



Master of Healthcare Administration
MHA Degree Program
Division of Health Policy & Management

2017-2018
STUDENT GUIDEBOOK

Welcome to the University of Minnesota School of Public Health!

All students are responsible for knowing the rules and policies that govern their academic program. To this end, we are providing you with this guidebook which covers your specific academic program requirements. Please refer to it often.

Many Graduate School processes are in transition. Please stay in touch with your Program Coordinator as some paper processes will convert to electronic processes.

In addition, you are responsible for knowing University of Minnesota and School of Public Health policies and procedures that pertain to all students. Links to these policies and procedures can be found by clicking on the "Current Students" link at <http://www.sph.umn.edu/current/resources/>.

The University of Minnesota is committed to the policy that all persons shall have equal access to its programs, facilities, and employment without regard to race, color, creed, religion, national origin, sex, age, marital status, disability, public assistance status, veteran status, or sexual orientation.

This publication can be made available in alternative formats for people with disabilities. Direct requests to the Student Services Center, School of Public Health, MMC 819 Mayo, 420 Delaware Street SE, Minneapolis, MN 55455; 612-626-3500 or 800-774-8636.

TABLE OF CONTENTS

University of Minnesota Calendar 2017-2018	5
Section 1 The School of Public Health	6
1.1 About the School.....	6
1.2 School of Public Health Student Services Center.....	6
1.3 Mentor Program	8
1.4 SPH Student SPHere.....	8
1.5 Complaints and Grievances	9
1.6 Field Experience Agreement.....	9
1.7 Minors and Interdisciplinary Concentrations	9
1.8 Community Engagement.....	9
1.9 Online Learning and E-Learning Resources.....	10
1.10 Course Evaluations and Yearly Student Survey.....	10
1.11 Your Advising Team.....	10
1.12 Expectations for Class Participation	11
1.13 Commencement Eligibility.....	11
Section 2 The University of Minnesota	12
2.1 Mission	12
2.2 U of M Basics	12
2.3 Campus Services	13
2.4 Health and Well-Being	14
2.5 Diversity.....	16
2.6 Academic Resources	18
2.7 Campus Safety.....	19
2.8 Additional Resources	19
Section 3 Registration	20
3.1 Full-Time Status	20
3.2 Registration Process	20
3.3 Grade Option Changes, Course Additions, Withdrawals, Evaluations, and Equivalency Exams	21
3.4 Transfer Credit	23
3.5 Equivalency Exams.....	23
Section 4 Tuition, Fees, Billing, and Finances.....	24
4.1 My Finances Tab on MyU	24
4.2 Tuition and Fees	24
4.3 Billing.....	25
4.4 Financial Aid and Scholarships.....	25
4.5 Graduate Assistantships	26
Section 5 University Guidelines and Policies	26
5.1 Student Responsibility and Conduct.....	26

5.2	University of Minnesota Policies	27
5.3	Privacy.....	29
5.4	Criminal Background Checks.....	29
5.5	Use of Human Subjects in Research	29
5.6	International Student Requirements	30
Section 6	Groups, Associations, and Societies.....	31
6.1	Student Groups	31
6.2	Public Health Related Associations and Agencies	32
6.3	Alumni Societies.....	32
Section 7	Division of Health Policy & Management	33
7.1	Introduction	33
7.2	Join/Dual Degree and Collaborative Programs	34
7.3	HPM Doctoral Student Group	35
7.4	Travel Funds and Policy for Students	35
7.5	Plagiarism	36
7.6	Division Policies on Graduate Assistantships.....	37
7.7	HPM Division Faculty and Coordinator Staff.....	39
Section 8	Master of Healthcare Administration Program	41
8.1	Mission and Vision	41
8.2	Program Requirements	41
8.3	Study Plan.....	43
8.4	Sub-specialties.....	44
8.5	MHA/MBA Dual Degree	45
8.6	JD/MHA Joint Degree	48
8.7	Academic Policies and Procedures	50
8.8	Summer Residency.....	51
8.9	Summer Residency Guidelines.....	54
8.10	Administrative Fellowship Guidelines	54
8.11	Activities	56
8.12	Scholarships.....	57
8.13	Appendices	58

UNIVERSITY OF MINNESOTA CALENDAR 2017-2018

The official University Calendar can be found at onestop.umn.edu.

FALL SEMESTER 2017

August	23,24,25	Equivalency Exams
	30	SPH New Student Orientation
September	1	New PhD Student Reception
	4	Labor Day holiday – University closed
	5	Classes begin
November	14	Registration for Spring Semester 2017 begins
	23-24	Thanksgiving holiday – University closed
December	13	Last day of instruction
	15-16,18-21	Final examinations
	21	End of Fall semester
	25-26	University Closed
	28	Grades due

SPRING SEMESTER 2017

January	TBA	Equivalency Exams
	15	Martin Luther King holiday – University closed
	16	Classes begin
March	12-16	Spring break – no classes
April	10	Registration for Summer term 2018 begins
May	4	Last day of instruction
	7-12	Final examinations
	12	End of Spring Semester
	15	Grades due
	21	May Intersession begins

1. THE SCHOOL OF PUBLIC HEALTH

1.1 ABOUT THE SCHOOL

The mission of the School of Public Health is to preserve and enhance the health of the public through education, research, and service programs designed to discover and transmit new knowledge aimed at the prevention of disease and disability, the improvement of health, and the planning, analysis, management, evaluation, and improvement of systems for the delivery of health services.

Our school was founded in 1944, although public health courses have been offered at the University of Minnesota since its inception. We consistently rank among the top schools of public health in the country.

Through our education, research, and community outreach, we focus on improving the health of populations. We emphasize prevention of illness and injury, and we look at health through a multi-faceted prism that includes physiology, the environment, communities, economics, and public policy.

This interdisciplinary approach allows us to collaborate with many other schools throughout the University, including the College of Veterinary Medicine, the School of Dentistry, the College of Pharmacy, the Medical School, the Humphrey School of Public Affairs, the Carlson School of Management, College of Biological Sciences, School of Social Work, School of Statistics, School of Nursing, and Law School. By combining our expertise, we can explore innovative, far-reaching ways of maintaining and improving the health of the people in Minnesota and throughout the country and world.

Notable Accomplishments

- Invented K Rations.
- Improved the recovery of World War II survivors through the Minnesota Starvation Study (1944).
- Established the connection between diet and heart disease in the Seven Countries Study (1967).
- Established the first U.S. Ph.D. program in epidemiology (1958).
- Conducts one of the largest HIV/AIDS studies in the world, involving 120 countries.
- Trains the majority of the public health workforce in the Upper Midwest.
- Was the first school of public health in the country to require a course in ethics.

Academic Health Center (AHC)

The School of Public Health is one of the six schools and colleges that make up the Academic Health Center at the University of Minnesota. The others include the disciplines of medicine, dentistry, nursing, pharmacy, and veterinary medicine. Strong interdisciplinary centers and programs in bioethics, cancer, genomics, infectious disease, drug design, food safety, and spirituality and healing augment the broad range of professional health education and research efforts.

1.2 SCHOOL OF PUBLIC HEALTH STUDENT SERVICES CENTER

Office Hours

Monday – Friday, 8:00 AM - 4:30 PM

Location

Mayo Memorial Building, Room A395

Telephone

612.626.3500 or 800.774.8636

Fax

612.624.4498

Email

sph-ask@umn.edu

Mailing Address

Student Services Center
School of Public Health
MMC 819, Rm A395 Mayo Bldg
420 Delaware Street SE
Minneapolis, MN 55455-0381

School of Public Health Student Services Center

The Student Services Center is a school-wide office that assists students with all phases of their academic journey. The SSC staff works closely with the program coordinators to create a set of school-wide and program-specific services. You will be interacting with us directly or indirectly throughout your education here.

The Student Services Center is dedicated to serving a diverse community of future and current SPH students by enhancing the student experience, supporting the achievement of educational and career goals, and empowering future public health leaders.

We coordinate many functions including:

- Career Counseling
 - Applications
 - Orientation
- Class Scheduling
 - Student Tracking
 - SPH Scholarships
- Registration
 - Graduation Clearance
 - Commencement

School of Public Health Student Services Center Staff

TITLE	NAME	EMAIL	PHONE
Associate Dean for Learning Systems and Student Affairs	Dr. Kristin Anderson	ander116@umn.edu	
STUDENT SERVICES			
Senior Director of Student Services	Tim Kamenar	kamen001@umn.edu	(612) 626-5005
Registrar and Director of Academic and Student Affairs	Carol Francis	franc004@umn.edu	(612) 624-6952
Assistant to the Registrar	Mercedes Taneja	estra021@umn.edu	
Student Services Office Manager			(612) 624-7660
CAREER SERVICES			
Director of Career and Professional Development Center	Vic Massaglia	victorm@umn.edu	(612) 626-5443
Associate Director of Career and Professional Development Center	Darren Kaltved	dkaltved@umn.edu	(612) 626-4448
Assistant Director of Career & Professional Development Center	Megan Lafontaine Gallert	meganlaf@umn.edu	(612) 301-9502
RECRUITMENT, ENGAGEMENT, DIVERSITY AND INCLUSION			
Recruitment and Enrollment Manager	Jenna Egan	egan0056@umn.edu	(612) 624-0601
Coordinator of Diversity, Equity, and Inclusion	Lauren Eldridge	leldridg@umn.edu	(612) 624-9970
Coordinator for Student Recruitment and Engagement	Crystal Esparza	espa0018@umn.edu	(612) 624-6915
Coordinator for Applications and Admissions	Jennifer Arntzen	arntz007@umn.edu	(612) 624-1991

Career Services

The *Career and Professional Development Center* offers a variety of services and resources to assist you in your efforts to locate and apply for professional positions – from field experiences (internships) and residencies to fellowships and full-time positions. Our Center believes that every individual has unique potential and should have the opportunity to pursue a meaningful and fulfilling career. Our goal is to facilitate the career and professional development process with you to ensure you have the confidence in conducting a competitive job search and help you maximize your career potential. We do so, by offering one-on-one

career coaching, programming, field experience advising and directly working with employers. As a student and later as an alumnus/alumna, you are able to take advantage of the following resources to help you achieve your career goals.

