



School of Medicine



Department of
Family Medicine and Public Health Sciences

GRADUATE PROGRAMS IN PUBLIC HEALTH

Master of Public Health

Graduate Certificate of Public Health Practice

Website: <http://www.med.wayne.edu/fam/mph>

Student Handbook 2011-2012

Department of Family Medicine and Public Health Sciences
Wayne State University School of Medicine

September 2011



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INTRODUCTION:

Welcome to the Wayne State University Graduate Programs in Public Health in the Department of Family Medicine and Public Health Sciences (DFMPHS). The MPH Program is accredited by the Council on Education in Public Health (CEPH)(www.ceph.org). The following manual is designed to provide reference material for the Master of Public Health (MPH) degree and Graduate Certificate in Public Health (GC-PHP) Programs. It provides you with a current list of course offerings, a list of faculty, procedural information, and required forms that will need to be filled out at different stages of your progress. This manual should not be considered as a substitute for discussions with your advisor or information provided in the WSU Graduate Bulletin (<http://www.bulletins.wayne.edu>). The MPH Program Office and the School of Medicine Office of Graduate and Postdoctoral Scholars will try to keep you updated on any changes in course offerings, schedules, requirements and policies, etc. Some of the topics covered in this manual have been abstracted from the WSU Graduate Bulletin and from Graduate School and School of Medicine policy documents.

MPH Program Office: 313-577-1051; fax: 313-577-2744; E-mail: MPHProgram@med.wayne.edu

MPH Director (Richard Severson - 313-577-6852; E-mail: rseverson@med.wayne.edu)

Graduate Student Officer (Kim Campbell-Voytal - 313-577-9454; E-mail: kvoytal@med.wayne.edu)

WSU Graduate Admissions Office: 313-577-4723

WSU Registration and Scheduling: 313- 577-3541

WSU Student Records: 313- 577-3531

WSU Office of International Students and Scholars (OISS): 313-577-3422 (<http://www.wsuoiss.wayne.edu>)

Note: Always have your **AccessID** number and your 9 digit student ID number (00XXXXX...) ready when calling these offices (WSU One-Card).

FIRST STEPS FOR NEW MPH AND GCPHP STUDENTS:

- Step 1:** You should have received a letter indicating whether or not your application was complete or whether there were deficiencies, such as official copies of your Graduate Record Examination scores and /or undergraduate transcripts. It is important to keep the Graduate School Admissions Office and the MPH Graduate Student Officer continually updated on any changes in admission deficiencies in order to expedite matters.
(<http://www.gradadmissions.wayne.edu>) (MPHProgram@med.wayne.edu)
- Step 2:** MPH and GC-PHP degree students beginning in the fall semester should have received a letter from the Chair of the Admissions Committee indicating the Department's recommendation to the WSU Graduate School for admission into the MPH Program with either "Regular" or "Qualified" status. If your letter indicates "Qualified" admission, the requirements for transfer to "Regular" status are explained in the letter.
- Step 3:** On acceptance into the Graduate School, you will be sent the necessary documents and information on how to access the course schedule so as to permit you to register for classes via the Internet:
(<https://lumpapp1.wayne.edu/cp/home/displaylogin>).
- Step 4:** Either before registration in August or early in the Fall semester you will need to make an appointment to meet with the MPH Graduate Student Officer (GSO) to discuss course choices, the assignment of an academic advisor and other administrative matters. Please make arrangements by contacting the MPH office 577-1051 or e-mail **MPHProgram@med.wayne.edu**.
- Step 5:** Please activate your AccessID and WSU E-mail (**<http://www.computing.wayne.edu/accessid/>** and **<http://www.computing.wayne.edu/email>**), as soon as you have registered for classes. You can obtain your "One Card" at the Student Welcome Center, 42 West Warren, Room 257. Phone: (313) 577-CARD (2273) and **<http://www.onecard.wayne.edu>**.
- Step 6:** You will need to contact the MPH office **as soon as possible** to obtain a School of Medicine E-mail address (**name@med.wayne.edu**) that is required for access to the School of Medicine computer and library services.
- Step 7: ORIENTATION SESSION:** As a new student **YOU ARE REQUIRED TO ATTEND ORIENTATION** that will take place at on Wednesday **AUGUST 24th 2011** (9:00-5:00 pm) Scott Hall Rm 3125 and then later at 3939 Woodward 2nd floor conference room) . This latter meeting is attended by all faculty and some returning students and is designed so

that you can meet with the faculty, review the curriculum, policies and procedures, and for us to address any questions and concerns.

Step 8: SCHOOL OF MEDICINE HIPAA TRAINING must be completed by the end of the first semester. Register online using name@med.wayne.edu and password at: <https://apps.med.wayne.edu/hipaa/domodule.jsp?MODULE=1> and complete all modules and submit copy of certificate of completion to the MPH office for placement in your file.

OTHER USEFUL INFORMATION:

One Card: is an identification card system that permits use of the parking structures and libraries and access to specific buildings and parking lots (<http://www.onecard.wayne.edu>). It is obtainable at the Student Welcome Center. Money can be applied to the card using designated machines. Check the One Card website to see the various ways of adding money to your OneCard. See Step 5 above as well as watch for signs indicating when you can also get your photograph taken during the first two weeks of the fall semester at the School of Medicine. Access to Scott Hall Lecture Rooms after 5:00 pm requires encoding of your One Card that can be done at Scott Hall Information Office during working hours.

Visiting Faculty and the MPH office: The Department of Family Medicine and Public Health Sciences is now located at 3939 Woodward Avenue, Detroit in the Woodward Gardens building located on the southwest corner of Alexandrine and Woodward Avenue. The main phone number to the department is **313-577-1421**.

Parking Options: a) Parking meters on Woodward Avenue - bring change; b) WSU Parking Structure #7 opposite Applebaum and Orchestra Hall – Money on WSU OneCard will permit access; and c) Public parking structure at the rear of the Woodward Gardens building; enter from Alexandrine - parking is half-hourly with a daily maximum of \$5.00. Cash or credit card is accepted.

Access to Woodward Gardens Building: The Department is housed on the 2nd and 3rd floor of Woodward Gardens. Entry is through the front door on Woodward Ave at the south end of the building (under the awning) or from the parking structure via elevator to the appropriate floor; entry to each floor's office suite is through a locked security door. Below are instructions for getting access to the locked office suites.

If entering the building from Woodward Avenue, please use the directory by the front door and, following the directions on the screen, contact the faculty and/or associated staff member with whom you wish to visit. They will buzz open the door. Take the elevator to the appropriate floor and they will meet you at the floor's security door.

If entering the building via the parking lot at the rear of the building: you enter the elevator and proceed to the 2nd or 3rd floors. Contact the faculty and/or associated staff member via the phone provided using the directory located at each floor's security door. **NOTE:** Only the parking structure and first floor lobby can be accessed via the stairs.

Early Registration: is available online using your *Pipeline* account (<https://lumpapp1.wayne.edu/cp/home/displaylogin>)

Late Registration and Add/Drop activities: are conducted via Pipeline during the 1st and 2nd weeks of class and then at the Student Welcome Center on the main WSU campus (Warren and Woodward). After this period, authorization is required by the course director and advisor, who are contacted by E-mail for their respective authorizations.

All FPH-listed classes take place in either the School of Medicine, Scott Hall or Woodward Gardens Building. **OEH-listed classes** take place in the Eugene Applebaum College of Pharmacy & Health Sciences (EACPHS), 259 Mack Ave.

Change of Address Notification: Students are required to notify both the University on Pipeline and the MPH Office by E-mail to MPHProgram@med.wayne.edu of any changes in address. We will not receive notification from the Records Office until the following academic year. **Note:** International students should be aware of the US Department of Homeland Security regulations on address change notification (See the OISS website <http://www.wsuoiss.wayne.edu>).

E-mail Accounts: It is imperative that you activate your Wayne State University E-mail address. This E-mail address will be based on your Access ID number (AccessID@wayne.edu) (<http://www.computing.wayne.edu/accessid/>) (<http://computing.wayne.edu/email/accessing.php>). This E-mail address in many cases will be the only method used to communicate important information to you, especially material issued by course directors, lecturers, and the University administration. Your AccessID@wayne.edu E-mail is also used to notify you automatically whenever any one of the following actions occurs: 1) a class in which you are enrolled is cancelled; 2) a hold has been placed on their record; 3) a grade-change has been completed.

This E-mail facility permits student remote access to the wayne.edu server for E-mail, Pipeline, Library, and Internet services. In addition, by accessing webmail.wayne.edu, you can access E-mail from any other server worldwide (<http://webmail.wayne.edu>), as well as divert your E-mail to an E-mail address at any server of your choice.

Information on how to use your e-mail account and the legal requirements are indicated at: <http://computing.wayne.edu/accessid/faq.php>. It is also imperative that you obtain a name@med.wayne.edu account from the MPH office (tel: 313-577-1051 or Email: MPHprogram@med.wayne.edu) before the beginning of the fall semester as one of the initial courses require you to be able to access server-based programs, back-up facilities and services at the Shiffman Medical Library.

PLANNING YOUR MPH OR GC-PHP PROGRAM:

Student Admission Status: Students are admitted into the MPH or GC-PHP program with either 'regular' or 'qualified' status. **Regular status** students are encouraged to work with their appointed advisor in filing a **Plan of Work (POW)** within the first two semesters of entering the Program. **Qualified status** students must meet any academic requirements of their admission (eg "Complete Biostatistics I and Epidemiology with a grade of B or above") and have completed up to nine credit hours with a GPA of 3.0 or above in order to be recommended for a change of status to "regular." Regular admission status is required before a POW and petition for candidacy in the program can be approved (see below). Filing a POW and petitioning for candidacy must be done before completing 12 credit hours of course work or an academic hold will be placed on registration delaying progress in the program.

