request an online appointment, schedule the appointment in GradesFirst, then contact tutoringsupport@lasalle.edu to request that the appointment be held online. You must do this at least 24 hours prior to the appointment. Writing workshops on a variety of topics will also be held this semester; students will be emailed details. For more information about Writing Tutoring, contact Jake Alspaugh at 215.951.1167 or alspaugh@lasalle.edu.

Subject Tutoring is available for students seeking content help in a variety of courses throughout the University. If you are struggling to answer that one question that has you stumped, looking for more a comprehensive understanding of the material, or need help to create a detailed study plan, Subject Tutoring is something you should take advantage of early and often. For a complete list of courses the Center tutors, visit academicsupport.lasalle.edu. If you would like additional information about Subject Tutoring, Eddie Reed at 215.951.1822 or reede@lasalle.edu.
One-on-one Academic Coaching sessions help to strengthen crucial skills necessary for academic success. Session topics include time management, study strategies, reading strategies, note-taking, test-taking, group study, and organization. Seminars on success are offered throughout the semester as well. To schedule an individual coaching appointment or for more information about this semester’s seminar schedule, contact Melissa Gallagher at 215.951.5115 or hediger@lasalle.edu.

Supplemental Instruction (SI) is a program designed to not only help you better understand the material you are studying but the approaches to the course that make the most sense. You, your peers, and a recent student (called an SI Leader) will work together during multiple weekly study sessions to better understand the material, prepare for upcoming exams, and generally become better students. Schedules for the semester will be finalized during the first or second week of the semester. For more information about Supplemental Instruction, contact Eddie Reed at 215.951.1822 or reede@lasalle.edu.
La Salle University
School of Nursing and Health Sciences

RECEIPT OF HANDBOOK

I have received a copy of the La Salle School of Nursing and Health Sciences Master of Public Health Program Handbook.

________________________________________________________________________
(Signature)

________________________________________________________________________
(Print Name)

________________________________________________________________________
(Address)

________________________________________________________________________
(City, State, Zip)

________________________________________________________________________
(Home Telephone)                (Cell phone)

________________________________________________________________________
(Date)
CONFIDENTIALITY STATEMENT

Faculty members and students are required to sign a Confidentiality Statement. Students will be required to sign additional confidentiality forms for affiliating agencies. The signed form is filed in each faculty member’s or student’s file in the School.

Faculty members and students are required to obtain information about the client from the client, the client's chart, the client's health care providers, and specific computer records prior to and during the clinical experience. Students may print only that information that is needed and must immediately black out the client's name from the print out. This information is shared with faculty members and other students in the course for educational purposes as well as those persons involved in the client's care. The above-mentioned are the only persons privileged to this information. The faculty believes that maintaining client confidentiality is an essential part of the professional nurse's role. Therefore, violation of this policy by any MPH student is grounds for disciplinary action.

The faculty member and student are obligated at all times to comply with standards of documentation and confidentiality mandated by state and federal regulatory agencies and accrediting agencies, as same may be modified and amended from time to time including applicable requirements of the Health Insurance Portability and Accountability Act of 1996 (HIPAA), the Standards of the Joint Commission, administrative and medical record policies, and guidelines established and approved by clinical agencies. The faculty member or student agrees to hold the University harmless for all actions that may arise from the inappropriate use or release of confidential patient information.

In light of the above information, I understand that I will:

1. Not discuss any client or information pertaining to any client with anyone on the health care team who has no educational purpose or who is not involved in the care of the client.
2. Not leave information concerning the client (i.e., computer printouts, interview forms, etc.) in any place where it could be viewed by anyone not privileged to this information.
3. Not discuss any client or information pertaining to any client in any place (i.e., elevators, corridors, dorm rooms, home, etc.) where it may be overheard by anyone not privileged to this information.
4. Not print any portion of the computer record that is not authorized by the instructor.
5. Not take any computer printout from the unit without blacking out the client's name.
6. Not mention a client by name, only by code number or pseudonym, when writing course assignments.
7. Not mention any person as a client at the clinical agency or provide any information on the telephone except to those authorized to have that information.
8. Not mention a client by name to anyone in casual conversation including my family members or friends.
9. Adhere to HIPAA regulations.
10. Not take any pictures or other images of the client during the practice experience.

Student Signature and Date: ________________________________

Witness Signature and Date: ________________________________

Note: Student signature denotes that the student has read and agrees to abide by the above statement.
La Salle University  
School of Nursing and Health Sciences  
Public Health Program

Contract for Incomplete Grades

__________________
Date

I ___________________ (Student Name) request an Incomplete (I) grade in Public Health __________, (semester and year __________). I understand that the course requirement(s) (________________

________________________________________

_____________________________________________________________________________________

_____________________________________________________________________________________

________________________) must be completed by

________________________ and given to the instructor. I also understand that if I am unable to complete the course work within the allocated time frame, that I may receive a reduction in the project grade for lateness. This may potentially result in a lower grade for the course.

If the student fails to meet the above requirements, and the faculty member does not assign a grade, the University policy applies. The University policy on “I’ Incomplete grades states that a student who receives a grade of “I” for a course must complete the remaining work within the time of the next semester (whether the student is enrolled in course work or not during that subsequent semester). If the work is not completed within that time, the “I” grade will remain on the transcript permanently, and the course must be repeated to produce a satisfactory grade.