Career and Professional Development Website

The Career and Professional Development website at www.sph.umn.edu/careers/ has many links to help you start your new career, including:

- **One-on-one Career Coaching:** You may schedule individual appointments with one of our award-winning, evidence-based career coaches (Vic Massaglia and Darren Kaltved) to discuss any career or professional development topics, from creating a top-notch resume to ideas for field experiences, interviewing, and presentation skills. Appointments are also available via Video or Phone. To schedule an appointment, please visit sphcareers.appointments.umn.edu or email sphcareers@umn.edu.
- **Jobs / Internships:** Our online job posting system includes listings for internships/field experiences, graduate assistantships and fellowships, volunteer, part-time and full-time career opportunities (www.ahc.umn.edu/sphjobs/).
- **Field Experiences:** Apply your public health coursework, knowledge and skills in a real-world setting through your field experience. All Master's in Public Health (MPH) students must complete a field experience as part of degree program requirements. Field experiences can be paid or unpaid. For more information on resources, past opportunities and requirements please visit: www.sph.umn.edu/careers/fe/. In addition, individual appointments for field experience questions can be scheduled with the Field Experience Coordinator at: sphfield.appointments.umn.edu.
- **Career Resources:** General career-related links, guides and tip sheets on a variety of job-search related topics (www.sph.umn.edu/careers/students/)
- **Career Connect 2018:** Through personal interaction with a variety of organizations, School of Public Health (SPH) students will network with organizational representatives and will have the opportunity to effectively communicate their unique experiences, interests, strengths and skills. Students will also learn more about the many career options in public health. Regardless of where you are at in your program, this is a great opportunity to meet face-to-face with public health organizations. In turn, organizations will meet talented students and potential candidates for employment opportunities, and have the opportunity to further develop collaborations across SPH

1.3 MENTOR PROGRAM

Our mentor program connects public health students to public health professionals to help with career and professional development. Mentoring relationships can benefit both mentors and mentees. For mentees, the program can have a key impact on future career choices. For mentors, helping the next generation of public health leaders can be rewarding and impactful.

The School of Public Health boasts the largest mentor program of any school of public health, serving approximately 500 students and mentors with special events and helpful resources for mentor pairs. We work to provide students with diverse professional experiences and recognize the role that mentors have in training future public health leaders. These relationships have proven to be enriching and longstanding.

For more information, visit sph.umn.edu/current/mentor/.

1.4 SPH STUDENT SPHERE

Make use of the SPH Student SPHere (Commons) to relax or study with your student colleagues. All students actively registered in an SPH degree program have access to the SPH Student SPHere (Mayo A150) via their U-Card. The Student Commons has the following amenities:

- Locker room – Free lockers are assigned in the Student Services Center (Mayo A395). Students need to renew their locker each year and provide their own lock.
- Kitchen area with tables, chairs, microwaves, refrigerators, sink, and a telephone for free local calls.
- Lounge area with couches, chairs, and wireless internet.
- Study room with tables, chairs, computers (with internet connectivity, Microsoft Office, SAS and STATA software) and a printer.

Please work together to ensure that the SPHere is a comfortable and safe place.

- Keep all areas of the SPHere clean in consideration of others.
- Please protect the security of access. Do not allow anyone to enter behind you that you do not know to be a SPH student. Never prop the door open for any reason. The student commons is for SPH students only.
- If you are aware of a breach of security or if you see something in the commons that needs repair, please report it to the SSC (A395 Mayo) as soon as possible.

- Avoid being alone in the commons during the evening or early morning.
- If you believe you are in danger or see improper activity in progress, call 9-1-1.

Printing in the SPHere

The School of Public Health (SPH) provides \$100 worth of printing (1,000 pages) for each Fall and Spring semesters on your U Card. **This value can ONLY to be used in the SPHere computer lab (Mayo A-151) and is not valid in any other campus computer lab, including libraries.**

When you swipe your card at a print release station, UniPrint will show a balance on the screen. This balance is a combination of the print value given to you by SPH and your Gopher GOLD balance. In order to determine how much print value you have left, you need to subtract your Gopher GOLD balance from the balance shown on screen. Once the \$100 SPH Print Value is exhausted, printing costs will be deducted from your Gopher GOLD account. To view your current balance and transaction history or to add value to your Gopher GOLD account online, please visit www.gophergold.umn.edu. If you experience any printing issues or need to request a refund, please contact the lab attendant or call the SPH Student Services Center at (612) 626-3500.

1.5 COMPLAINTS AND GRIEVANCES

The SPH seeks to be aware of and responsive to student issues and complaints. There are numerous ways for you to channel your academic and student life concerns:

- Provide comments on the yearly student survey (in March).
- Meet with your advisor and/or program coordinator.
- Raise the issue with your program director or director of graduate studies, either individually or in a meeting set up for this kind of feedback.

The SPH takes all student concerns seriously and we welcome your input in any of these ways. If the matter is not handled satisfactorily by any of these methods, or if the issue is particularly widespread or serious, please make an appointment with Dr. Kristin Anderson, Associate Dean for Learning Systems and Student Affairs, at ander116@umn.edu.

The University provides resources as well. Report incidents of bias, discrimination, or harassment to the University Office of Equal Opportunity and Affirmative Action at www.eoaffact.umn.edu. For student issues that are not resolved through SPH channels or for which you seek external support, the Student Conflict Resolution Center will assist in resolving campus-based problems or concerns www.sos.umn.edu.

1.6 FIELD EXPERIENCE LEARNING AGREEMENT

All students pursuing a required field experience or summer residency must complete an online learning agreement prior to beginning the experience. The online form provides a streamlined process that is comprehensive for you, your preceptors, your faculty advisor and your program coordinator. Please refer to the current student website for this and other resources related to the field experience, sph.umn.edu/careers/fe/. Students exploring international field experience opportunities need to begin the process six to eight weeks before departure, and need to be aware of requirements specific to international travel.

More detailed information about the field experience can be found in the program portion of the guidebook.

1.7 MINORS AND INTERDISCIPLINARY CONCENTRATION AREAS

Minors

SPH students pursuing an MHA, MPH, MS, PhD are eligible to declare a minor in other areas. For a listing of graduate level minors click on <https://onestop2.umn.edu/pcas/viewCatalogSearchForm.do>. Contact your coordinator for how to add a minor.

Interdisciplinary Concentration Areas

SPH Master of Public Health students have the option to add an interdisciplinary concentration area, Public Health Policy (PHPIC), to their program of study. For more information and link to the required forms go to www.sph.umn.edu/academics/ic/.

1.8 COMMUNITY ENGAGEMENT AGREEMENT

Many students in the School of Public Health volunteer in the community. Liability insurance is available through the University provided that the student registers for PUBH 0020 (a zero credit class), and has the approval of their academic faculty advisor. Registration for PubH 0020 will be officially documented on the student's transcript; however, the zero credit course has no tuition,

no fees, no credits, and no grades. It is important to understand that a zero credit registration for a community engagement activity is not a substitute for a required course or field experience.

Prior to registration, students are required to provide information about the experience by completing the Community Engagement Agreement available at www.ahc.umn.edu/sphcommunity. The agreement is complete once it has been approved by the student's advisor and the Registrar and Director of Academic and Student Affairs.

To complete the Student Engagement Agreement a student must provide the following information:

- Name of the organization
- Address
- Organization phone number
- Supervisor within the organization
- Description of the activity
- Description of how this activity relates to their development as a public health professional
- Semester and date of experience
- Electronic signature of academic advisor

When the agreement is approved, the student will be contacted by email and provided with a registration permission number.

1.9 ONLINE LEARNING AND E-LEARNING RESOURCES

Students can access their online courses, as well as support sites for hybrid and face-to-face courses at myu.umn.edu. All students taking SPH courses are welcome to enroll in the SPH E-Learning Resources course site at z.umn.edu/sphelearningresources. You will have access to a variety of resources to support you in navigating University resources, such as the Libraries and Writing Center, and be able to refresh the skills you need to succeed in SPH courses. You must have a university ID in order to access Moodle or Canvas (the two learning management systems in use at the University).

Students in online courses will receive a welcome email approximately a week before the semester begins, which will detail when you can access the course sites. If you have questions, please contact decsp@umn.edu.

1.10 COURSE EVALUATIONS AND YEARLY STUDENT SURVEY

Course Evaluations

Students provide very important input into the continued development of the School of Public Health's teaching program. Students will be asked to complete evaluations for all SPH courses. Evaluations are done online at the end of each term.

SPH Student Engagement Survey

Students also are strongly encouraged to evaluate and comment on the school and its programs through our annual SPH Student Engagement Survey. The survey covers many aspects of student experiences including field placements, career services, financing, and overall School service.

Career Survey

Recent graduates are encouraged to complete the Career Survey. The survey captures important employment information, compensation norms and contact information.

1.11 THE ROLES OF YOUR ADVISING TEAM

The School of Public Health provides advising that promotes collaboration among students, staff and faculty to enhance students' academic and professional development in the field of public health. The School's goal is to provide educational and experiential excellence that prepares students for successful careers improving the health of populations.

Defining Advising

The School of Public Health is committed to creating and sustaining high quality advising in the following four areas:

1. **Administrative Advising:** advising on course planning and scheduling, policies, procedures and benchmarks of the degree program/major, SPH, and the University. Your program coordinator is your first point of contact for these questions.
2. **Academic Advising:** general guidance on topics related to program/major including, but not limited to, program focus (may include identifying appropriate course work options), project selection and career planning. Students find their faculty advisors, coordinators and career services staff helpful in answering these questions.

3. **Field Experience/Internship/Practicum Advising:** specific and targeted advising for field experience/internship/practicum development, placement and completion. Your faculty advisor can assist you as you select the type of field experience that would best match your goals. Career Services staff can help you to learn how to network with other students and alums to explore possible field experiences sites.
4. **Masters Project/Thesis/Plan A&B/Dissertation Advising:** specific and targeted direction on a master's project or a PhD dissertation including, but not limited to development, completion and in some cases publication. Your faculty advisor will assist you in developing a direction for your project or dissertation.

Advising Expectations for Students

SPH students are expected to:

Regularly read and respond to University email (ideally once per day); email is the official mode of communication at the University of Minnesota.

- Review program objectives and educational documents at least once per semester, (i.e. Student Guidebook, etc.), or when directed by program coordinator or program director/DGS; students are responsible for knowing the requirements of the degree program.
- Actively contribute to a welcoming and supportive SPH climate.
- Initiate meetings with advisor(s) at least once per semester; regularly communicate with faculty advisor(s) and/or program coordinator about program progress.
- Respond to inquiries from faculty or staff in a timely manner (ideally within 5 – 7 business days).
- Behave in a professional and courteous manner; fulfill educational and advising commitments, such as appointments, project deadlines, etc.

1.12 EXPECTATIONS FOR CLASS PARTICIPATION

“Good discussion involves people trying to build on, and synthesize comments from others, and on showing appreciation for others’ contributions. It also involves inviting others to say more about what they are thinking.”

- Dr. Stephen Brookfield of St. Thomas University, Minneapolis, MN

Employers expect their employees to work effectively on teams and this has led to a competency required for an MPH degree: “Perform effectively on interprofessional teams.” Thus, a portion of your grade in class may be based on quality participation in group-based activities. We are providing the following examples* to let you know what we expect for all communications in the class. These apply to in-person or online discussions and to interactions between students and between students and members of the teaching team.

- Imagine your interactions are with colleagues in a workplace.
- Show you are interested in what another person wrote or said.
- Encourage another person to elaborate on something they have already said.
- Provide a resource (a reading, web link, video) not covered in the syllabus that adds new information/perspectives to our learning.
- Summarize conversations so far and/or suggest new directions and questions to be explored in future.
- Summarize several people's contributions and reflects a recurring theme in the discussion.
- Comment that you found another person's ideas interesting or useful; be specific as to why.
- Paraphrase, at least partly, a point someone has already made.
- Seek assistance from others in understanding course content.
- Offer your explanations or solutions to others seeking help in understanding course content.
- Be succinct; avoid extraneous information.
- Address the point of the discussion; stay on topic.
- Provide constructive criticism where feedback or a critique is required.
- Avoid sarcasm, particularly in an online environment where it can create confusion.
- Avoid vitriol, this can create a hostile environment and does not add information.
- Keep your communication professional and refrain from using rude or offensive language.