Initial Course Registration Fall Semester: MPH and GC-PHP Students are strongly advised to register in their first fall semester for both **FPH 7015 – Biostatistics I** (Tuesday and Wednesday evening) and **FPH 7240 - Epidemiology** (Thursday evening) in order to prevent a delay in completing the Program. If it is only possible to take one of these courses, a student should contact the MPH office to arrange a meeting with the Graduate Student Officer before course registration. The **FPH 7010 - Seminar in Public Health** (Monday evening) should also be considered if time permits. **International students** required to take 8 credit hours (full time) in Fall and Winter semesters, should consider registering for all three courses (total 8 credit hours) or apply to the MPH office for a first semester waiver of this requirement.

Written Communication Skills: Many MPH courses (especially required courses offered in the winter semester) require considerable skill in scholastic writing. Any international student concerned about limitations in their writing abilities should consider contacting Dr. Bruce Morgan (1-313-577-8072 & Email: b.morgan@wayne.edu) who will be able to advise them whether his course in Written Communication would be suitable for their needs. It meets Monday nights 5:30-8:30pm on the main campus (Manoogian Hall). Students admitted with qualified status with the requirement to pass either Social Basis of Healthcare or Principles of Environmental Health before transfer to regular status are strongly encouraged to explore taking this course.

Advising: Upon admission to the MPH or Graduate Certificate program (GC-PHP), graduate students meet with the Graduate Student Officer (GSO) to discuss their interests. During the first semester they will be assigned an initial academic advisor who is available to answer questions, discuss course choices, and facilitate interactions with other faculty. As students become more familiar with the interests of other faculty members, they have the option of requesting a change in advisor, preferably by the time they begin developing the plan of work.

Graduate student advising is conducted by the MPH faculty (see List of Advisors). Advisors are responsible for approving the **Plan of Work (POW)** and discussing and approving of any subsequent changes submitted on a **Change in POW Form** (Appendix D). These forms also require the approval of the Graduate Student Officer before being submitted to the School of Medicine Office of Graduate and Postdoctoral Scholars.

Advisors also provide academic oversight by approving directed studies and **MPH project proposals**. In many cases the advisor can be the designated instructor for these activities. Advisors also are available to facilitate interactions of students with other faculty and other experts in the local community, as well as available to arrange research and practicum activities and to provide career advice as required. They will also be present at faculty meetings to discuss student progress as well as work closely with research advisers as required.

Although students are encouraged to meet with their advisors on a regular basis, students are required to make an appointment with their advisor to formally review their progress in the program at least **twice** a year. A written report

of the outcomes of such meetings together with any administrative actions that need to be taken by the student, advisor or the MPH office are documented on an encounter report form that is retained in a student's file with a copy being provided to the student.

Plan of Work (POW): Prior to completion of **12 credit hours** of study for MPH and **8 credit hours** for GC-PHP, students are required to submit a "Plan of Work" (POW) for approval by an advisor and the GSO. Therefore, students are strongly advised to finalize their choice of academic advisor within the first two semesters of their program and begin working towards the development of a POW. **Early submission** of a POW to the MPH office also provides early highlighting of any potential problems in course availability and scheduling. In the case of both MPH and GC-PHP students, as long as students are in good academic standing and all other requirements and prerequisites have been met for attainment of regular status, students with the signed recommendation of the advisor can also petition the School of Medicine Office of Graduate and Postdoctoral Scholars and the Graduate School for Candidacy (see POW forms Appendix D).

Change in Plan of Work: If it is necessary to request a change in an approved "Plan of Work" (i.e. if you would like to delete and substitute a course on your original plan), a "*Request for Change in Plan of Work*" form (Appendix D) **MUST be filed not less than two weeks prior to registration** for the semester affected. The advisor and the MPH Graduate Student Officer (GSO) must approve this request before being forwarded to the SOM office of Graduate and Postdoctoral Scholars.

NOTES:

- (1) **REGISTRATION** for a course not on the POW or taken without prior approval using an approved change in POW form, will not be counted towards a student's degree.
- (2) **FAILURE OF MPH DEGREE STUDENTS TO FILE A POW AND PETITION FOR CANDIDACY BEFORE COMPLETING 12 CREDIT HOURS OF COURSE WORK** will result in an "**academic hold**" being placed on course registration, leading to extensive delays in completing academic programs.
- (3) **RESCHEDULING OF COURSES:** if you are just changing the semester/year in which you plan to take a certain course listed on your POW, please notify your advisor and the MPH office in writing (***e-mail to MPHProgram@med.wayne.edu***) of your intentions as soon as possible. This information is essential to our course and laboratory session scheduling. You do not need to file a "**change in plan of work**" under these circumstances.
- (4) **INTERNATIONAL STUDENTS ARE REQUIRED TO REGISTER FOR A MINIMUM OF 8 CREDIT HOURS PER FALL AND WINTER SEMESTERS** and so are encouraged to develop a draft plan of work with their advisor during the first semester. A form to request a waiver of this requirement for the first semester in the program can be obtained from the MPH office.

MASTER OF PUBLIC HEALTH DEGREE CURRICULUM:

The Mission of the MPH Program at WSU is to educate and engage students in public health theory, practice and research to understand and improve the health of urban and diverse populations. The MPH curriculum is designed so that on completion of the MPH degree, a student will have gained a set of core public health competencies and be able to:

- Apply evidence-based knowledge from behavioral and social sciences, biostatistics, epidemiology, environmental health, and health care organization to understanding and improving the health of the public.
- Use appropriate research and analytical strategies to address public health issues.
- Communicate public health principles and findings to professional and community audiences using a variety of media and methodologies.
- Collaborate sensitively, professionally, and ethically with individuals from diverse cultural, ethnic, and socioeconomic backgrounds.
- Recognize dynamic interactions between human and social systems and how they affect relationships among individuals, groups, organizations, communities, and other structures.
- Evaluate the roles of health care delivery systems, public health infrastructure, financing, and health policy in solving public health concerns.
- Understand the ethical choices, values, and professional practices implicit in public health decisions, giving consideration to the effect of choices on community stewardship, equity, social justice, and accountability.

The following lists the MPH required courses (27 credit hours), and a range of elective courses (9 credit hours minimum). Students also are required to complete a practicum experience working with a local community or industrial health organization (3 credit hours) and an investigative project (3 credit hours). A minimum of **42 credit hours** are required for graduation. A minimum grade point average of 3.00 in coursework must be maintained. All work must be **completed within six years**.

- The Seminar in Public Health course needs to be completed before starting the MPH Practicum.
- Epidemiology and Biostatistics I courses need to be taken early in the program and completed before registering for Applied Epidemiology and for the Research Methods Course.
- Applied Epidemiology needs to be completed before registering for Research Methods.
- Epidemiology, Biostatistics I, Social Basis of Health Care, & Health Care Organization courses have to be completed before starting the MPH Practicum.
- The MPH project cannot be started until all MPH required courses are completed.

MPH Core Required Courses taken by all MPH students (27 credit hours)

FPH 7010	Seminar in Public Health (1 credit)
FPH 7015	Biostatistics I (4 credits)
FPH 7240	Epidemiology (3 credits)
FPH 7250	Applied Epidemiology (3 credits)*
FPH 7320	Social Basis of Health Care (3 credits)
FPH 7100	Health Care Organization and Administration (3 credits)
FPH 7230	Health Program Evaluation (3 credits)
FPH 7210	Research Methods for Health Professionals (4 credits)**
OEHS 7420	Principles of Environmental Health (3 credits)
Notes:	<i>Prerequisites: *FPH 7015 and FPH 7240; **FPH 7250 OEHS - OEHS Program (E. Applebaum College of Pharmacy & Health Sciences)</i>

Practical Skills in Public Health (3 credit hours)

FPH 7440	Practicum in Public Health (3 credits)
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Culminating Experience (3 credit hours)

FPH 8990	MPH Research Project (3 credits)
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FPH Elective Courses (minimum 9 credit hours)

FPH 7020	Biostatistics II (3 credits)
FPH 7200	Health Planning (3 credits)
FPH 7300	Health Care Policy (3 credits)
FPH 7370	Health, Disease, and Aging (3 credits)
FPH 7415	Principles of Health Care Management (3 credits)
FPH 7760	Community Health Education (3 credits)
FPH 7510	Community Health: Detroit Initiatives (3 credits)
FPH 8090	Interdisciplinary Perspectives on Addictions (3 credits)
FPH 7990	Directed Study in Public Health Practice (1-6 credits)
FPH 7860	Principles of Occupational Health (3 credits)
FPH 7870	Occupational Health Psychology (3 credits)
FPH 7880	Organizational Determinants of Employee Health & Productivity (3 cr.)

Under development:

- Programming for Public Health Practice
- Health Communication for Health Promotion
- Risk and Crisis Management for Public Health

Note: Other graduate courses (6000 level and above) of relevance to a student’s specific career needs can also be considered, but require MPH Program Director and advisor approvals for inclusion in an MPH Plan of Work. Such courses are offered in *Anthropology, Business Administration, Health Economics, Health Education and Promotion, Industrial Hygiene and Toxicology, International Health, Nursing, Political Science, Psychology, Occupational Safety, and Sociology (see below)*.

Examples of Elective Course Choices (minimum of 9 credit hours): demonstrating the potential to provide students with career opportunities. For example those students interested in focusing on:

Health Policy and Organizational Leadership could consider including some of the following available elective courses in their plan of work:

FPH 7200	Health Planning (3 credits)
FPH 7300	Health Care Policy (3 credits)
FPH 7415	Principles of Health Care Management (3 credits)

Courses offered by the College of Education, the School of Business Administration, the Law School, and the Department of Geography and Urban Planning that are also available.