__________________    __________________
Student Name          Signature

__________________    __________________
Faculty Name          Signature

__________________    __________________
Program Director      Signature

cc:  Student File  
     Student Advisor  
     Student Copy  
     Faculty Copy  
     Program Director

Date
La Salle University  
School of Nursing and Health Sciences  
Public Health Program

Independent Study Contract

Name: __________________________________________________ Student ID#: __________________
Discipline: ______________ Course #: __________ Course Title: _______________________________
Number of Meetings: ________ Length of Meetings: ___________ Time of Meetings: _____________

Course Description:

_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

Course Expectations:

_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
(Use additional space if necessary)

Major sources to be used:

_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
(Use additional space if necessary)

Reason for needing independent study:

_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

Student Signature: ______________________________________________ Date: ______
Faculty Signature: ______________________________________________ Date: ______
Director Signature: ______________________________________________ Date: ______

RETURN ALL SIGNED COPIES TO THE DEAN'S OFFICE

For Office Use Only:

Approved Not Approved
_________________________ Date: _____________________
Dean, School of Nursing and Health Sciences
La Salle University  
School of Nursing and Health Sciences  
Public Health Program

Practice Jeopardy Form

Purposes: (1) to notify the student that he/she is in jeopardy of failing a practice course and (2) to develop an action plan to assist the student in his/her efforts to satisfactorily meet the practice course objectives and complete assignments.

Name of student: ____________________________________________________________
Course: ____________________________________________________________________
Faculty: ____________________________________________________________________
Date: _______________ Date for re-evaluation: __________

Problems identification: (Provide specific statements describing why the student is in jeopardy of failing; can list practice objectives by number; if necessary, attached other documents for clarification)

Action Plan: (Provide specific steps that will be taken to assist student in meeting the practice objectives; check those listed below, if appropriate, and add other steps to be taken; specify the date of re-evaluation in space provided above)

_____ Make-up practice time
_____ Special assignment
_____ 1:1 Mentoring and professional development meetings with Advisor or Program Director
_____ Other action needed (specify) _____________________________________________

Signatures: Student__________________________ Faculty: _________________________

*Signing this form does not necessarily mean that you agree with this information; however you are held to the outcome of this action plan. You may note your comments on this document.

   Student agrees with this Jeopardy form and action plan
   Student disagrees with this Jeopardy form and action plan
   Student refuses to sign this Jeopardy form and action plan

Comments:

<table>
<thead>
<tr>
<th>Practice Performance Area Requiring Improving</th>
<th>Specific Actions to Address Performance Improvement</th>
<th>Date</th>
<th>Outcome</th>
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La Salle University
School of Nursing and Health Sciences
Public Health Program

Compliments, Complaints, or Comments

Do you have something on your mind that you wanted to talk about, but you don’t know how to address the subject? Here is the confidential forum for you! Just fill out the following questions and turn this sheet into the mailbox located in the student lounge on the 4th floor, 4423 St. Benilde Tower. Your “Cs” will be addressed in a confidential and professional manner. Remember – please fill out all of the questions in order for us to serve you better!

Please circle one:  Compliment  Complaint  Comment

Name of situation, professor, scheduled class, individual, classroom, etc. that is involved:

Please explain “Cs” in detail:

What are your suggestions/solutions if this is a complaint or a comment?

Your name & contact information (optional):
La Salle School of Nursing and Health Sciences

La Salle MPH Schedule

<table>
<thead>
<tr>
<th>Year</th>
<th>Fall</th>
<th>Winter</th>
<th>Spring</th>
<th>Summer</th>
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<tbody>
<tr>
<td>1</td>
<td>PHLT 540: Introduction to Public Health: Concepts of Health and Disease (3)</td>
<td>Elective: TBD</td>
<td>PHLT 637: Epidemiology (3)</td>
<td>NUR/PHLT 635: Public Policy, Program Planning, and Evaluation (3)</td>
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<td>PHLT 704: Statistics and Biostatistics (3)</td>
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<td>PHLT 512: Informatics (3)</td>
<td>PHLT 513: GIS Applications for Public Health (3)</td>
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<td>PHLT 705: Social and Behavioral Sciences (3)</td>
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<td>PHLT 500: The Ethical Basis of the Practice of Public Health (3)</td>
<td>PHLT 520: Environmental Health and Program Design (3)</td>
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<td>PHLT 530: Public Health Leadership and Management (3)</td>
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<td>PHLT 707: Community Health Promotion (3)</td>
<td>NUR/ PHLT 696: Grant Writing Seminar (3)</td>
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<td>PHLT 752: Capstone I (3)</td>
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<td>PHLT 753 Capstone II (3)</td>
<td>PHLT 751: Public Health Practice Experience II (3)</td>
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<td>PHLT 750: Public Health Practice Experience I (3)</td>
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Will have 51 credits for graduation

Students Choose 1 Elective – May include the Following/or other Approved Elective:
PHLT 551: Urban Men’s Health- (3)
PHLT 554: AIDS and Society-(3)
PHLT 556: Reproductive Health for the Public Health Practitioner (3)
PHLT 557: Women, Gender, and Public Health (3)
PHLT 558: Adolescent Health: Public Health Issues, Programs, and Policies (3)
PHLT 615: Violence Prevention and Control (3)
PHLT 639: Race, Ethnicity, and Public Health (3)
<table>
<thead>
<tr>
<th>Important University Websites</th>
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<tbody>
<tr>
<td><strong>Information Area</strong></td>
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<tr>
<td><strong>Graduate Student Welcome/Information</strong></td>
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<tr>
<td><strong>Campus Map</strong></td>
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<td><strong>Campus Parking Info</strong></td>
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<td><strong>Bookstore</strong></td>
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<td><strong>Faculty Bios</strong></td>
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<td><strong>Portal</strong></td>
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<td><strong>IT Support</strong></td>
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<td><strong>Graduate Housing</strong></td>
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<td><strong>La Salle University Career and Employment Services</strong></td>
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<td><strong>University ID</strong></td>
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