*We thank Dr. Brookfield of St. Thomas University, Minneapolis, for some of these tips.

1.13 COMMENCEMENT ELIGIBILITY

Students enrolled in MPH, MHA or MS programs are eligible to participate in the May Commencement ceremony if they are on-track to complete course credit requirements and the culminating experience by the end of the spring or summer semester, or have completed the necessary course credit requirements and culminating experience the previous summer or fall semester.

Exceptions may be granted on an individual basis per review by the program coordinator and program director. To seek an exception, contact your program coordinator.

2. THE UNIVERSITY OF MINNESOTA

2.1 MISSION

The University of Minnesota, founded in the belief that all people are enriched by understanding, is dedicated to the advancement of learning and the search for truth; to the sharing of this knowledge through education for a diverse community; and to the application of this knowledge to benefit the people of the state, the nation, and the world. The University's mission, carried out on multiple campuses and throughout the state, is threefold:

1. Research and Discovery

Generate and preserve knowledge, understanding, and creativity by conducting high-quality research, scholarship, and artistic activity that benefit students, scholars, and communities across the state, the nation, and the world.

2. Teaching and Learning

Share that knowledge, understanding, and creativity by providing a broad range of educational programs in a strong and diverse community of learners and teachers, and prepare graduate, professional, and undergraduate students, as well as non-degree-seeking students interested in continuing education and lifelong learning, for active roles in a multiracial and multicultural world.

3. Outreach and Public Service

Extend, apply, and exchange knowledge between the University and society by applying scholarly expertise to community problems, by helping organizations and individuals respond to their changing environments, and by making the knowledge and resources created and preserved at the University accessible to the citizens of the state, the nation, and the world.

In all of its activities, the University strives to sustain an open exchange of ideas in an environment that embodies the values of academic freedom, responsibility, integrity, and cooperation; that provides an atmosphere of mutual respect, free from racism, sexism, and other forms of prejudice and intolerance; that assists individuals, institutions, and communities in responding to a continuously changing world; that is conscious of and responsive to the needs of the many communities it is committed to serving; that creates and supports partnerships within the University, with other educational systems and institutions, and with communities to achieve common goals; and that inspires, sets high expectations for, and empowers individuals within its community.

2.2 U OF M BASICS

University Identification Numbers and Accounts

umn.edu/initiate

All students and employees at the University of Minnesota are issued two unique identifiers. One is a seven digit student ID number which is sent to students in their acceptance letter. The other is an Internet ID (sometimes referred to as your "X.500"). Your U of M internet ID is the key to online services such as your University email account, Google apps, registration, library access, tuition, billing statements, and more.

Your ID number and Internet ID stay the same on all coordinate campuses and through any role changes (student to staff, staff to student, faculty to staff, etc) and they will never be reassigned to another person. Each student attending the University of Minnesota must set-up a student internet/email account by going to www.umn.edu/initiate or by calling the Technology Help Line at 612.301.4357 (1-HELP).

Email

mail.umn.edu

The University provides students with an email account upon the student's matriculation to the institution. Your University email address is: [your Internet ID]@umn.edu. This account is free of charge and currently is active as long as the student remains active. The Office of Information Technology posts information on their website about "end of life" account policies. Please see it.umn.edu/google-account-end-life-policies for details about access after graduation or other times you may be an inactive student.

A University assigned student email account is the University's official means of communication with all students.

Students are responsible for all information sent to them via their University assigned email account. Course lists, immunizations, billing statements, financial aid updates, and other important information will be sent via the U of M student email address.

The School of Public Health relies heavily on email notices to students, staff, and faculty. To keep current on upcoming events, job announcements, new course announcements, scholarships, internships, the SPH newsletter, or good opportunities, etc., students should check their email regularly.

If a student chooses to forward the provided University email account, the student is responsible for all information, including attachments, sent to any other email account. Because of this, it is strongly recommended that students use their U of M email account and do not transfer it to a personal email account.

One Stop

onestop.umn.edu

One Stop Student Services is your go-to resource for how things work at the central University. One Stop refers to both a website and the campus unit that manages it. It falls under the umbrella of Academic Support Resources (ASR), which supports many functions for the University of Minnesota system campuses and Twin Cities Graduate School and Professional Schools. ASR also includes the Office of the Registrar, the Office of Student Finance, Office of Classroom Management, ASR- IT, and Continuity and Compliance.

The One Stop website is your source for general information about registration, financial aid, tuition and billing, grades and transcripts, dates and deadlines, financial wellness, veteran's benefits and many other University resources.

One Stop counselors are available to help you in-person at any of their three service centers: on the East Bank in Bruininks Hall, in the West Bank Skyway, or on the St. Paul campus in Coffey Hall. They provide walk-in service to students, no appointments necessary! You can also get your questions answered by calling or e-mailing One Stop. One Stop Counselors are also certified financial managers and are available for confidential, one-on-one financial wellness appointments that cover a range of topics from budgeting, spending plans, credit and much more - call or email One Stop to learn more about this FREE service.

MyU

myu.umn.edu

While you will contact One Stop or visit the One Stop website seek out information, you will use the MyU website to complete your University business. MyU is the official University of Minnesota web portal, personalized for you. It's where you'll register for classes, manage financial aid and billing, maintain your personal info and much more.

U Card

www.umn.edu/ucard

Your U Card is your official University of Minnesota ID. Your U Card can give you access to campus buildings and different accounts based on your role/status at the University. Your first U Card is free and can be obtained at the U Card Office. Bring your driver's license, state ID, or passport and be prepared to have your picture taken.

Accounts on the U Card

- Meal Plan
- Student Account
- Gopher GOLD Account
- FlexDine Account
- Library Account
- TCF U Card Checking Account (Optional Account)

Additional services with your U Card

- Parking and Transportation Services (Bus & Metro Pass) - Purchase pass after you get your U Card
- Discounts
- Department/College Printing
- Attendance verification card

Building Access with U Card

- Residential Halls
- Recreation and Wellness Center
- Secured Buildings

2.3 CAMPUS SERVICES

Parking and Transportation

www.umn.edu/pts/

The University's Parking and Transportation website has a wealth of information concerning getting to and around campus. Parking is extremely limited on campus and we encourage students to bus, bike, or walk if possible.

▪ Campus Shuttle Buses

Campus shuttle buses run at no charge between the East and West Bank and St. Paul campuses with varying routes and times. Current schedule information is posted on the above listed website as well as various locations throughout the Twin Cities campus.

- **Metro Transit and the U Pass**

Take advantage of the deeply discounted Metro Transit bus pass. U-Pass is the ultimate transit pass that provides unlimited rides 24 hours a day. It is valid on all regular bus and light-rail train routes, as well as express, local, limited-stop, or Downtown Zone routes. It may not, however, be used on some special event services. Information can be found at www1.umn.edu/pts/index.html.

- **Parking**

Contract parking for students is sold through a lottery system each semester. Locations may vary but include spaces on the East Bank, West Bank, and St. Paul campuses. Hourly parking is available in several University public facilities. Parking rates vary depending on proximity to campus and the facility type. Visit the Parking and Transportation website, www1.umn.edu/pts/, or call 612.626.PARK (7275) for more information.

The Motorist Assistance Program offers free services (unlocking vehicles, jump-starts, changing flat tires, and referral to a service station) to all customers parked in U parking facilities. Hours are Monday through Thursday from 7 a.m. to midnight, Friday from 7 a.m. to 10 p.m. (Service is not available on weekends or official University holidays). Call 612.626.PARK for motorist assistance or any other questions.

Disability parking is available in many parking facilities and metered areas. Use of these designated spaces requires a state-issued permit or license plate. For additional information, call the State of Minnesota at 651.296.6911 or Disability Services at 612.624.4037.

Housing

www.housing.umn.edu

The University's Office of Housing & Residential Life is the best resource for finding housing on or near campus.

Maps

campusmaps.umn.edu/tc/

Find the way to any University building.

Digital Signage

The School of Public Health had three different digital signs that provide information specific to the public health students. These can be found on the 3rd floor of the Mayo building – right near the Dean's office Mayo A302, the student SPHere Mayo A150, and the 3rd floor (Lobby level) of the WBOB building.

Dining

www.dining.umn.edu/

University Dining Services offers a wide variety of dining experiences throughout the Twin Cities campus.

2.4 HEALTH AND WELL BEING

University-sponsored Student Health Benefit Plan

shb.umn.edu

The University requires all students to have health care coverage to ensure they have access to medical care and can maintain good health, which is essential for academic success. This requirement is University-wide and not specific to the School of Public Health.

The Office of Student Health Benefits (OSHB), a unit of the Office for Student Affairs, administers health, dental and other benefits and enrollment for all eligible University students, residents, fellows, and interns.

All students who are 1) admitted to a degree program*, and 2) registered for six or more credits per semester (or three or more credits during summer term) that count towards the automatic assessment of the Student Services Fee, are required by the University of Minnesota to have health plan coverage. *Students who meet both of these criteria are automatically enrolled in the University-sponsored Student Health Benefit Plan.* The Student Health Benefit Plan (SHBP) is a cost-effective, comprehensive health plan designed to meet the unique needs of students. Students may choose to waive the University-sponsored Student Health Benefit Plan by providing proof of enrollment in an alternative Eligible Health Plan.

**Non-degree seeking, certificate-seeking, and distance learning students are not eligible to enroll in the University-sponsored Student Health Benefit Plan. Please contact the Office of Student Health Benefits to determine exact eligibility status.*

The University also requires all international students and their dependents to purchase the University-sponsored Student Health Benefit Plan unless they are eligible for a waiver. International scholars visiting the University for more than 31 days are also required to enroll in the University-sponsored Student Health Benefit Plan. Scholars who will be at the University for 31 days or less

may choose not to enroll in the University-sponsored Student Health Benefit Plan, but are required to carry their own health plan coverage for the duration of their visit to the University (must meet J-1 U.S. Federal regulation requirements).

Long Term Care Disability Insurance Fee

shb.umn.edu/students-and-scholars/ahc-disability

Academic Health Center students (which includes the School of Public Health), enrolled in a qualifying AHC program, will be automatically covered under a group Long Term Disability plan while a student. This coverage is not optional. They will see a charge of \$43.50—an average cost of \$7.25 per month—for this coverage on their student account once at the beginning of each fall and spring semester. Payment of this fee for two consecutive semesters provides year around coverage until graduation from their program.

Questions and More Information

Office of Student Health Benefits
University of Minnesota
410 Church Street S.E., N323
Minneapolis, MN 55455
Phone: 612-624-0627 or 1-800-232-9017
Fax: 612-626-5183 or 1-800-624-9881
E-mail: umshbo@umn.edu
shb.umn.edu

Immunizations

www.bhs.umn.edu/immunization-requirements.htm

According to OSHA regulations, CDC guidelines, and University of Minnesota policy, Academic Health Center (AHC) students are required to have a health clearance as a condition of enrollment.

More details and the downloadable *Student Immunization Record* form are available from Boynton Health Service at <http://www.bhs.umn.edu/> and click on immunizations.