Health Promotion and Education could consider including some of the following available elective courses in their plan of work:

FPH 7760	Community Health Education (3 credits)
FPH 7510	Community Health: Detroit Initiatives (3 credits)
FPH 7200	Health Planning (3 credits)
FPH 7370	Health, Disease, and Aging (3 credits)

Courses offered by the College of Education, the College of Nursing, the School of Social Work and the Department of Anthropology that are also available.

Employee and Organizational Health with a background in the psychosocial and behavioral sciences could consider including the following courses in their MPH plan of work:

FPH 7860	Principles of Occupational Health (3 credits)
FPH 7870	Occupational Health Psychology (3 credits)
FPH 7880	Organizational Determinants of Employee Health & Productivity (3 cr.)

Courses offered by the Eugene Applebaum College of Pharmacy and Health Sciences in industrial hygiene and toxicology, hazardous material handling, and occupational safety.

Electives for MPH and GC-PHP Available from Other Departments:

The following elective courses have been approved by the MPH Director to assist you when you discuss the preparation of your plan of work with your academic advisor. The description of these courses can be obtained from the graduate bulletin (www.bulletins.wayne.edu) and frequency from the schedule of classes (www.classschedule.wayne.edu). Some of these courses have prerequisites and therefore might require you to speak with the instructor or a representative from the home department or program. Other courses can be considered for inclusion in your plan of work, but will require pre-approval by the MPH Director.

ANT 6700	Topics in Medical Anthropology. Cr. 3
ANT 7260	Urban Poverty and Racial Segregation Cr. 3
ANT 7680	Medical Anthropology I. Cr. 3
ANT 7690	Medical Anthropology II. Cr. 3
BA 7020	Corporate Financial Management. Cr. 3
BA 7050	Marketing Strategy. Cr. 3
BA 7070	Social Perspectives on the Business Enterprise. Cr. 3
EER 7650	Computer Use in Research. Cr. 3
EER 7900	Fundamentals of Qualitative Research. Cr. 3
HE 6420	Introduction to Health Education Program Design. Cr. 3
HE 6530	Principles and Practice of Health Education and Health Promotion. Cr. 3
LEX 7360	Health Policy: The Firm, the Market and the Law. Cr. 3
LEX 7410	International Organizations and Public Health. Cr. 3
MDR 7420	Topics in International Health Medicine. Cr. 2
NFS 5250	Nutrition and Disease. Cr. 4
NFS 6000	Nutritional Biochemistry. Cr. 3
NFS 6030	Microbiological Safety of Foods. Cr. 3
NFS 6210	Nutrition through the Life Cycle. Cr. 3
NUR 7745	Immigration and Health. (ANT 7745) Cr. 3
NUR 8210	Health Determinants: Focus on Urban Environments. Cr. 3

NUR 8610	Applied Statistical Analysis for Health Care Research I. Cr. 4
NUR 8612	Applied Statistical Analysis for Health Care Research II. Cr. 4
NFS 6160	Food Laws and Regulations. Cr. 3
OEH 6250	Introduction to Occupational Health and Safety Training: Cr. 2
OEH 7010	Principles of Industrial Hygiene and Toxicology. Cr. 3
OEH 7110	Occupational Ergonomics. Cr. 2
OEH 7280	Occupational Safety. Cr. 2.
OEH 7290	Principles of System and Process Safety Management. Cr. 3.
OEH 7300	Industrial Toxicology. Cr. 3.
OEH 7310	Critical Issues in Toxicology Cr. 2.
OEH 7330	Selected Topics in Toxicology. Cr. 2.
OEH 7820	Regulatory Affairs in Occupational and Environmental Health. Cr. 2
OEH 7870	Periodical Literature in Occupational and Environmental Health. Cr. 1.

MPH Capstone Course Requirements:

The Public Health Practicum (FPH 7440) and MPH project (FPH 8990) represent capstone or culminating activities of the program. The following need to be in compliance **PRIOR TO REGISTRATION** for these two courses:

School of Medicine HIPAA training should have been completed by the **end of the first semester** register online using name@med.wayne.edu and password at: <https://apps.med.wayne.edu/hipaa/domodule.jsp?MODULE=1>

Health Forms obtained from the MPH Office need to have been completed and returned before registration.

The Collaborative Institutional Training Initiative (CITI) online course needs to have been completed. (<http://www.citiprogram.org>). Modules include the "Basic/Refresher Course - Human Subjects Research Curriculum; CITI Health Information Privacy and Security (HIPS) Curriculum; and Responsible Conduct of Research Curriculum and other specific modules listed as being required from <http://www.hic.wayne.edu>.

NOTE: COPIES OF COMPLETED DOCUMENTATION NEED TO BE FORWARDED TO THE MPH OFFICE FOR INCLUSION IN A STUDENT'S CONFIDENTIAL FILE **PRIOR** TO REGISTRATION FOR THE PRACTICUM AND PROJECT COURSES. AN OVERRIDE REQUEST TO THE MPH OFFICE IS REQUIRED FOR STUDENTS TO REGISTER FOR FPH 7440 AND FPH 8990.

Public Health Practicum Experience FPH 7440 (3 Credits): The purpose of the practicum course is to obtain first-hand experience working in the field of public health. The following courses must be completed before registration: Epidemiology, Biostatistics 1, Social Basis of Healthcare, Healthcare Organization and Administration, and preferably the Seminar in Public Health. Students must first discuss any potential ideas for practicum with their advisor before meeting with the Practicum Course Director, Dr. Binienda - FPH 7440). The course director will then work with a student in identifying a suitable preceptor at a range of different community health organizations, community and public health departments and industrial-based sites. An individual program is then developed whereby students contract to meet a set of specific objectives. Through this course, students become involved in a range of activities that could include participation in the acquisition and use of health data, the planning and operation of intervention programs and health fairs, and the development of policies and guidelines. Students maintain an activity log as part of the development of a portfolio of their activities. These items are submitted to the preceptor and course director together with a self-study report. On completion of the practicum, students will make an oral presentation of their experiences to other students and the faculty in an informal setting.

The Guidebook for the Practicum is available from the Practicum Course Director's office (Dr. Binienda).

NOTE: IT IS REQUIRED THAT STUDENTS FIRST DISCUSS THEIR IDEAS AND THE POTENTIAL SCOPE OF THEIR PRACTICUM WITH THEIR ACADEMIC ADVISOR BEFORE CONTACTING THE PRACTICUM COURSE DIRECTOR. THIS MUST BE DONE AT LEAST ONE SEMESTER BEFORE REGISTERING FOR THE COURSE AS TIME IS REQUIRED TO MAKE THE NECESSARY ARRANGEMENTS FOR A PRACTICUM. REGISTRATION WILL NOT BE AUTHORIZED UNTIL ALL COMPLIANCE DOCUMENTATION HAS BEEN RECEIVED BY THE MPH OFFICE ALONG WITH ADVISOR AND COURSE DIRECTOR APPROVALS.

MPH Project (3 Credits): The overall objective of the MPH Research Project is to provide students with the opportunity to work on a scholarly project and to apply the academic knowledge and skills that they have gained in

their didactic and practicum experiences in the conduct of public health research. All MPH program required courses must be completed before registration.

The MPH Project course requirement of 3 credit hours usually involves registration in two semester sections: **First semester:** 1 credit hour for: a) conducting the literature search; b) work with a research advisor in developing the project proposal and obtaining approval from an academic advisor, and the MPH office; and c) developing and if required, submitting an application for ethics approval to the Wayne State University Human Investigation Committee (<http://www.hic.wayne.edu>). **Second semester:** 2 credit hours for data collection, collation, and analyses, and the preparation of material for a research paper and a public presentation.

Although students should not begin work on their project until they have completed their core and required classes, they should be thinking about research ideas throughout the time they are taking classes. Students need to seriously think about a content area and discuss it with their academic advisor, who may supervise the investigation directly or facilitate the identification of a research advisor.

The **Guideline Document for the MPH Project** is available from the MPH office or from an advisor.

PROGRESS TOWARDS THE MPH DEGREE

The MPH degree can be earned on a part-time or full-time basis. The degree is designed to accommodate students who are working fulltime or part-time by offering classes in the evenings. Following Graduate School guidelines, students have **six years** to complete the degree with a minimum of **42 credits**. However, students are encouraged to complete the degree within 3-4 years. Required classes have to be conducted in a specific order and are only offered once a year. Suggested schedules include:

Typical Fast Pace (3-4 evenings a week)						
Year 1			Year 2			Year 3
Fall	Winter	Spr/Smr*	Fall	Winter	Spr/Smr*	Fall/Winter
PH Seminar	Soc Basis	HC Org (Spr)	Prgm Eval	Project		
Biostat 1	Applied Epid	RsCh Mthds	Practicum	<i>Elective</i>		
Epidemiology	Env Health	<i>Elective</i>	<i>Elective</i>			
Moderate Pace (2-3 evenings per week)						
Year 1			Year 2			Year 3
Fall	Winter	Spr/Smr*	Fall	Winter	Spr/Smr*	Fall/Winter
Biostat 1	Soc Basis	HC Org (Spr)	PH Seminar	Env Health	RsCh Mthds	Project
Epidemiology	Applied Epid	<i>Elective</i>	Prgm Eval	<i>Elective</i>	Practicum	<i>Elective</i>

**Spring-listed courses meet two evening per week for 8 weeks.*

Required Course Prerequisites:

Prerequisites for:	Type	Completion Required	Preferably Completed
7250 Applied Epidemiology	Major	Epidemiology & Biostatistics 1	
7210 Research Methods	Major	Epidemiology, Biostatistics 1 & Applied Epidemiology	Env. Hlth
7440 MPH Practicum	Core	PH Seminar, Epidemiology, Biostat 1, Social Basis, & Hlthcare Org.	Env. Hlth
8990 MPH Project	Core	Epidemiology, Biostat 1, Social Basis, Hlthcare Org., Appl. Epid., Hth Pg Eval, Res. Methods, Env. Hlth., Practicum, & PH Seminar	

GRADUATE CERTIFICATE OF PUBLIC HEALTH PRACTICE CURRICULUM:

Candidates must complete a minimum of 15 credits of course work. Electives may be taken within or outside the Department. A minimum grade point average of 3.00 in certificate coursework must be maintained. All work must be completed within **three years**.