Boynton Health Services

www.bhs.umn.edu

Located on the University of Minnesota Twin Cities campus, Boynton Health is a primary health care clinic serving the U community—students, staff, and faculty. We accept clients from most health insurance plans.

Boynton provides quality, comprehensive health care services, counseling, and education, beyond the scope of most primary health care clinics:

- Primary and urgent care;
- Mental health services;
- Dental and eye clinics;
- Pharmacy needs;
- Women's health;
- Physical and massage therapy; and
- Health promotions such as flu shots and nutrition services.

Student Mental Health Resources

www.mentalhealth.umn.edu

The Provost's Committee on Student Mental Health developed a website to provide mental health information and resources related to the University of Minnesota-Twin Cities campus, for students, their parents, faculty, and staff.

The website helps connect students to crisis help, counseling services, support groups, and offers tips on helping others who are experiencing stressful events and/or mental health challenges.

If you (or someone you know) is having a mental health crisis and/or is in immediate danger, please call 911.

If the mental health crisis you are experiencing is not dangerous, but you wish to talk to someone immediately for assistance about what to do next, call this 24-hour help line:

Crisis Connection
612-301-4673

U of M Textline
Text "UMN" to 61222

Smoke-free University

The University of Minnesota, Crookston, Duluth, Rochester, and Twin Cities are smoke- and tobacco-free campuses. All students, staff, faculty, and visitors are prohibited from smoking and using, selling, free distributing, and advertising tobacco products and electronic cigarettes in all facilities and on all University property.

The success of this policy will depend upon the thoughtfulness, consideration, and cooperation of everyone on campus, including tobacco-users and non-users. All members of the University community are responsible for enforcing this policy. Students, faculty, staff, and visitors who violate this policy should be reminded of the policy and asked to comply. Repeated violation of this policy may be cause for disciplinary action in accordance with applicable student or employee codes of conduct. Visitors who refuse to comply with this policy may be asked to vacate campus property.

The Aurora Center

www.umn.edu/aurora

The Aurora Center for Advocacy and Education provides crisis intervention and advocacy services to victim/survivors of sexual and relationship violence, harassment and stalking. The staff and volunteers are also available to provide prevention training and education on a variety of issues.

Lactation Spaces

lacsaces.umn.edu/

Spaces are available on campus offering private and comfortable rooms that are designed specifically for nursing mothers to be able pump and store breast milk. If you have questions and concerns about lactation spaces or resources, please contact Susan Warfield (warfi002@umn.edu).

Recreation & Wellness Center

recwell.umn.edu/

The University Recreation and Wellness Center opened its doors in 1993, and is commonly referred to by students as the Rec Center. An expansion to the original building opened in 2013. Located on the University of Minnesota's East Bank Campus, the facility serves between 3,000 and 5,000 patrons on an average weekday during the academic year. The Department of Recreational Sports also offers opportunities for the following:

- Aquatics
- Fitness
- Golf
- Intramurals
- Outdoor Recreation
- Sport Clubs
- Wellness
- Youth Programs

2.5 DIVERSITY

Diversity and Inclusiveness

The University of Minnesota (University) is committed to achieving excellence through equity and diversity. We believe that a diverse student body enhances the academic and social environment for all students and prepares students to thrive in an increasingly diverse workforce and society. Equitable access to education is critical to preparing students for the responsibilities of citizenship and civic leadership in a heterogeneous society. The University strives to provide equitable access and opportunity in its programs, facilities, and employment. The University will also establish and nurture an environment for faculty, staff, students, and visitors that actively acknowledges and values difference and is free from racism, sexism, ageism, homophobia, and other forms of prejudice, intolerance, or harassment.

The global, population-based nature of public health demands that the School of Public Health (SPH) seek and train students of all racial, ethnic, economic and educational backgrounds. We believe such diversity enriches the learning experience and helps build excellence in public health leadership. The SPH is dedicated to providing our students with a supportive and welcoming academic experience in and out of the classroom. The student led *Diversity Matters*, and faculty led *Health Equities Work Group* organizations are designed to address and explore issues of diversity that impact public health professionals.

We also strive to create a community that is actively engaging in the areas of diversity and inclusiveness to create an excellent educational environment. The SPH defines inclusiveness as all-embracing of the fullness of humanity. Our goal is to recognize differences, address disparities, and to help cultivate understanding within the SPH community. This sense of inclusiveness recognizes that diversity is not limited to a select number of categorical elements of a person but encompasses all of person's attributes as well as their intersections.

The SPH Coordinator of Diversity, Equity and Inclusion, Lauren Eldridge, works with students, staff, faculty, and community members to advance equity and diversity within the SPH. Her office is located in A395-3 Mayo Memorial Building or you can contact her at eldridg@umn.edu or at 612-624-9970.

For more information please visit:

- University policy on Equity & Diversity - regents.umn.edu/sites/default/files/policies/Equity_Diversity_EO_AA.pdf
- Office for Equity and Diversity - diversity.umn.edu/eoaa/home
- SPH info and resources for Diversity & Inclusion - www.sph.umn.edu/about/diversity-inclusion/

In addition, the University has several offices across campus whose purpose is to support underrepresented students and promote diversity. The following is a list of some of those offices:

Disability Resource Centerdiversity.umn.edu/disability/

Location: 108 McNamara Alumni Center, 200 Oak Street SE (East Bank)
Phone: (612) 626-1333 (Voice/TTY)

Disability Resource Center promotes access and equity for students with disabilities (e.g., physical, learning, psychiatric, sensory or systemic) and assists the University in achieving its mission to provide optimal educational opportunities for all students as well as obligations under federal and state statutes. Students are responsible for contacting Disability Services for more information or to arrange accommodations.

Diversity in Graduate Educationdiversity.umn.edu/gradeducation/

Location: 333 Johnston Hall, 101 Pleasant Street SE (East Bank)
Phone: (612) 625-6858

The Office for Diversity in Graduate Education (ODGE) coordinates and leads the University's initiatives in the recruitment, funding, retention and graduation of a diverse graduate and professional student body. Additionally, ODGE works closely with The Graduate School and other units connected to diversity and multiculturalism.

The Gender and Sexuality Center for Queer and Trans Lifediversity.umn.edu/glbta/

Location: 46 Appleby Hall, 128 Pleasant Street SE (East Bank)
Phone: (612) 625-0537

The Gender and Sexuality Center for Queer and Trans Life is dedicated to transforming campus climate for University of Minnesota students, staff, faculty, alum and community members by developing and supporting more inclusive understandings of gender and sexuality through education, advocacy, outreach and support.

International Student and Scholar Serviceswww.iss.umn.edu/

Location: 109 Hubert H. Humphrey School, 301 19th Avenue S (West Bank)
Phone: (612) 626-7100

International Student and Scholar Services (ISSS) is the office dedicated to serving the University international community. Its primary mission is to assist international students and scholars in successfully accomplishing the goals that brought them to the University, by using all available resources. Services include:

- Counseling and advising
- Immigration and visa regulation advising
- Newsletters
- Career services
- Academic opportunities for university students
- Tax return information

Multicultural Center for Academic Excellencediversity.umn.edu/multicultural/

Location: 140 Appleby Hall, 128 Pleasant Street SE (East Bank)
Phone: (612) 624-6386

The Multicultural Center for Academic Excellence (MCAE) is a campus-wide resource that promotes an inclusive atmosphere to foster and enrich multicultural understanding among all members of the University community. MCAE's commitment to creating such a climate is driven by a student-first culture in which students are the highest priority.

Office of Equity and Diversitydiversity.umn.edu/

Location: 432 Morrill Hall, 100 Church Street SE (East Bank)
Phone: (612) 624-0594

The mission of the Office of Equity and Diversity (OED) is to leverage the transformative power of equity and diversity to advance excellence in teaching, research and community engagement at the University of Minnesota. OED envisions a University where equity and diversity are:

1. Integrated into the work and lives of every student, faculty and staff member.
2. Recognized as core institutional values, and will inform thinking, policies and practices throughout the University.
3. Inherently intertwined with academic excellence and the development of leaders for a globally inclusive society.

Office of Equal Opportunity and Affirmative Action

diversity.umn.edu/eoaa/

Location: 274 McNamara Alumni Center, 200 Oak Street SE (East Bank)
Phone: (612) 624-9547

The Office of Equal Opportunity and Affirmative Action (EOAA) was founded in 1972 to ensure that all University community members uphold federal and state civil rights laws and regulations, as well as University equal opportunity policies. The EOAA Office envisions a University community that is equitable-one that values the diversity of its workforce and student body and is free from discrimination and harassment.

Student Conflict Resolution Center

www.sos.umn.edu/

Location: 254 Appleby Hall, 128 Pleasant St. SE (East Bank)
Phone: (612) 624-7272

The Student Conflict Resolution Center (SCRC) offers informal and formal conflict resolution services to resolve students' University-based problems and concerns. An ombudsman provides confidential, neutral and informal options. An advocate is available to assist students in formal grievance or disciplinary proceedings.

Women's Center

diversity.umn.edu/women/

Location: 64 Appleby Hall, 128 Pleasant Street SE (East Bank)
Phone: (612) 625-9837

The Women's Center advances equity for women students, staff, faculty and alumnae across identities. The Women's Center increases connections for women's success, cultivates socially responsible leaders and advocates for organizational culture change toward excellence for all.

2.6 ACADEMIC RESOURCES

University Libraries

hsl.lib.umn.edu/biomed

The Bio-Medical Library, located in Diehl Hall, contains materials in the areas of allied health, medicine, mortuary science, nursing, pharmacy, public health, and the basic life sciences. In addition the library provides numerous resources and services such as library instructional classes, research workshops, reference consultations, library mediated searches, and citation clarification. The Mathematics library (<https://www.lib.umn.edu/math>), located in Vincent Hall, contains materials in the area of mathematics and statistics.

Information on other University libraries and collections can be found at www.lib.umn.edu.

The Subject Librarian for the School of Public Health is Shanda Hunt. Please email her or call to set up an appointment: hunt0081@umn.edu or (612) 301-1318.

Bookstore

www.bookstore.umn.edu

The University of Minnesota Bookstore, located in Coffman Union, sells texts for all Public Health courses. Course materials can also be ordered online.

Center for Educational Innovation

cei.umn.edu/about/about-cei

The Center for Educational Innovation (CEI) was created in 2014 by Provost Karen Hanson to strengthen instructional and academic technology collaboration and support across the University. By combining the Center for Teaching and Learning and the Office of eLearning, the CEI provides expertise that supports curricular and pedagogical innovation in campus classrooms and in online courses and programs.

Center for Writing

writing.umn.edu/

The Center for Writing provides free writing instruction for all University of Minnesota students at all stages of the writing process. In collaborative consultations, we help students develop productive writing habits and revision strategies. This may be through appointments or online.

The Online Writing Center offers online tutoring to students taking Writing-Intensive courses at the University of Minnesota. Online tutoring is conducted via the Web, and consists of comments and feedback offered by our experienced writing tutors.

Tutors are trained in fields such as composition, speech communication, scientific and technical communication, and rhetoric, and many of them are instructors at the university. Tutors review the writing you submit by offering comments and suggestions for improvement; however, they will comment mainly on the areas students specify.

Computing Services

it.umn.edu/services/

The University's Academic and Distributed Computing Services (ADCS) website provides a wealth of information and services available to students including:

Computer Lab Locations

Computer Rental

Internet Services and Email Accounts

Computers and Software for Purchase

Training

Support and Help Services

Resources and Useful Links

Security

2.7 CAMPUS SAFETY

Police

www.umn.edu/umpolice/

The University of Minnesota has a full service police department in the event of an emergency dial 911.

Security Monitor Program

www1.umn.edu/police/escort.html

The Security Monitor Program offers a walking/biking escort service to and from campus locations and nearby adjacent neighborhoods. This service is available at no charge to students, staff, faculty, and visitors to the University of Minnesota – Twin Cities campus. To request an escort by a trained student security monitor, please call 612.624.WALK (9255) shortly before the desired departure time and walk safe.

TXT-U Emergency Notification

www1.umn.edu/prepared/txtu/

TXT-U is the University of Minnesota's emergency notification text messaging system. Students, faculty, and staff can stay informed about critical campus safety information by registering to receive TXT-U messages.

TXT-U will be used infrequently and specifically for real emergency situations.

Campus Wide Emergency Alert System

The Campus Wide Emergency Alert System includes 21 outdoor loudspeakers mounted on poles and rooftops on the West Bank and East Bank and in St. Paul. The system will allow for an alert tone and vocal instructions in the event of a campus emergency.

2.8 ADDITIONAL RESOURCES

Post Office

sua.umn.edu/services/postal-stations/

A full-service U.S. Post Office is located on the ground floor of Coffman Union.

Copies/Fax Machines

www.printing.umn.edu

A University Copy Center is located in Mayo D104 as well as other locations throughout the University.

Student Conflict Resolution Center

www.sos.umn.edu

The Student Conflict Resolution Center assists students in resolving campus-based problems and concerns through coaching, intervention and mediation by Ombudsman and Advocacy staff.

Student Legal Service

www.umn.edu/usls/

University Student Legal Service (USLS) functions to provide legal representation and legal advice to eligible students on the Twin Cities campus.

3. REGISTRATION

3.1 FULL-TIME STATUS

All SPH students need to register for at least six (6) credits in fall and spring semester to be considered full-time. In summer MHA and MPH students must be registered for 6 credits to be considered fulltime and 3 credits to be considered half-time.

Note: The Office of Financial Aid or external agencies may require students to be registered for more than three or six credits to be considered full-time; check with these agencies to verify their requirements.

3.2 REGISTRATION PROCESS

Step One

Select courses for the term with your advisor before registering (make an appointment at the earliest convenient time). To view available courses:

1. Log into [MyU](#).
2. Select the **My Academics** tab, then the **My Classes** sub-tab.
3. Click on **Class Search** (in Enrollment Tools section).
4. Determine search criteria; you must select your campus (Institution), term, and at least two additional criteria. Students in the School of Public Health will find the majority of their courses listed under the subject "PUBH".

Note: 5000 through 8000-level courses are considered graduate-level. 1000 and 3000-level courses are for undergraduates and will not receive approval for graduate credit. Under some circumstances – with approval of the student's major field – 4000 – level courses may also be applied toward a MPH degree as long as they are taught by a member of the graduate faculty.

5. View your search results. To see only classes that are open, select Show Open Classes Only.
6. To continue searching, click New Search or Modify Search. If you hit the back button, you will lose your search results. Click the class number to see more details. You can search for a subject by entering subject code or clicking Select Subject. For more search options, expand Additional Search Criteria. When you are satisfied with your criteria, click Search.

Step Two

After selecting your courses, run through the checklist below before registering. Frustrating delays can be avoided by following these hints:

- If instructor consent is necessary for any of your selected course(s), get a permission number from the course instructor or his/her designee before registering. This number permits registration for the course through the second week of the semester; after the second week, it expires. Note that the number is specific to the student it is given to and the course requiring instructor consent. Once a number is used to register, it becomes invalid and cannot be used for another course or by another student.
- You will not be able to register if you have any holds on your University record. Notice of any hold, including the name of the department or office where it may be cleared, is available at myu.umn.edu.
- You can find your registration queue date and time on the web at myu.umn.edu.
- You will need your x.500 login and password to register. If you have forgotten your password, call 612.301.4357 to have your password reset. You can also call this number if you have problems logging in to register.

Step Three

Register via the web at myu.umn.edu or go to the University's One Stop Student Services Center in 333 Robert H. Bruininks Hall on the East Bank Campus to register in person. Students having difficulty with self-registration should contact the registration help-line at 612.624.1111 (M-F 8:00-4:00) or email helpingu@umn.edu. You may also contact your Program Coordinator or the School of Public Health Student Services Center at 612.626.3500. Please note the following when registering:

- Most courses give the option of either an A/F or S/N (pass/fail) grading option. Be sure to select the grade option desired for the course. Note that there may be a limit to the number of credits a student can take S/N (pass/fail); see the major section of this guidebook for more information. Stricter policies may be enforced by individual majors/programs. There is a strict and early deadline for when grading options can be changed.
- Some courses have variable credits. Before selecting the number of credits, students should make sure they are in agreement with the instructor as to the number of credits appropriate for the work proposed.

3.3 GRADE OPTION CHANGES, COURSE ADDITIONS, WITHDRAWAL AND EVALUATIONS

Change of Grade Option

For full-semester courses, students may change their grade option, if applicable, through the second week of the semester. After that, grading options cannot be changed. Grade option change deadlines for other terms (i.e. summer and half-semester) can be found at onestop.umn.edu. For more information about grading policies, see section 5.4 University Senate Uniform Grading and Transcript Policy.

Adding a Course

No approval is required to add a course during the first week of classes. Instructor approval is required during week two. After the second week of classes, instructor and college scholastic committee approval is required. Deadlines for adding a course for other terms (i.e. summer and half-semester) can be found at onestop.umn.edu.

Registration Exception Form

Students must consult with their program coordinator prior to submitting any paper or electronic forms. After this consultation, students must complete a formal request to change their registration (e.g., add, drop, change your grade basis) after a deadline or to register for more than 18 credits. Please ask your program coordinator for the appropriate form. Approval is not automatic.

Course Cancellation and Withdrawal

Students should refer to the Refund and Drop/Add Deadlines for the particular term at onestop.umn.edu for information and deadlines for withdrawing from a course. As a courtesy, students should notify their instructor and, if applicable, advisor of their intent to withdraw.

Students wishing to withdraw from a course after the noted final deadline for a particular term must contact the School of Public Health Student Services Center at sph-SSC@umn.edu for further information.

Repeat and Bracket Course Policy

An officially admitted SPH student (MHA, MPH, MS, PhD, and Certificate Programs) may repeat a public health course only **once**.

MHA, MPH, and Certificate students have the option to bracket a particular course (with the same course number) **one time**. Bracketing is a practice where one grade is omitted from GPA calculations, while continuing to appear on the transcript.

Only courses with the same catalog number may be bracketed.

A University of Minnesota course may not be bracketed with a course taken at another institution.

How bracketing works: When an SPH student repeats an SPH course, both grades for the course will appear on the official transcript and will be counted towards the GPA calculation. The student is responsible for submitting a written request that a repeated course be "bracketed" (only once per course). If a student registers for a course a third or greater number of times (either in violation of this policy or by approved exception), all non-bracketed grades will be factored into GPA calculations. It is important to note that student school loans may not cover the tuition cost of repeating a course.

Exceptions: Exceptions to this policy must be submitted to the student's academic advising team and discussed with the course instructor. *Example:* Requesting to repeat a course (more than two times) is at the discretion of the academic advising team and may be approved due to extraordinary circumstances such as documented illness or hospitalization, death in family, etc..

Higher standards of achievement and stricter repeat policies may be enforced by individual majors/programs. This may include restrictions on repeating core courses that are also core to a major, and/or requiring that students earn better than a B- in particular courses in order to meet major/program requirements. Documentation of such policies can be found in the program portion of student guidebooks.

Students can consult with their advising team for alternative core course options.

Other Transcript Symbols

Incomplete [I]

There shall be a temporary symbol I, **incomplete**, awarded to indicate that the work of the course has not been completed. The I shall be assigned at the discretion of the instructor when, due to extraordinary circumstances, the student was prevented from completing the work of the course on time. The assignment of an I requires a written contract between the instructor and student specifying the time and manner in which the student will complete the course requirements. In no event may any such written agreement allow a period of longer than one year to complete the course requirements. The Incomplete contract can be found at <http://secure.ahc.umn.edu/publichealth/sphgrades/>

For graduate/professional students, an I is to remain on the transcript until changed by the instructor or department.

When an I is changed to another symbol, the I is removed from the record.

A student does not need to be registered at the University in order to complete the work necessary to convert an I to a grade with credit in the time and manner previously agreed upon between the student and the instructor. The instructor is expected to turn in the new grade within four weeks of the date the work was submitted by the student.

Interpretation of Policy on Incompletes for Students Called to Active Military Duty

When appropriate, instructors may prefer to arrange for the student to take an incomplete. Senate policy requires that an incomplete be made up within one calendar year of the end of the term in which the incomplete is given. When students are called to active military duty, and reach agreement with their instructor(s) to take an incomplete, they will have up to one calendar year following their discharge from active duty to complete their incomplete(s). Complete policies and procedures are available in the SPH Student Services Center.

Transfer [T]

There shall be a symbol T, **transfer**, posted as a prefix to the original grade, to indicate credits transferred from another institution or from one college or campus to another within the University when reevaluation is required.

Withdrawal [W]

If a student officially withdraws from a course during the first two weeks of classes, there shall be no record of that course registration entered on the student's transcript. There shall be a symbol W, **withdrawal**, entered upon a student's record when the student officially withdraws from a course in accordance with procedures established by the student's college or campus*. The W will be entered on the transcript irrespective of the student's academic standing in that course if the student withdraws from the course during the third through eighth week of class (second or third weeks of summer sessions). Withdrawal in the ninth or later week of classes (fourth or later in summer sessions) shall require approval of the college and may not be granted solely because a student is failing the course; there must be extenuating non-academic circumstances justifying late withdrawal.

Continuation [X]

There shall be a symbol X, indicating a student may continue in a continuation course in which a grade cannot be determined until the full sequence of courses is completed. The instructor shall submit a grade for each X when the student has completed the sequence.

In Progress [K]

There shall be a symbol K, assigned by an instructor to indicate the course is still in progress and that a grade cannot be assigned at the present time.

Course Prerequisites

Any college or campus may set special scholastic or other standards for registration in a particular course, for scholastic probation, admission, honors, continued residence, degrees, and other purposes they deem appropriate.

Grade Submission

All grades for all courses each term shall be submitted to the Office of the Registrar no later than 72 hours after the last final examination for that term. Students can view their grades online at myu.umn.edu 24 hours after they are posted by the course instructor.