A **Plan of Work** should be submitted to the GSO for approval prior to completion of **8 credit hours** of course work. The Program requires completion of the following core courses:

FPH 7010	Introduction to Public Health (1 credit)
FPH 7240	Epidemiology I (3 credits)
FPH 7015	Biostatistics I (4 credits)
OEH 7420	Principles of Environmental Health (3 credits)

Students are encouraged to choose a minimum of 4 elective credits from the above listings that best match their career needs. Any students interested in transferring to the MPH program should make an appointment to speak with the MPH Graduate Student Officer and consider taking required MPH courses as electives within the GC-PHP plan of work.

GENERAL INFORMATION:

Student Conduct Services: The Dean of Students office website (<http://www.doso.wayne.edu/student-conduct/index.html>) provides information on: a) Student Code Of Conduct; b) Academic Integrity; c) Affirmative Action Policy; d) Workplace Violence; e) Sexual Assault & Harassment; f) Responding to Misconduct; and g) Use of IT Resources:

Student Academic Success Services . In addition to providing students access to advising and tutoring services , other services include:

Counseling and psychological services (<http://www.caps.wayne.edu>) provide assistance in the development and maintenance of a positive and healthy university environment. Among the services provided are counseling, psychotherapy, assessment, group counseling, workshop and consultation for enrolled students (and faculty). Crisis services are available 24 hours per day through direct contact or via the WSU Public Safety Department.

The English Language Institute (<http://www.eli.wayne.edu>) provides introductory courses to help students improve their English language and writing skills. More advanced courses directed towards graduate students wishing to develop their skills in giving presentations, paper writing, responding to readings, note-taking, library skills, word processing, and essay test-taking, are also available.

Career Services (<http://www.careerservices.wayne.edu>) provides help to students and alumni in defining career goals and assists them in their search for employment. Workshops and individual and group career counseling activities are available.

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

Code of Conduct: All students and faculty will abide by the "Principles of Ethical Practice in Public Health" published by the Public Health Leadership Society (<http://www.phls.org>), 2003 and endorsed by the American Public Health Association Education Board in August 2005. Students are encouraged to visit the Dean of Students Office website: <http://www.doso.wayne.edu/> to review policies on academic integrity and other WSU policies and procedures that include student code of conduct and academic integrity (http://www.doso.wayne.edu/student-conduct/Student_Code_Conduct.html), and information on student judicial services.

Grading Policy: A grade of B- or lower is considered unacceptable work at the graduate level, and graduate students must maintain a minimum GPA of 3.00. Students who receive a B- or lower grade in any core course must repeat the course and receive a B or better grade. The student is not eligible to take courses requiring the failed course as a prerequisite, or earn hours towards the project or thesis until the course deficiency is satisfied. If a student receives lower than a B upon his/her second attempt, the student will need tutoring and ultimately will be allowed to register for the course a third time. If still unsuccessful, the student will be dismissed from the program. Students will be allowed to balance a B- or lower grade in a non-core required course with an A- or higher grade in another course, thus maintaining a 3.00 or higher overall GPA. However, students who receive a B- or lower in a course will be asked

to meet with their advisor to ensure that they are aware of Graduate School requirements and to determine if any remedial action is required. Failure to maintain a GPA of at least 3.00 after such counseling will result in dismissal from the Program.

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

Any questions relating to a grade for an individual component or the final grade for a course should first be directed to the instructor. If a formal appeal of the grade in question is to be initiated by a student it must be in writing within 21 calendar days following student's receipt of the grade. If an appeal is not resolved at the instructor's level, further appeals may be directed first to the MPH Director, then to the Department Chair, and finally to the Dean's office. The instructor and each of the above appeal officers are required to respond in writing within 10 calendar days.

Academic Integrity: All students are required to be familiar with the material relating to academic integrity (plagiarism and cheating), consequences of associated student misconduct outlined at: http://www.doso.wayne.edu/student-conduct/Academic_Integrity.html). The Department of Family Medicine and Public Health Sciences views all acts of academic dishonesty, including cheating and plagiarism, as gross violations of appropriate student conduct and supports the use of disciplinary actions in response to all acts of dishonesty. The above listed website defines **cheating as:** "intentionally using or attempting to use, or intentionally providing or attempting to provide, unauthorized materials, information or assistance in any academic exercise"; and **plagiarism as:** "to take and use another's words or ideas as one's own". Students are expected to represent their own work honestly and acknowledge the work of others according to accepted academic conventions. Violations of academic integrity include cheating, the use of unauthorized material on examinations, fabrication of term paper information and sources, improper assistance from others, and plagiarism.

When evidence of academic dishonesty is discovered, it will be handled and brought to closure according to University Policies and Procedures that can lead to one or more sanctions that including to downgrading and depending on the seriousness of the offense can lead to a sanctions ranging from a disciplinary reprimand to probation, to suspension or possible expulsion from the university (http://www.doso.wayne.edu/student-conduct/Academic_Integrity.html).

Guidelines to avoid plagiarism and inappropriate paraphrasing in written material using correct methods for citation and quotation are available at the WSU Dean of Students Office website (http://www.doso.wayne.edu/student-conduct/Academic_Integrity.html). Downloading all or sections of a paper from an electronic source (internet, CD's, etc.) is a form of plagiarism, as it is stealing another person's words and ideas. Your paper must be in your own words. Quoted material should be used sparingly. All directly-quoted phrases, sentences and sections of another person's writing must be in quotation marks, have the source (including page number) cited in the body of the paper, and have the source fully reported as a reference at the end of the paper. (The articles and text assigned by instructors often provides examples of how to properly cite sources). Without all three [quotation marks, citation with page number, and complete reference], quoted material will be considered intentionally plagiarized.

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

Registration: is the process of officially enrolling in classes for a particular term. Registration and scheduling are conducted via the website <http://pipeline.wayne.edu>, or in person at the Student Welcome Center (Warren and Woodward) (313) 577-3541. A student may not attend any class in which he/she is not officially registered. Some courses require instructor permission before registration. Please contact the MPH office to arrange an override that will be provided to you under the authority of the course instructor provided prerequisite courses have been completed with passing grades.

Schedule of Classes: is available on the <http://www.classschedule.wayne.edu/>. Registration and Scheduling Office (313-577-3541).

Holds on registration: Financial holds cannot be dealt with by the Department or School of Medicine administration. Please contact Student Accounts Receivable at **313-577-7709**. For **Academic and Candidacy holds**, contact the MPH office at **313-577-1051** and your advisor. **Note:** Candidacy holds will occur if you have completed 12 credit hours of course work and have NOT yet filed a POW and petition for degree candidacy.

Registration is conducted during prior to the first day of classes for each semester. Students should consult the Schedule of Classes <http://www.classschedule.wayne.edu/> for specific dates and times for registration. Students who are newly admitted to an academic program for the term and have not received permission to register from the Graduate School Admissions office should contact the MPH Office at **313-577-1051** to arrange for a **“Permit to Register Application”** to be approved by the MPH Director and hand carried to the University Admissions Office at the Welcome Center.

Late Registration: can be conducted during the first two weeks of classes only. Check the academic calendar for exact dates. Late registration requires additional costs to the student. Students need to notify the courses director if registration is going to be delayed.

Drop/Add Courses: Registered students may drop and/or add classes during the 1st and 2nd weeks of class online. After this period, approvals of instructor and advisor are required and are handled electronically by the pipeline system.

Application for Graduation: Please notify the MPH office in writing as soon as you know in which semester (Fall, Winter and Spring/Summer) you wish to complete your degree requirements so that arrangements can be made for you to present your MPH project. Each candidate must file an **Application for Degree** on-line or at the Student Services and Information Systems Office at the Welcome Center no later than the date listed in the academic calendar. If an application was filed for a previous commencement period in which the student did not complete their program, a new application is necessary. **Please note:** Because this is a part-time evening program, the requirement that students have to register for more than two courses during the term of graduation is not applied to graduate students in this Department.

Financial Aid: Sources of financial aid for graduate students are enumerated in the section on WSU Graduate Financial Aid in the WSU Graduate Bulletin and the website <http://www.finaid.wayne.edu>. The Office of Scholarships and Financial Aid (OSFA) assist students meet their educational expenses. These expenses include tuition, fees, books, supplies, room, board and transportation. OSFA administers federal, state and institutional funds, based both on financial need and academic merit. However, University support for graduate students is extremely limited but some graduate professional scholarships are available. The MPH program is also registered with the **Michigan No Worker Left Behind Program** <http://wayne.edu/noworkerleftbehind>. For further information on grants and scholarships for graduate study contact **Websites:** <http://www.gradschool.wayne.edu>. and <http://www.finaid.wayne.edu>: **Telephone: 313-577-3378**.

ADVISORS:

The pool of advisors for these programs is growing. The following represent faculty who are currently available to be academic and/or research advisors:

Joel Ager, Ph.D. degree in Psychology with research interests in pregnancy management and prenatal care, drug-related birth effects, prenatal cocaine/alcohol exposure and school behavior, aging-related sleep changes.

Bengt Arnetz, - MD, MPH, MScEpi and Ph.D. in Psychophysiology, with research interests in workplace health focusing on innovation, stress medicine, wireless technologies and health.

Judith Arnetz - Ph.D., MPH, PT. with research and educational interests in survey design and instrument validation, work-related violence, quality of care, and the design and implementation of workplace-based intervention studies.

David Bassett- Ph.D. in Pulmonary Biochemistry with research interests in inhalation toxicology and the study of the genetic and environmental determinants of inflammatory lung diseases such as asthma.

Juliann Binienda - Ph.D. degree in Curriculum and Instruction with research interests that include end-of life care, curriculum development, professional student development, medical education, and psychosocial aspects of health and illness.

Cathryn Bock, - MPH in Health Behaviour & Education and Ph.D. in Epidemiological Sciences, with research interests in cancer and genetic epidemiology, primarily of prostate cancer, but also with a focus on oesophageal and lung cancers.

Jason Booza – Ph.D. in Political Science with interests in cancer epidemiology, social determinants of health disparities and spatial analysis.

Patrick Bridge, Ph.D. degree in Theoretical Evaluation and Research, with interests in research methods/statistics and program evaluation, especially in medical educational research.

Frank Castronova - MA in Economics, and Ph.D. in Education Evaluation & Research, with interests in statistical methods, survey research, program evaluation, research methods, and medical education.

Kimberly Campbell-Voytal - MSN in Adult Health and a Ph.D. in Medical Anthropology with research interests in health services research, preventive health behaviors, and chronic illness management.

Michele Cote - MPH and Ph.D. degrees in Epidemiological Sciences, with research interests in cancer epidemiology with a focus on cancer genomics related to lung, endometrial and pancreas cancers.

Mary Dereski - PhD in Experimental Pathology with research interests in community-based participatory research and environmental health public health education.

Julie Gleason-Comstock - Ph.D. in Educational Policy & Administration with a concentration in Community Education with interests in translational research and urban health disparities with emphasis on the control of communicative diseases such as HIV/AIDS; and on health promotion to address tobacco and drug use.

Hector Gonzalez - Ph.D. in Clinical Psychology with research interest relating to elderly Latino health.

James Janisse - Ph.D. degree in Social Psychology and research interests in the development and application of new statistical tools for modeling dose-response relationships and non-linear developmental changes and the estimation of critical points in these relationships.

Keith Kaye - MD, MPH, with research interest in hospital infections, antimicrobial resistance, surgical site infections, antibiotic utilization and infections in older adults.

Todd Lucas, - Ph.D. in Psychology with research interests in the psychological determinants of health with a focus on the ways in which cognition and emotion interact with social and situational variables to determine individual health.

Dawn Misra - Ph.D. in Epidemiological Sciences with research interests in racial and socioeconomic disparities in women's and children's health.

Victoria Neale - Ph.D., MPH. Her Ph.D. degree was in Social Psychology and her interests include practice-based research and research ethics.

Jay Noren - MD, MPH. with research interests in health services research, health promotion/disease prevention, childhood obesity, occupational medicine, and education of physician executives.

Laila Poisson - Ph.D. in Biostatistics with research interests in high throughput molecular data and its integration, particularly in the area of cancer biology.

John Porcerelli - Ph.D. in Clinical Psychology with research interests violent victimization and health, psychological therapy process and outcome, depression in primary care, and psychological assessment.

Dana Rice – DrPH with a concentration in Social and Behavioral Health with interests in HIV/STD and Hepatitis prevention, correctional healthcare, prevention program design and implementation, and reduction of health disparities.

Maryjean Schenk - MD, MS, and MPH degree in Health Planning and Administration with interests in education research including medical student education and faculty development, cancer epidemiology with an emphasis on occupational and environmental exposures, family history of cancer, and cancer survivorship and work issues.

Kendra Schwartz – MD, MSPH degrees in epidemiology with interests in health disparities, cancer control and prevention, and chronic disease management.

Richard Severson - Ph.D. in Epidemiology with interests in cancer epidemiology, study design, analytic methods.

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

COURSE DESCRIPTIONS:

Offered by Family Medicine & Public Health Sciences (FPH):

FPH 7010 Introduction to Public Health. Cr. 1. *Introduction to basic public health concepts, functions, and activities.*

FPH 7015 Biostatistics I. Cr. 4 *Descriptive statistics; elementary probability; measures of central tendency and of dispersion; random samples; probability distributions including the binomial, the Poisson, the normal, the t, the chi-square, and the F; introduction to estimation and hypothesis testing; rates and vital statistics.*

FPH 7020 Biostatistics II. Cr. 3 Prereq: FPH 7015. *Statistical models for health-related fields. Covers analysis of variance, experimental design, linear regression, logistic regression and proportional hazards models. Topics covered include simple and multivariable models, model fitting procedures, model diagnostics and multiple comparisons procedures. Emphasis will be on the application of these methods to health related data.*

FPH 7100 Health Care Organization and Administration. Cr. 3. *General overview of the U.S. health care system; social and organizational aspects of the delivery, financing, utilization, planning, and development of health care systems.*

- FPH 7200 Health Planning Cr.3.** A basic understanding of the mechanics of health planning, implementation, and evaluation will be presented, covering techniques used in the planning process and its role in organizational decision making, political aspects and governmental involvement.
- FPH 7210 Research Methods for Health Professionals. Cr. 4. Prereq: FPH 7015, FPH 7240 and 7250.** Required of all MPH. students in the Public Health Practice concentration. Logic of research design; formulation of research problems and objectives; development of hypotheses, specification of variables; sampling; random assignment; issues in measurement; data collection; sources of error; analyses. Computer laboratory included.
- FPH 7230 Health Program Evaluation. Cr. 3** Principles and application of program evaluation in health care fields. Design, implementation, and management of evaluations in health environments.
- FPH 7240 Epidemiology. Cr. 3** Open to students in the College of Nursing, Eugene Applebaum College of Pharmacy and Health Sciences, and others. Epidemiologist's task list; research of problems without known etiology; infectious and non-infectious models; examination of current problems.
- FPH 7250 Applied Epidemiology. Cr. 3 Prereq: FPH 7240 and 7015.** Required of all MPH students in the Public Health Practice concentration. Epidemiological principles, practice, and methodology as applied to researchable health delivery or health questions. Emphasis on design, conduct and analysis of non-experimental studies; student design of epidemiological study.
- FPH 7300 Health Care Policy. Cr. 3.** Concepts, issues, and problems in health care policy; substantive information regarding policy formulation and content.
- FPH 7320 Social Basis of Health and Healthcare. Cr. 3.** Social, cultural, and psychological aspects of health and health-related behavior. Topics include: health prevention and promotion, relationship between stress and illness, health services utilization, patient-practitioner interactions, and coping with chronic illness.
- FPH 7370 Health, Disease, and Aging. Cr. 3.** The study of health, health problems, & medical care of aging populations. Biomedical, psychosocial, & public health aspects of later life illness; family, community, societal response to health problems; hospital & longterm care; disparities in health and medical care.
- FPH 7415 Principles of Health Care Management. Cr. 3.** Management of goals, strategy and structure in health care organizations. Managerial theory and practice; core concepts.
- FPH 7440 Practicum in Public Health. Cr. 3.** Open only to M.P.H. students. Prereq: consent of advisor; completion of all other core course credits; students in the Public Health Practice and Quantitative Health Sciences concentrations must also have at least six concentration course credits. Individual field experience in public health setting. Integration and synthesis of content and experiences of the public health courses; direct hands-on experience, with appropriate reporting mechanism.
- FPH 7450 Managing Care. Cr. 3.** Forces influencing organization and delivery of health services; units of analysis requiring managerial attention; care principles that are appropriate, cost-effective, and meet quality standards.
- FPH 7510 Community Health: Detroit Initiatives. Cr. 2.** Current urban health initiatives examined using a range of social science frames; focus on field work skills, perspectives, and methodologies useful for working with ongoing community-based initiatives and grass-roots organizations.
- FPH 7760 Community Health Education. Cr. 3.** Analysis of community health problems and change strategies for health promotion; application of principles and techniques of community health education to multiple ethnic groups and diverse health problems.
- FPH 7860 Principles of Occupational Health. Cr. 3.** This course is designed to introduce students to the current issues in occupational health, focusing on the interplay between the work environment and worker's health. Through case studies, students will use integrative approaches to ensure workers' safety and to optimize their health, well being and performance.
- FPH 7870: Occupational Health Psychology Cr. 3.** Theory and research on the relationships between the work environment and employee health and well-being will be covered with emphasis on the development and maintenance of healthy people within healthy organizations and the prevention of illness and injuries.
- FPH 7880: Organizational Determinants of Employee Health and Productivity Cr. 3.** This course will focus on organizational and leadership theories, research and practical applications of practices and processes contributing to employee health and productivity, with emphasis on service and knowledge workers that make up 80% of the workforce.

FPH 8090. Interdisciplinary Perspectives on Addictions. Cr. 3 Prereq: consent of instructor. This course is designed for students in the alcohol and drug studies certificate program, but is available to other students with consent of instructor. Capstone course designed to integrate content from other substance abuse courses in a multidisciplinary context.

OEH 7420 Principles of Environmental Health. Cr. 3. Introduction to a wide range of real; world topics, including; the interaction of humans with the environment; food protection and technology; integrated pest management; the indoor, institutional, recreational and occupational environments; instrumentation; air quality management; solid and hazardous waste management; private and public water supplies; private and public sewage dispose; soil and water pollution and water quality control; and environmental health emergencies.

FPH 8990 Master's Project. Cr. 1-3 (3 req.) Prereq: completion of all core/required MPH course work; consent of advisor; all M.P.H. students must complete either three credits of FPH 8990.