Course Evaluations

Student feedback on course content and faculty teaching skills are an important means for improving our work. Please take the time to complete a course evaluation for each of the courses for which you are registered. The SPH collects student course evaluations electronically using a software system called CoursEval: sph.umn.edu/students/current/course-eval-grades/. The system will send email notifications to students when they can access and complete their course evaluations. Students who complete their course evaluations promptly will be able to access their final grade as soon as the faculty member renders the grade in SPHGrades: www.sph.umn.edu/grades. All students will have access to their final grades through OneStop two weeks after the last day of the semester regardless of whether they completed their course evaluation or not.

Note: Responses will remain anonymous and will not be released to the course instructor until after final grades have been submitted. This is School of Public Health procedure - not a University-wide policy - and therefore applies to Public Health courses only.

3.4 TRANSFER CREDIT

Course Credit Transfer Policy

A student may seek transfer of no more than 40% of their total graduate or professional program credits taken at the University of Minnesota or at another college or university prior to the SPH program matriculation. Course credits may be used to satisfy public health core or other program requirements as jointly approved by the Program Director and the Senior Associate Dean for Academic Affairs. No course credits older than 5 years from the date of the student's matriculation will be accepted for transfer. **A grade of "B-" or better is required for each course requested for transfer credit.**

SPH students who have completed graduate-level coursework at the University of Minnesota or another college or university may petition to transfer those courses toward their SPH degree. To be considered for transfer, graduate level coursework must have been taken at an accredited graduate institution.

Higher standards of achievement and stricter policies may be enforced by individual majors/programs.

Students must:

1. Meet with their academic advisor to discuss the petitioning process. If the petition is acceptable to the advisor, the student will complete and sign the Academic Policy Petition form, and attach an official transcript on which the final grade has been posted.
2. Submit the Academic Policy Petition form to the Program Coordinator for processing. The Academic Policy Petition form can be found at www.sph.umn.edu/current/resources/. The Program Coordinator will forward the petition to the Program Director for approval and signature and then to the Student Services Center for the Associate Dean for Learning Systems and Student Affairs for final evaluation and/or approval.

The Academic Policy Petition forms may be used for other academic reasons. Students are encouraged to discuss petition issues with their academic advisor or Program Coordinator to determine the appropriate process and procedure.

3.5 EQUIVALENCY EXAMS

Equivalency examinations are given at least twice each year (January and August). Students have the option of taking the equivalency exams in any of the following core areas; however, **students can only take the exam one time in each core area.** Students who pass the exam(s) are waived from taking the required course and must make up the credits per their area of study and degree requirements. A notation on the student's transcript will be documented if the student passes an equivalency exam. Students who do not pass the exam(s) are required to take the appropriate core course area to satisfy the competency requirements. Equivalency exams satisfy competency requirements for the following core courses only:

PubH 6020 Fundamentals of Social and Behavioral Science

Contact: *Toben Nelson tfnelson@umn.edu*

Number of questions on exam	4
Type of questions	Essay
Open or closed book	----

PubH 6751 Principles of Management in Health Services Organizations

Contact: *Jim Begun begin001@umn.edu*

Number of questions on exam	32
Type of questions	25 multiple choice, 3 essay, 1 case analysis with 4 questions
Open or closed book	Closed

PubH 6102 Issues in Environmental and Occupational Health

Contact: *Bill Toscano tosca001@umn.edu*

Number of questions on exam	200
Type of questions	Multiple choice
Open or closed book	Closed

PubH 6320 Fundamentals of Epidemiology

Contact: Rachel Widome widom001@umn.edu

Number of questions on exam	31
Type of questions	Multiple choice, show-your-work problems
Open or closed book	Open

PubH 6450 Biostatistics I

Contact: Sally Olander brown198@umn.edu

Number of questions on exam	60-75
Type of questions	Multiple choice, short answer, and show-your-work problems
Open or closed book	Open

PubH 6741 Ethics in Public Health: Professional Practice and Policy

Contact: Sarah Gollust sgollust@umn.edu

Number of questions on exam	10
Type of questions	Short answer
Open or closed book	Open (no internet access)

4. TUITION, FEES, BILLING, AND FINANCES

4.1 MY FINANCES TAB ON MYU

The My Finances tab in MyU.umn.edu is where you'll find information about billing, payment and financial aid.

On the left side is where you will view account charges and billing statements. It is also where you can submit an online payment using the preferred and free e-check method and don't forget to sign up for Direct Deposit. . And for those of you from Wisconsin, North Dakota, South Dakota, and Manitoba, remember to apply for reciprocity through your home state or province right way so your bill will have the correct amounts.

On the right side you will see our 5 steps to receiving financial aid, from completing the Free Application for Federal Student Aid, the "FAFSA", to having funds disburse to your student account. Your status will update as you progress through the steps.

4.2 TUITION AND FEES

Please go to onestop.umn.edu/ for complete tuition and fee information.

4.3 BILLING

Your billing statement details your amount due (tuition, fees, housing, books, and other campus charges) and your payment due date. You will receive a notice in your University email account when it is ready to view. If you have account charges on more than one campus, you will receive separate billing notices for each campus.

The first fall billing statement for 2017-2018 will be published on September 3, you will receive a notice sent to your University email address. The bill will be due on September 16. You may opt into a payment plan when the bill is available, which will divide

your payments over three billing periods throughout the semester. Make sure you always pay your bills on time to avoid late fees or cancellation of future class registration

Your billing statement is a snapshot of the charges and credits applied to your account as of the date the statement was created. For the most up-to-date account activity information, you can check your student account on the My Finances tab in MyU.

Third Party Billing

onestop.umn.edu/finances/pay/third_party_billing/index.html

When an organization, not owned by you or a family member, makes a commitment to pay your educational expenses, they are considered a third party sponsor by the University of Minnesota. When payment is due on your student account, the sponsor is billed by the University. This payment process is termed "third party billing."

Sponsor's payments are subject to the same federal reporting requirements as other financial aid. Some sponsorships don't require a billing invoice and are administered by the University through One Stop Student Services.

Whether you are a student or a sponsor, you will find answers in the frequently asked questions (FAQ) about how the third party billing processes these payments at the links on the left. In addition, you can view current tuition and fee information.

If you have more questions or need further information, please contact the third party billing office at tpbill@umn.edu or 612-625-8559.

4.4 FINANCIAL AID AND SCHOLARSHIPS

A variety of resources to assist students in financing their education can be found at sph.umn.edu/admissions/paying/. Information specific to SPH Divisions and/or Programs may be found in the Division and/or degree program sections of this guidebook.

Information on financial aid can be found at onestop.umn.edu or by -mailing onestop@umn.edu.

Students having questions about the status of their financial aid should refer to the appropriate contact below:

AID TYPE	CONTACT	EMAIL ADDRESS
Division/Major Specific Awards and Traineeships, the Dean's Scholarship	Your Program Coordinator	
Medica Scholarships, and scholarships that support specific US minority groups	SPH Student Services	sph-ask@umn.edu
Federal Loans, Financial Aid Package	Liz Holm	holmx029@umn.edu

Loan Deferment

A temporary postponement of loan payments available only under certain conditions; some loans do not accrue interest in deferment, such as subsidized loans policy.umn.edu/forms/fa/fa830.pdf.

Students requesting a loan deferment can get their form signed by One Stop Student Services onestop.umn.edu.

Financial Aid Exit Counseling

Exit counseling sessions are required of all borrowers of federal and University-administered student loan programs. Exit counseling provides you information regarding the rights and responsibilities of a borrower and a lender/servicer. You learn about repayment, deferment, and cancellation of your loan. These sessions prepare you to be responsible and effective in repayment of your educational loans.

You are required to complete exit counseling when you:

- are about to graduate.
- leave the University (even if it is just temporary).
- drop your registration below half-time enrollment.
- transfer to another school.
- leave for a National Student Exchange (NSE) experience.

Once you have been selected for the exit process, you will receive an email with instructions to complete your exit counseling online. Make sure you respond by completing your exit counseling in a timely manner! A hold will remain on your student record until your exit counseling is complete, delaying your diploma, preventing registration, and preventing access to your transcripts.

For more information about student loan exit counseling, contact Student Account Assistance : onestop.umn.edu

4.5 GRADUATE ASSISTANTSHIPS

Many SPH students use graduate assistantships to help finance their education. These are campus working/learning positions that take the form of research, teaching, or administrative appointments. Degree-seeking students in the SPH registered for six or more credits, including international students, are eligible to apply for any assistantship on campus. Because many assistantships are funded by grants, the vigorous research activity of SPH faculty makes available numerous opportunities in the school.

Graduate assistantships include an hourly wage, tuition benefits, subsidized insurance coverage, and may include resident tuition rates for student and dependents.

For graduate assistant policies and benefits, go to www1.umn.edu/ohr/gae.

The tuition benefits are particularly attractive to students. Graduate assistants who work at least 25% time from the beginning to the end of the official semester appointment dates are eligible to receive tuition benefits (tuition remission and resident rates) during that semester.

5. UNIVERSITY GUIDELINES AND POLICIES

5.1 STUDENT RESPONSIBILITY AND CONDUCT

Students are ultimately responsible for the level of success that they achieve in their program of study and for the time it takes to complete that program. Students should:

- Attend fall orientation and understand the information distributed.
- Understand and follow University, School of Public Health, Division, and Program rules and procedures for completion of degree requirements.
- Read email messages frequently for announcements from the Program Coordinators, Program Directors and Director of Graduate Studies, Student Services Center, and Career Center. These announcements may involve changes in the University, School or Division rules and procedures for completion of degree requirements; students are responsible for reading and understanding these announcements.
- Check their student mailbox often for printed informational materials.
- Contact a Program Coordinator, Program Directors or Director of Graduate Studies if they are not getting reasonable assistance from their academic and/or master's project/thesis advisor.
- Initiate and maintain contact each semester with their academic advisor to review progress toward the completion of their degree.
- Complete the degree in a timely fashion.

The School of Public Health emphasizes three principles of student conduct in all of its degree programs:

1. Respect others

Students are expected to behave in a respectful and professional manner with other students, faculty, and staff in the classroom and on campus.

2. Honor privacy

Every student's course grades are private and are not to be shown to anyone else. This also applies to the grades of students in courses for which you are a Teaching Assistant.

3. Present your work honestly

Plagiarism is defined as the presentation of another's writing or ideas as your own. For a helpful discussion of preventing plagiarism, please consult University policies and procedures regarding academic integrity: <http://writing.umn.edu/tww/preventing/definitions.html>. Students should be careful to properly attribute and cite others' work in their writing. For guidelines for correctly citing sources, go to tutorial.lib.umn.edu.

The Associate Dean for Learning Systems and Student Affairs is responsible for managing all School of Public Health issues and investigations of academic misconduct.

5.2 UNIVERSITY OF MINNESOTA POLICIES

As part of the larger University of Minnesota community, students in the School of Public Health are responsible for abiding by the Board of Regents policies and other University-wide administrative policies. These policies can be found in full at policy.umn.edu.

This policy library holds policies that apply to the entire University system (all five campuses), as well as policies that apply to the Twin Cities campus. The site also displays Board of Regents policies, which are managed through the Board office.

In an effort to avoid potential duplication, omission, or transcription errors, we direct SPH students to read the policies at the original source. We encourage you to particularly become aware of the following:

Student Conduct Code

This policy governs the expected standards of behavior for students and applies to all students and student organizations at the University of Minnesota, whether or not the University is in session.