FPH 7990. Directed Studies in Public Health Practice. Cr. 1-4 Prereq: consent of faculty member. Studies dealing with the organization and management of community health services to supplement regular course offerings.

Prereq: Pre-requisite listed courses need to be taken first.

Coreq: Co-requisite listed courses are those that can be taken at the same time or before.

Directed Studies (FPH 7990) Directed studies are generally authorized only for an advanced student who has an important area of knowledge and/or work that should be included in his/her graduate program that cannot be provided through available courses. Students have to have attained a high level of scholarship and demonstrated creative and critical ability for such a study. The study must be in or related to the student's major field and be a significant body of knowledge and/or work relevant to his/her degree program and his/her purposes and objectives. The study must be at an advanced academic or professional level. It cannot duplicate work in any course previously taken or that will be available while the student is earning his/her degree. **Registration** in a Directed Study must be approved by the advisor and be authorized by the MPH Graduate Student Officer **before** the student registers (*adapted from Graduate School Directed Studies Guidelines*). The necessary approval forms and guidelines are available from the MPH office.

APPENDICES:**A. Program Faculty**

Joel Ager, Ph.D.	jager@med.wayne.edu	313 577-9815
Bengt Arnetz, MD, PhD, MPH, MScEpi	barnetz@med.wayne.edu	313 577-2644
Judith Arnetz, PhD, MPH, PT.	jarnetz@med.wayne.edu	313-577-2015
David Bassett, PhD	dbassett@med.wayne.edu	313-577-1424
Juliann Binienda, PhD	jbinien@med.wayne.edu	313-577-5987
Cathryn Bock, PhD	bockc@wayne.edu	313-578-4203
Jason Booza, PhD	jbooza@med.wayne.edu	313-577-3889
Patrick Bridge, PhD	pbridge@med.wayne.edu	313-577-5076
Kimberly Campbell-Voytal, MSN, PhD	kvoytal@med.wayne.edu	313-577-9454
Michele Cote, PhD	cotem@wayne.edu	313-578-4204
Mary Dereski, PhD	m.dereski@wayne.edu	313-577-5597
Frank Castronova, PhD	fcastronova@bcbsm.com	313-225-9830
Julie Gleason-Comstock, PhD, CHES	jgleason@med.wayne.edu	313-577-9143
Hector Gonzalez, PhD	hmgonzalez@med.wayne.edu	313-577-2297
Ernest Hammel, PhD	aa3689@wayne.edu	248- 371-0377
James Janisse, PhD	jjanis@med.wayne.edu	313-577-9812
Keith Kaye MD, MPH	kkaye@dmc.org	313-745-4439
Todd Lucas, PhD	tlucas@med.wayne.edu	313-577-2124
Dawn Misra, PhD	dmisra@med.wayne.edu	313-577-8199
James Moseley, EdD	moseley@wayne.edu	313-577-7948
Victoria Neale, PhD	vneale@med.wayne.edu	313-577-7680
Jay Noren, MD, MPH	jnoren@wayne.edu	313-577-1335
Laila Poisson, PhD	lpoisson@med.wayne.edu	313-874-5999
John Porcerelli, PhD, ABPP	jporcer@med.wayne.edu	313-340-4348
Dana Rice, DrPH	drice@med.wayne.edu	313- 283-3648
Linda Roth, PhD	lroth@med.wayne.edu	313-577-6854
Micheal Rybak, PharmD, MPH	m.rybak@wayne.edu	313-577-4376
Maryjean Schenk, MD, MS, MPH	mschenk@med.wayne.edu	313-577-0884
Eugene Schoener, PhD	eshoen@wayne.edu	313-993-1364
Kendra Schwartz, MD, MSPH	kensch@med.wayne.edu	313-577-0880
Richard Severson, Ph.D.	rseverson@med.wayne.edu	313-577-6852
Roger L. Wabeke, MS, CIH.	chemriskman@ameritech.net	313-593-1164
Jinping Xu, MD, MS	jxu@med.wayne.edu	313-577-0244

B. MPH Office:

Office Hours : 8:30 am - 5:00 pm, Mon. – Fri.

3939 Woodward Gardens (Room 241).

Detroit, MI 48201

E mail: MPHprogram@med.wayne.edu

Phone: (313) 577-1051

Fax: (313) 577-2744

Note: When contacting the MPH office please have your AccessID and Banner ID Number (00*****) available.

C. FPH Course Schedule:

The following tables are included for planning purposes but are subject to change. Updates will be forwarded to you as they are developed.

Fall 2011 Schedule

Course	Cr. Hrs.	Instructor	Day	Time
FPH 7010 – Public Health Seminar	1	Booza	Monday	3-6:00 p.m. (5 sessions)
FPH 7230 – Health Prog Eval	3	Castronova	Monday	6:15-9:15 p.m.
FPH 7015 – Biostatistics I	4	Janisse/Poisson	Tues-Wed	5-800 p.m/ 5-6:30 p.m
FPH 7210 – Res Methods	4	Misra	Tuesday	5-9:00 p.m.
FPH 7860 – Principles of Occupat. Hlth	3	Bassett/ Wabeke	Wednesday	2-5:00 p.m.
FPH 7240 – Epidemiology I	3	Severson	Thursday	5-8:00 p.m.
FPH 7440 – Practicum	3	Binienda	To be	Arranged
FPH 7990 – Directed Study	1-6	Staff	To be	Arranged
FPH 8990 – Masters Project	1-3	Staff	To be	Arranged

Winter 2012 Schedule

Course	Cr. Hrs.	Instructor	Day	Time
FPH 7870 – Occupat. Hlth.Psychology	3	Lucas	Monday	5-8:00 p.m.
FPH 7320 – Social Basis Health Care	3	Campbell-Voytal	Monday	5-8:00 p.m.
FPH 7250 – Applied Epidemiology	3	Bock	Tuesday	5-8:00 p.m.
OEH 7420 – Princ Env Health	3	Bassett/ Wabeke	Wednesday	5-8:00 p.m.
FPH 7020 – Biostatistics II	3	Janisse/Poisson	Thursday	4-7:00 p.m.
FPH 7415 – Prin of Healthcare Mgmt	3	Moseley	Thursday	5-8:00 p.m
FPH 7440 – Practicum	3	Binienda	To be	Arranged
FPH 7990 – Directed Study	1-6	Staff	To be	Arranged
FPH 8990 – Masters Project	1-3	Staff	To be	Arranged

Spring/Summer 2012 Schedule

Course	Cr. Hrs.	Instructor	Day	Time
FPH 7100 – Health Care Org & Admin	3	Hammel	Mon & Wed	5-8:00 p.m.8wks Spr
FPH 7370 – Health, Disease & Aging	3	Gonzalez	Mon & Wed	5-8:00 p.m.8wks Spr
FPH 7210 – Res Methods	4	Misra	Tues & Thur	5-8:00 p.m. 8wks Spr
FPH 8090 – Interdisc Persp Addict	3	Schoener	Tues & Thur	5-8:00 p.m. 8wks Spr
FPH 7880 – Org Det. Employee Hlth	3	J. Arnetz/B. Arnetz	TBA	5-8:00 p.m. 8wks Spr
FPH 7440 – Practicum	3	Binienda	To be	Arranged
FPH 7990 – Directed Study	1-6	Staff	To be	Arranged
FPH 8990 – Masters Project	1-3	Staff	To be	Arranged

Fall 2012 Schedule

Course	Cr. Hrs.	Instructor	Day	Time
FPH 7010 – Public Health Seminar	1	Booza	Monday	3-6:00 p.m. (5 sessions)
FPH 7230 – Health Prog Eval	3	Castronova	Monday	6:15-9:15 p.m.
FPH 7015 – Biostatistics I	4	Janisse/Poisson	Tues-Wed	5-800 p.m/ 5-6:30 p.m
FPH 7860 – Principles of Occupat. Hlth	3	Bassett/ Wabeke	Wednesday	2-5:00 p.m.
FPH 7240 – Epidemiology I	3	Severson	Thursday	5-8:00 p.m.
FPH -7300 – Health Policy	3	Noren	Thursday	5-8:00 p.m.
FPH 7440 – Practicum	3	Binienda	To be	Arranged
FPH 7990 – Directed Study	1-6	Staff	To be	Arranged
FPH 8990 – Masters Project	1-3	Staff	To be	Arranged

Winter 2013 Schedule

Course	Cr. Hrs.	Instructor	Day	Time
FPH 7870 – Occupat. Hlth.Psychology	3	Lucas	Monday	5-8:00 p.m.
FPH 7320 – Social Basis Health Care	3	Campbell-Voytal	Monday	5-8:00 p.m.
FPH 7250 – Applied Epidemiology	3	Bock	Tuesday	5-8:00 p.m.
OEH 7420 – Princ Env Health	3	Bassett/ Wabeke	Wednesday	5-8:00 p.m.
FPH 7020 – Biostatistics II	3	Janisse/Poisson	Thursday	4-7:00 p.m.
FPH 7760 – Comm. Health Education	3	Moseley	Thursday	5-8:00 p.m.
FPH 7440 – Practicum	3	Binienda	To be	Arranged
FPH 7990 – Directed Study	1-6	Staff	To be	Arranged
FPH 8990 – Masters Project	1-3	Staff	To be	Arranged

Spring/Summer 2013 Schedule

Course	Cr. Hrs.	Instructor	Day	Time
FPH 7100 – Health Care Org & Admin	3	Hammel	Mon & Wed	5-8:00 p.m. 8wks Spr
FPH 7370 – Health, Disease & Aging	3	Gonzalez	Mon & Wed	5-8:00 p.m. 8wks Spr
FPH 7210 – Res Methods	4	Misra	Tues & Thur	5-8:00 p.m. 8wks Spr
FPH 8090 – Interdisc Persp Addict	3	Schoener	Tues & Thur	5-8:00 p.m. 8wks Spr
FPH 7880 – Org Det. Employee Hlth	3	J. Arnetz/B. Arnetz	TBA	5-8:00 p.m. 8wks Spr
FPH 7440 – Practicum	3	Binienda	To be	Arranged
FPH 7990 – Directed Study	1-6	Staff	To be	Arranged
FPH 8990 – Masters Project	1-3	Staff	To be	Arranged