The Office for Community Standards is the unit of the university that works to educate the community about the policies governing student behavior and resolve reported violations of the Student Conduct Code. The process they follow is designed to resolve issues in a way that is fair to all community members.

<https://communitystandards.umn.edu/>

Below are the Student Conduct Code's guiding principles:

- a) The University seeks an environment that promotes academic achievement and integrity, that is protective of free inquiry, and that serves the educational mission of the University.
- b) The University seeks a community that is free from violence, threats, and intimidation; that is respectful of the rights, opportunities, and welfare of students, faculty, staff, and guests of the University; and that does not threaten the physical or mental health or safety of members of the University community.
- c) The University is dedicated to responsible stewardship of its resources and to protecting its property and resources from theft, damage, destruction, or misuse.
- d) The University supports and is guided by state and federal law while also setting its own standards of conduct for its academic community.
- e) The University is dedicated to the rational and orderly resolution of conflict.
- f) Students are entitled to the rights and responsibilities of other citizens with regard to freedom of speech, peaceable assembly, and right to petition. Students are entitled to exercise their rights to inquire and dissent, speak freely, and peaceably assemble and protest to the extent permissible under both the First Amendment and the Student Conduct Code.
- g) Students are entitled to due process and procedural fairness protections, including the prompt notification of charges, the opportunity to respond, the right to an advocate of choice, and the right to the resolution of a case within a reasonable period of time.

Any student or student group found to have committed, attempted to commit, or assisted or abetted another person or group to commit the following misconduct is subject to appropriate disciplinary action under this policy:

1. Scholastic Dishonesty.
2. Disruption of the Academic Environment.
3. Falsification.
4. Refusal to Identify and Comply.
5. Attempt to Injure or Defraud.
6. Harm to Person.
7. Bullying.
8. Sexual Misconduct.
9. Disorderly Conduct.
10. Illegal or Unauthorized Possession or Use of Weapons.
11. Illegal or Unauthorized Possession or Use of Drugs or Alcohol.
12. Providing Alcohol to Minors.
13. Unauthorized Use of University Facilities or Services.
14. Theft, Property Damage, or Vandalism.
15. Unauthorized Access.
16. Disruptive Behavior.
17. Hazing.
18. Rioting.
19. Violation of University Rules.

20. Violation of Local, State, or Federal Laws or Ordinances.

21. Persistent Violations.

Scholastic Dishonesty and Plagiarism

Students are responsible for maintaining scholastic honesty in their work at all times. Students engaged in scholastic dishonesty will be penalized, and offenses will be reported to the Office for Community Standards.

The University's Student Conduct Code defines scholastic dishonesty as "plagiarism; cheating on assignments or examinations; engaging in unauthorized collaboration on academic work; taking, acquiring, or using course materials without faculty permission; submitting false or incomplete records of academic achievement; acting alone or in cooperation with another to falsify records or to obtain dishonestly grades, honors, awards, or professional endorsement; altering, forging, misrepresenting, or misusing a University academic record; or fabricating or falsifying data, research procedures, or data analysis."

- Copying information word for word from a source without using quotation marks and giving proper acknowledgement by way of footnote, endnote, or in-text citation;
- Representing the words, ideas, or data of another person as one's own without providing proper attribution to the author through quotation, reference, in-text citation, or footnote;
- Producing, without proper attribution, any form of work originated by another person such as a musical phrase, a proof, a speech, an image, experimental data, laboratory report, graphic design, or computer code;
- Paraphrasing, without sufficient acknowledgment, ideas taken from another person that the reader might reasonably mistake as the author's; and
- Borrowing various words, ideas, phrases, or data from original sources and blending them with one's own without acknowledging the sources.

It is the responsibility of all students to understand the standards and methods of proper attribution and to clarify with each instructor the standards, expectations, and reference techniques appropriate to the subject area and class requirements, including group work and internet use. Students are encouraged to seek out information about these methods from instructors and other resources and to apply this information in all submissions of academic work."

Serious, intentional plagiarism will result in a grade of "F" or "N" for the entire course. For more information on this policy and for a helpful discussion of preventing plagiarism, please consult University policies and procedures regarding academic integrity: <https://communitystandards.umn.edu/>

Students are urged to be careful that they properly attribute and cite others' work in their own writing. For guidelines for correctly citing sources, go to www.lib.umn.edu/instruction/tutorials and click on "Organizing and Citing Research."

In addition, original work is expected in all coursework. It is unacceptable for students to hand in assignments for any course for which they received credit in another course unless by prior agreement with the instructor. Building on a line of work begun in another course or leading to a thesis, dissertation, or final project is acceptable.

All issues relating to academic misconduct in the School of Public Health are referred to the Associate Dean for Learning Systems and Student Affairs.

Sexual Harassment

This policy governs the commitment to the prevention and awareness of and response to sexual harassment at the University of Minnesota.

Research Involving Human Subjects

This policy governs all research involving human subjects conducted at the University of Minnesota or by University faculty, staff, or student researchers.

Grading & Transcript Policy

This policy covers University-wide grading standards and the meaning of transcript symbols. A standard grading system establishes a common understanding of the meaning of grades and promotes uniformity in assigning them. Defining grades and their associated meaning (grade points and assessment of achievement) allows for comparison and for computation of the term and cumulative grade point average.

Leave of Absence

Graduate students who experience circumstances that prevent them from maintaining active status through continuous registration (excluding summer term), and who, through consultation with their Director of Graduate Studies (DGS), Program Director, advisor(s), and relevant offices determine that a leave of absence (LOA) is appropriate, must request a LOA from their college office using this form. Graduate students must receive approval for an official Leave of Absence.

Forms must be submitted to the School of Public Health Student Services Center, A395 Mayo Memorial Building, MMC 819, 420 Delaware Street SE, Minneapolis, MN 55455.

5.3 PRIVACY

The School of Public Health is committed to protecting the privacy of students, staff, and research participants. Students have privacy rights that assure confidentiality of their student records. Research Participants have many rights that guarantee their safety and their privacy.

Often School of Public Health students work as Teaching Assistants and Research Assistants [that may require exposure] to private information. Please be [aware] of privacy laws, complete required privacy trainings, and act with the highest honor towards all private information.

For further information, go to privacy.ahc.umn.edu.

FERPA (Family Educational Rights and Privacy Act): Student Records

FERPA grants four specific rights to a post-secondary student:

1. To see the information that the institution is keeping on the student.
2. To seek amendment to those records and in certain cases append a statement to the record.
3. To consent to disclosure of his/her records.
4. To file a complaint with the FERPA Office in Washington.

In addition:

- U of MN Faculty and Staff have a legal responsibility, under FERPA, to protect the confidentiality of your student educational records.
- Student educational records are considered confidential and may not be released without written consent of the student.
- Student information stored in electronic format must be secure and available only to those entitled to access that information.

HIPAA (Health Insurance Portability and Accountability Act)

HIPAA is a federal law related to the privacy of an individual's health care information.

All students in the Academic Health Center (AHC), including School of Public Health students, must complete the University's online HIPAA Privacy training.

Login to www.ahc.umn.edu/privacy/training/home.html. Assigned courses are available for completion through ULearn. See the Training Instructions page for step-by-step instructions.

5.4 CRIMINAL BACKGROUND CHECKS

Students should be aware that certain facilities are required by Minnesota law to submit paperwork for a criminal background check for all personnel with direct, unsupervised client contact. Students placed in such facilities may be asked by the institution to submit paperwork, or the institution may require that they have this check facilitated by the School of Public Health or Division. The School is prepared to assist students with this process. Facilities that are covered by this law are hospitals, boarding care homes, outpatient surgical centers, nursing homes, home care agencies, residential care homes, and board/lodging establishments providing health supervision services. Client contact must be direct and unsupervised (outside the hearing or vision of a supervisor at the facility). In the unlikely event that this situation arises, students should call the School of Public Health Student Services Center at 612.626.3500 or go to A395 Mayo for assistance.

5.5 USE OF HUMAN SUBJECTS IN RESEARCH

Any research you conduct while a student at the University of Minnesota may be subject to review and approval by the University's Institutional Review Board (IRB) for the protection of human research subjects. This applies to projects conducted inside or outside the University. For research conducted outside of the University, students may still need IRB approval from the University even if approval has been obtained from an external agency. Any research involving human subjects must be reviewed by the IRB.

The IRB is a committee of faculty, students, and community members that follows federal regulations and ethical principles in order to protect human research subjects.

If your proposed research project is subject to IRB review, you must submit an application to the IRB before you begin. **You cannot begin any regulated research until you have IRB approval.** This includes sending out recruitment flyers or emails, accessing private data, or doing any aspect of your research. You may not be permitted to use any data that was collected without prior IRB approval. The IRB does not have the authority to approve a study *after* it has begun.

The IRB approval process may take as little as one week, but **can take up to 2 months or longer.** "Last minute" approvals are not

possible, so it is important to plan ahead. Applications for international research, research with children, research about illegal or stigmatizing behavior, research with vulnerable populations, or research that incorporates deception often require more review time.

IRB Contact Information

(612) 626-5654

irb@umn.edu

research.umn.edu/units/irb

Projects that are not subject to IRB review include studies that rely on existing publicly available data, such as US Census data. If you are only doing an analysis of publicly available data (i.e., data you can download from a public website) you do not need IRB approval to use it. Technically, such work is research but does not involve living individuals from whom you collect information. On the other hand, an oral history study may not require IRB because it is not a systematic investigation designed to contribute to generalizable knowledge. However, there are many grey areas, so students proposing such work are strongly encouraged to contact the IRB to determine whether their project requires approval.

Additional guidelines for students involved in international fieldwork

If you plan to use data collected as part of your international field experience for your culminating experience project, you are strongly encouraged to contact the IRB before your field experience begins to ensure that your project is approved in a timely manner. **You will not be allowed to take data out of the host country without IRB approval.**

5.6 INTERNATIONAL STUDENT REQUIREMENTS

Note: International student requirements may change over time. For up-to-date information go to www.issm.umn.edu.

Global Gopher Online Orientation

The Global Gopher Online Orientation is a tool to help new international students prepare for their arrival at the University by learning about certain expectations and requirements. Students are required to complete the Global Gopher Online Orientation at least one week before their Immigration Check-in (information below).

Immigration Check-In

All new international students must visit the University of Minnesota International Student & Scholar Services office (ISSS) shortly after arrival in Minnesota. See www.issm.umn.edu for directions, office hours, and services. ISSS will review immigration documents, register new students for the International Student Orientation Program, and provide information on how to release registration holds. These processes are mandated by the Department of Homeland Security (DHS); formerly known as Immigration and Naturalization Service (INS).

International students are allowed to enter the U.S. only within 30 days of their program start date. Regulations and SEVIS requirements provide strict guidelines regarding this date, to coincide with the term of admission.

Student and Exchange Visitor Information System (SEVIS)

SEVIS is an electronic reporting system that provides the Department of Homeland Security with information on international students and scholars in the United States who hold F, J, and M visas. This internet-based record-keeping system maintains electronic data on all international students. The system tracks entries into and departures from the U.S.