Fall 2013 Schedule

Course	Cr. Hrs.	Instructor	Day	Time
FPH 7010 – Public Health Seminar	1	Booza	Monday	3-6:00 p.m. (5 sessions)
FPH 7230 – Health Prog Eval	3	Castronova	Monday	6:15-9:15 p.m.
FPH 7015 – Biostatistics I	4	Janisse/Poisson	Tues-Wed	5-8:00 p.m./ 5-6:30 p.m.
FPH 7860 – Principles of Occupat. Hlth	3	Bassett/ Wabeke	Wednesday	2-5:00 p.m.
FPH 7240 – Epidemiology I	3	Severson	Thursday	5-8:00 p.m.
FPH 7200 – Health Planning	3	To be Arranged	Thursday	5-8:00 p.m.
FPH 7440 – Practicum	3	Binienda	To be	Arranged
FPH 7990 – Directed Study	1-6	Staff	To be	Arranged
FPH 8990 – Masters Project	1-3	Staff	To be	Arranged

D. Sample Forms:

Please Down Load Forms Package from www.med.wayne.edu/fam/mph

SCHOOL OF MEDICINE GRADUATE PROGRAMS	<h2 style="margin: 0;">WAYNE STATE UNIVERSITY</h2>	WAYNE STATE UNIVERSITY
(Please type or write legibly)		
NAME _____	I.D. No. _____	DATE _____
ADDRESS _____		PHONE _____
street no	.city	state zip
MAJOR _____	MPH - PH Practice Concentration	Advisor: _____ Degree Plan <u>Leave Blank</u>

INSTRUCTIONS: Review all general and departmental or college degree requirements published in WSU Bulletin. List chronologically all WSU credits earned or proposed which will apply toward fulfillment of Master's degree requirements. PRESENT TO ADVISOR FOR APPROVAL AND FORWARD TO OFFICE OF GRADUATE PROGRAMS, SCHOOL OF MEDICINE.

COURSES COMPLETED & PROPOSED

Term/ Yr	Dept-No	Title	REQUIRED CORE HRS	ELECTIVE HRS
F11	FPH 7240	Epidemiology 1	3	
F11	FPH 7015	Biostatistics I	4	
W12	FPH 7320	Social Basis of Health Care	3	
W12	FPH 7250	Applied Epidemiology	3	
S12	FPH 7100	Health Care Administration and Organization	3	
S12	FPH 7210	Research Methods for Health Professionals	4	
F12	FPH 7010	Seminar in Public Health	1	
F12	FPH 7230	Health Program Evaluation	3	
W13	OEH 7420	Principles of Environmental Health	3	
W13	FPH 7440	Practicum in Public Health	3	
W13/SS13	FPH 8990	MPH Project	3	
		<i>Electives Courses (Minor Cognate) a minimum of 9 credit h.</i>		3
				3
		SAMPLE Do not Duplicate		3
Totals Hours in Degree Program			TOTALS: 42	33
				9

APPROVED BY: _____ / _____

Advisor
Date
MPH Graduate Office
Date

PETITION FOR CANDIDACY

On the basis that I have taken all entrance examinations and prerequisite courses specified, have presented my "Master's Plan of Work" and have given evidence of ability to pursue satisfactorily a program of graduate study, I hereby petition my advisor and the Graduate Office to be advanced to "candidate" for the master's degree.

APPLICANT'S SIGNATURE: _____ DATE: _____

CANDIDACY RECOMMENDED BY: _____ / _____

Advisor
Date

(If the advisor cannot recommend candidacy at the time the "Plan" is presented, candidacy may be recommended by memorandum. In general, candidacy must be recommended before the student has completed twelve credit hours.)

CANDIDACY AUTHORIZED BY GRADUATE OFFICE: _____ / _____

Dean/Director
Date

SCHOOL OF MEDICINE
GRADUATE PROGRAMS

WAYNE STATE UNIVERSITY

(Please type or write legibly)

NAME _____ I.D. No. _____ DATE _____

ADDRESS _____ PHONE _____
Street no. City State Zip

MAJOR Graduate Certificate in Public Health Practice Advisor: _____

INSTRUCTIONS Review all general and departmental or college degree requirements published in WSU Bulletin. List chronologically all WSU credits earned or proposed which will apply toward fulfillment of Graduate certificate requirements.

PRESENT TO ADVISOR FOR APPROVAL AND FORWARD TO OFFICE OF GRADUATE PROGRAMS, SCHOOL OF MEDICINE.

COURSES COMPLETED & PROPOSED

Term/ Yr	Dept-No	Title	REQUIRED CORE HRS	ELECTIVE HRS
F11	FPH 7010	Public Health Seminar	1	
F11	FPH 7015	Biostatistics I	4	
F11	FPH 7240	Epidemiology 1	3	
W12	OEH 7420	Principles of Environmental Health	3	
		<i>Electives (Minor) minimum of 4-6 credit hours</i>		
		SAMPLE Do not Duplicate		
Totals Hours in Degree Program (minimum 15)..... TOTAL::			11	4+

APPROVED BY:

_____/_____
Advisor Date Graduate Office Date

APPLICANT'S SIGNATURE: _____ **DATE:** _____

PETITION FOR CANDIDACY

On the basis that I have taken all entrance examinations and prerequisite courses specified, have presented my "Master's Plan of Work" and have given evidence of ability to pursue satisfactorily a program of graduate study, I hereby petition my advisor and the Graduate Office to be advanced to "candidate."

CANDIDACY RECOMMENDED BY: _____ / _____
Advisor Date

(If the advisor cannot recommend candidacy at the time the "Plan" is presented, candidacy may be recommended by memorandum. In general, candidacy must be recommended before the student has completed eight credit hours.)

CANDIDACY AUTHORIZED BY GRADUATE OFFICE: _____ / _____
Dean/Director Date



Request for a Change in MPH /GC-PHP Plan of Work

(Please type or write legibly)

NAME _____ I.D. No. _____ DATE _____

ADDRESS _____ PHONE _____
Street number City State Zip

DEGREE _____ ADVISOR: _____

INSTRUCTIONS - Review all general and College or departmental degree requirements published in the WSU Bulletin and/or College and departmental publications.
 - List course to be deleted from and/or added to the "Plan of Work" in the appropriate section and indicate the reason(s) for the proposed change (s). If a total of more than three courses are to be changed, a revised "Plan of Work" should be prepared.
 - FILL OUT ON TYPEWRITTEN COPY. PRESENT TO ADVISOR FOR APPROVAL AND FORWARD TO MPH GRADUATE OFFICE, NOT LESS THAN TWO WEEKS PRIOR TO REGISTRATION FOR THE TERM FOR WHICH THE CHANGE(S) APPLY.

COURSE TO BE DELETED

Term/Year	Dept & No:	Course Title	Core Hrs	Elective Hrs

COURSE TO BE ADDED

Term/Year	Dept & No:	Course Title	Core Hrs	Elective Hrs

Reason(s) for proposed change(s):

SAMPLE
Do not Duplicate

Total number of hours in MPH Program: prior to proposed changes: ___ after proposed changes: ___

CANDIDATE'S SIGNATURE: _____ DATE: _____

APPROVED BY ADVISOR: _____ DATE: _____

APPROVED BY GSO: _____ DATE: _____

Practicum Development Form: *(obtain original interactive form from the Practicum Director)*

**Wayne State University School of Medicine
Department of Family Medicine & Public Health Sciences
Masters of Public Health Program
FPH7440: Public Health Practicum**

Practicum Development Form

Please complete this form and e-mail to the practicum director prior to your first planning meeting. This will assist both of you in determining the most suitable practicum placement for you and expedite the planning.

Student Name

Form completion date

Semester of Practicum

1. Please describe any prior experiences (paid or voluntary) you have had in public health.

2. What are your career aspirations in terms of using your public health degree?

SAMPLE DO NOT DUPLICATE

3. If you could design the *perfect* or ideal practicum placement for you what would you be doing?

F. Academic Calendars (2011-2012)

Note: Classes begin before Labor Day

Fall 2011	
University Year Appointments Begin	Thu Aug 18
Priority Registration	Mon Mar 28 - Sat Aug 20
Term Begins	Sun Aug 28
Open Registration	Mon Aug 22 - Tue Aug 30
Classes Begin	Wed Aug 31
Late Registration, Late Adds	Wed Aug 31 - Wed Sep 7
Holiday - University Closed	Mon Sep 5
Census Date	Wed Sep 14
Degree Applications Due	Fri Sep 30
Last Day to Withdraw	Sat Nov 12
Holiday - No Classes	Wed Nov 23
Holiday - University Closed	Thu Nov 24 - Sat Nov 26
Commencement	Sat Dec 10 - Sun Dec 11
Classes End	Mon Dec 12
Study Day	Tue Dec 13
Final Exams	Wed Dec 14 - Tue Dec 20
Holiday - University Closed	Mon Dec 26 - Fri Dec 30
Term Ends	Sat Dec 31
Winter 2012	
Priority Registration	Mon Nov 7 - Sat Dec 31
Term Begins	Sun Jan 1
Open Registration	Mon Jan 2 - Sat Jan 7
Classes Begin	Mon Jan 9
Late Registration, Late Adds	Mon Jan 9 - Sat Jan 14
Holiday - University Closed	Mon Jan 16
Census Date	Mon Jan 23
Degree Applications Due	Fri Feb 10
Spring Break - No Classes	Mon Mar 12 - Sat Mar 17
Last Day to Withdraw	Sat Mar 24
Classes End	Mon Apr 23
Study Day	Tue Apr 24
Final Exams	Wed Apr 25 - Tue May 1
Term Ends	Tue May 1
Commencement	Thu May 3 - Fri May 4
University Year Appointments End	Tue May 15

Spring/Summer 2012	Spring/Summer	Spring	Summer
Term Begins	Wed May 2	Wed May 2	Wed May 2
Priority Registration	Mon Feb 6 - Sat Apr 28	Mon Feb 6 - Sat Apr 28	Mon Feb 6 - Sat Apr 28
Open Registration	Mon Apr 30 - Sat May 5	Mon Apr 30 - Sat May 5	Mon Apr 30 - Tue Jun 26
Classes Begin	Mon May 7	Mon May 7	Wed Jun 27
Late Registration, Late Adds	Mon May 7 - Sat May 12	Mon May 7 - Sat May 12	Wed Jun 27 - Tue Jul 3
Last Day to Drop w/ Tuition Cancelled	Sat May 19	Sat May 12	Tue Jul 3
Holiday - University Closed	Mon May 28	Mon May 28	
Day Scheduled as a Monday	Fri Jun 1	Fri Jun 1	
Day Scheduled as a Wed.	Fri Jul 6		Fri Jul 6
Degree Applications Due	Fri Jun 8	Fri Jun 8	Fri Jun 8
Census Date	Tue Jul 3	Tue Jul 3	Tue Jul 3
Holiday - University Closed	Wed Jul 4		Wed Jul 4
Last Day to Withdraw	Sat Jul 14	Sat Jun 9	Wed Aug 1
Classes End	Fri Jul 27	Fri Jun 22	Tue Aug 14
Study Day	Sat Jul 28	Sat Jun 23	Wed Aug 15
Final Exams	Mon Jul 30 - Thu Aug 2	Mon Jun 25 - Tue Jun 26	Thu Aug 16 - Fri Aug 17
Term Ends	Sat Aug 25	Sat Aug 25	Sat Aug 25
Fall 2012			
University Year Appointments Begin			Fri Aug 17
Priority Registration			Mon Mar 26 - Sat Aug 18
Term Begins			Sun Aug 26
Open Registration			Mon Aug 20 - Tue Aug 28
Classes Begin			Wed Aug 29
Late Registration, Late Adds			Wed Aug 29 - Wed Sep 5
Holiday - University Closed			Mon Sep 3
Census Date			Wed Sep 12
Degree Applications Due			Fri Sep 28
Last Day to Withdraw			Sat Nov 10
Holiday - No Classes			Wed Nov 21
Holiday - University Closed			Thu Nov 22 - Sat Nov 24
Commencement			Sat Dec 8 - Sun Dec 9
Classes End			Mon Dec 10
Study Day			Tue Dec 11
Final Exams			Wed Dec 12 - Tue Dec 18
Holiday - University Closed			Tue Dec 25 - Tue Jan 1
Term Ends			Mon Dec 31

G. Useful Contact Information:

Wayne State University
Wayne State Medical School

<http://www.wayne.edu/>
<http://home.med.wayne.edu/>

MPH Program
Academic Calendars

<http://www.med.wayne.edu/fam/mph>
<http://reg.wayne.edu/students/calendar.php>

Administration

WSU Grad School
SOM Office of Graduate Scholars
Pipeline
Wayne Connect
OneCard
Computing & Information Technology
Software Clearinghouse & PC Clinic
IT Knowledgebase
Student Conduct Services

<http://www.gradschool.wayne.edu/>
<http://www.gradprograms.med.wayne.edu/>
<http://pipeline.wayne.edu>
<http://computing.wayne.edu/email/>
<http://www.onecard.wayne.edu/>
<http://computing.wayne.edu/accessid/>
<http://clearinghouse.wayne.edu/>
<http://kb.wayne.edu/>
<http://www.doso.wayne.edu/student-conduct/index.html>

Research Training

Division of Research
HIPPA training:
Collaborative Institutional Training (CITI)
Human Investigation Committee
Animal Investigation Committee

<http://www.research.wayne.edu/>
<https://apps.med.wayne.edu/hipaa/domodule.jsp?MODULE=1>
<http://www.citiprogram.org/>
<http://www.hic.wayne.edu/>
<http://www.iacuc.wayne.edu/>

WSU registration

<http://www.wayne.edu/> - click on current students
<http://www.wayne.edu/current> - click on Schedule of Classes
<http://www.classschedule.wayne.edu/> - make sure you are in the correct semester (switch if needed) and click on course/subjects. Then click on Subject (such as Family Public Health), then click on specific class of interest, then click on a course reference number to add to your shopping cart online
registration pipeline.wayne.edu
<http://www.bulletins.wayne.edu/> - for course descriptions

Adds, Drops, Withdrawals

Records and Registration
Registration Calendar
Forms

<http://reg.wayne.edu/index.php>
<http://reg.wayne.edu/students/registration-calendar.php>
<http://reg.wayne.edu/students/forms.php>

UM SPH Summer School

<http://www.sph.umich.edu/epid/GSS>

Financial Aid

WSUSOM

<http://www.financialaid.wayne.edu>
http://www.med.wayne.edu/student_affairs

Office of International Students & Scholars:

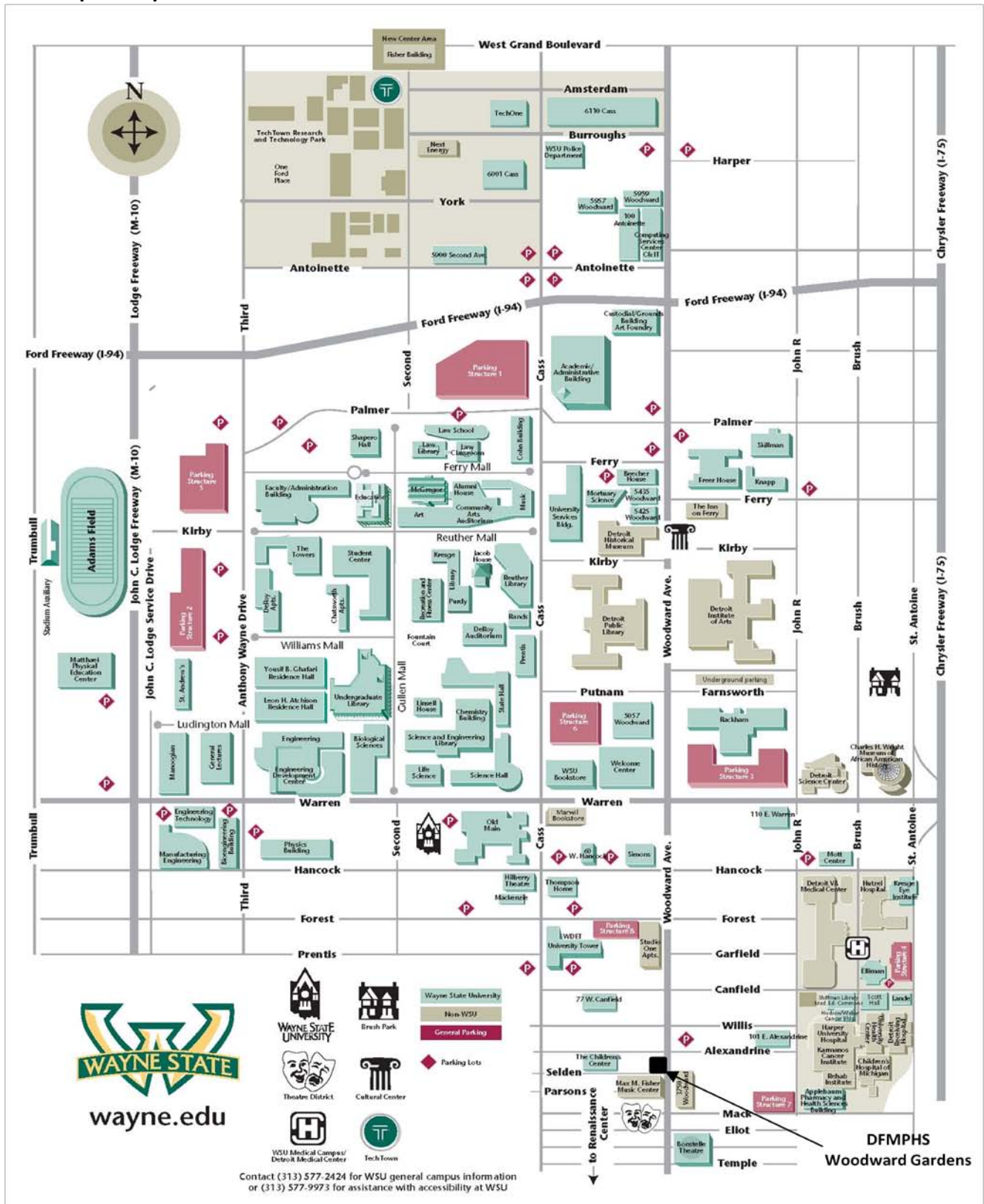
<http://www.oiss.wayne.edu/>

Graduation

Apply for degree
Commencement & Graduation
Student Disability Services (SDS)

<http://commencement.wayne.edu/graduation.php>
<http://commencement.wayne.edu/graduation.php>
<http://studentdisability.wayne.edu>

H. Campus Map:



Abstracted from: <http://campusmap.wayne.edu/>

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**The Department of Family Medicine & Public Health Sciences
3939 Woodward, Room 241
Wayne State University School of Medicine
Detroit, MI 48201**

Website: <http://www.med.wayne.edu/fam/mph>