In addition to the information routinely reported on I-20 and DS-2019 forms, other information is reported, including but not limited to: academic status, employment, and residential address.

For more information on SEVIS requirements, including those listed below, go to www.issm.umn.edu.

Academic Status

International students must maintain full-time status. MPH students must register for at least 6 credits each semester. Under special conditions, students may apply for an exemption from the full-time status rule at the ISSS office. Students must apply for the exemption before registering for less than a full course of study.

Address Change

International students **MUST** update their address **within 10 days** of a change of address to maintain their legal immigration status. For more information go to www.issm.umn.edu/INSGen/address.html

6. GROUPS, ASSOCIATIONS AND SOCIETIES

6.1 STUDENT GROUPS

School of Public Health Student Senate

www.sph.umn.edu/current/senate/

The Student Senate is comprised of graduate students of the University of Minnesota, School of Public Health.

The SPH Student Senate is the representative organization for the graduate and professional student body of the School of Public Health. The Student Senate seeks to improve all aspects of graduate and professional education by working to create a positive environment for students to learn, work, and socialize in the School of Public Health.

The SPH Student Senate welcomes input from all students from the school and invites you to join the Senate and help us serve the needs of the SPH students. Contact us at sphss@umn.edu.

The student senate officers for the 2017-2018 academic year are:

Office	Name
President	Sarah Moon
Vice President	Tolulope Odebunmi
Director of Finance	Mosunmoluwa Oyenuga
Secretary	Haley Miller
Director of Communications	Samantha Alch

Professional Student Government

<http://www.umnpsg.org/>

The professional student governance on the Twin Cities campus of the University of Minnesota rests with the Professional Student Government (PSG). All currently registered professional students at the University of Minnesota are members of PSG.

PSG represents and serves students in the Carlson School of Management, Law School, Medical School, Dental School, School of Nursing, College of Pharmacy, School of Public Health, College of Veterinary Medicine, College of Education and Human Development, and Humphrey School of Public Affairs. PSG is a resource for its 10 member Councils, the primary contact point for administrative units, a professional student policy-making and policy-influencing body, and as a center of inter- and intra-collegiate interaction among professional students.

Council of Graduate Students (COGS)

www.cogs.umn.edu

The Council of Graduate Students (COGS) is the official student governing board of the Graduate School, representing all Graduate Students at the U of M. The U administration looks to COGS for consultation and direction on all matters pertaining to the Graduate School experience, including Graduate Assistant issues.

Center for Health Interdisciplinary Programs (CHIP)

www.chip.umn.edu

The Center for Health Interdisciplinary Programs or CHIP is a department of the Office of Education in the Academic Health Center Senior Vice President's Office. The CHIP Student Center serves AHC students in the schools of dentistry, dental hygiene, health care administration, medical technology, medicine, mortuary science, nursing, occupational therapy, pharmacy, physical therapy, public health, and veterinary medicine.

CHIP exists to foster interdisciplinary relationships and teamwork between Academic Health Center students. CHIP provides educational, leadership, and service opportunities for students.

Minnesota International Student Association (MISA)

<http://www.misa-umntc.com/>

The Minnesota International Student Association (MISA) is a non-profit organization that aims at working in the interest of international students at the University of Minnesota. MISA represents the international community of the University of Minnesota Campus. There are about 3000 international students on this campus, whose length of stay varies from 3 months to several years. MISA plays a vibrant role in students' social lives, by being the forum for international students on the U of M campus and by organizing events throughout the year.

Other Groups

www.sua.umn.edu/groups/

More than 400 student groups on campus are registered with the University's Student Unions and Activities Office, including academic societies, cultural centers, sports clubs, political action groups and fraternities and sororities. These organizations provide students with endless involvement opportunities and the chance to interact with others who share a similar interest.

If you are interested in forming a group within the School of Public Health, please contact Crystal Esparza, Coordinator for Student Recruitment and Engagement at espa0018@umn.edu.

6.2 PUBLIC HEALTH RELATED ASSOCIATIONS AND AGENCIES

Minnesota Public Health Association

www.mpha.net/

Founded in 1907, the Minnesota Public Health Association (MPHA) is a statewide professional organization actively serving Minnesotans, our members, and the public health profession through its efforts and activities. MPHA is an affiliate of the American Public Health Association.

American Public Health Association

www.apha.org

The American Public Health Association (APHA) is the oldest and largest organization of public health professionals in the world, representing more than 50,000 members from over 50 occupations of public health.

Association of Schools and Programs of Public Health

www.aspph.org/

The Association of Schools and Programs of Public Health (ASPPH) is the only national organization representing the deans, faculty, and students of the accredited member schools of public health and other programs seeking accreditation as schools of public health.

Centers for Disease Control and Prevention

www.cdc.gov

The Centers for Disease Control and Prevention (CDC) is recognized as the lead federal agency for protecting the health and safety of people - at home and abroad, providing credible information to enhance health decisions, and promoting health through strong partnerships. CDC serves as the national focus for developing and applying disease prevention and control, environmental health, and health promotion and education activities designed to improve the health of the people of the United States.

National Institutes of Health

www.nih.gov

Begun as a one-room Laboratory of Hygiene in 1887, the National Institutes of Health today is one of the world's foremost medical research centers, and the Federal focal point for medical research in the U.S.

American College of Healthcare

www.ache.org

The American College of Healthcare Executives is an international professional society of more than 30,000 healthcare executives who lead hospitals, healthcare systems and other healthcare organizations.

6.3 ALUMNI SOCIETIES

School of Public Health Alumni Society

sphalumni.umn.edu

The University of Minnesota School of Public Health Alumni Community is represented around the world. Consisting of 10,000+ alumni, the SPH Alumni Community plays a key role in the School and public health community as they continue to shape public health policy, conduct ground-breaking research, lead innovative public health solutions and contribute to the future of public health.

Since its inception in 1982, the School of Public Health Alumni Society has worked to serve alumni and students, promote excellence in programs and serve the needs of the School. As an extension of the University of Minnesota Alumni Association, the SPH Alumni Society currently has more than 1,400 members. Membership is open to all graduates, former students who have completed a minimum of 12-18 credits, faculty and administrators of the school.

The SPH Alumni Society is committed to building relationships with students through various activities, including the SPH Mentor Program, partnering with SPH Student Senate, and bringing alumni to students to bridge professional opportunities.

MHA Alumni Association

mhaalumni.umn.edu

The Minnesota MHA Alumni Association was established in 1948 to facilitate ongoing support of the Healthcare Administration program and to continue fellowship among alumni. With 2200+ active alumni, the Association supports MHA students through scholarships and by providing learning opportunities, and strives to provide its alumni with education, engagement and philanthropy.

7. DIVISION OF HEALTH POLICY & MANAGEMENT

7.1 Introduction

Welcome! Health Policy and Management (HPM) is one of four Divisions in the School of Public Health (SPH). The Division of HPM offers four degree programs.

Degree Programs

The M.P.H. degree in Public Health Administration and Policy (PHAP) provides management training in public health administration, focusing on the public health functions of management, analysis, and policy. The program emphasizes a population-based health improvement approach to public health. There are three paths to earn this M.P.H. The traditional PHAP Program, the PHAP Program, hosted by Arizona State University which is a mostly-online program, with some in-person elements at ASU in Phoenix, Arizona. Both the traditional and E-PHAP programs are for students who are just beginning their careers in public health; the Executive PHAP (E-PHAP) program is for students who have been in the public health field for at least three years and are looking to move into leadership roles or enhance their leadership skills. The E-PHAP program is a distance program with 17 days of on-campus instruction and may be completed in 25 months.

The M.S. degree in Health Services Research, Policy and Administration emphasizes a policy/population orientation, a research perspective, analytic methods, and broad exposure to the field. Graduates enter careers in policy analysis, and health services research positions in public and private sector organizations such as state legislatures, public health agencies, managed care organizations, large multi-specialty medical group practices, and hospital/physician organizations.

The Ph.D. in Health Services Research, Policy and Administration trains students for positions as researchers and teachers in top research universities, in government agencies at the state and federal level, and in the research arms of private health insurance, provider, or consulting organizations. The program is known for its rigorous training in statistical methods and for its emphasis on economic, sociological and political theory as a basis for organizing thought.

The M.H.A Master of Healthcare Administration degree is the traditional preparation for those who want to build their careers in the management, financing, and marketing of healthcare delivery. Students pursue coursework in the classic management disciplines and apply those concepts to the healthcare industries. M.H.A. graduates are employed in a variety of settings such as, clinics and hospitals, consulting firms, managed care and insurance companies, and medical device and pharmaceutical companies. There are two routes to the M.H.A: The Full Time M.H.A. is for students just beginning their careers and requires two years in residence on the Minneapolis campus, as well as a summer clerkship; the Executive M.H.A. is for students with at least three years' managerial or clinical leadership experience in healthcare. It requires 25 months to complete and includes both online course work and five on-campus sessions.

Policies and requirements vary by degree and program.

Students in the M.H.A and M.P.H degree programs are School of Public Health students. Degree program requirements, along with tuition rates are under the authority of the SPH.

Students in the M.S. and Ph.D. degree programs have dual association with the SPH and the Graduate School. M.S. and Ph.D. students are required to adhere to certain Graduate School regulations and degree milestones and pay tuition based on the Graduate School rates.

See the section in this guidebook for your specific degree program that outlines policies and procedures.

Seminar Series

The Division of Health Policy and Management sponsors two seminar series:

Health Services Research Seminars (HSR) - Nationally and internationally known leaders in health services research speak on current topics. These seminars, offered two to four times each academic year, are free and open to the public. HPM will announce the speaker, topics and location prior to each seminar.

Work in Progress Seminars (WIP) - Work in Progress Seminars feature Division faculty, visiting colleagues, and other University faculty, students and research staff. Doctoral students also present on their dissertation research in progress, and use this forum to present job talks. These seminars provide an opportunity to discuss current work and share ideas. Seminars take place once per week between 12:00-1:00PM. The location, exact time, and topic will be announced prior to each seminar.

Student Lounge and Study Areas

The HPM student lounge is in room D-367 Mayo. This room has comfortable furniture and a table for relaxing and meeting with fellow students. A study room with computers is in the Stauffer Room, D-387 Mayo. The computers have some statistical analytics software that can be downloaded. The doors to both room have a card reader that requires you to swipe your UCard to gain entry.

7.2 JOINT/DUAL DEGREE AND COLLABORATIVE PROGRAMS

The Division of Health Policy and Management offers the following joint/dual degree and collaborative programs. These programs contain some coursework that is shared with the partner degree, thus permitting the student to complete two degrees in less time than if pursued separately. Students must apply for admission and acceptance to each program separately. Admissions requirements, including entrance exams, may vary by program.

Joint Degree In Law, Health and Life Sciences

Joint Degree in Law, Health, and the Life Sciences with a JD in Law and one of the following:

- MPH in Public Health Administration and Policy (PHAP)
- MHA in Healthcare Administration (MHA)
- MS in Health Services Research, Policy, and Administration (HSRP&A)
- PhD in Health Services Research, Policy, and Administration (HSRP&A)

Required Entrance Exams:

- The joint degree requires separate applications to the Law School (which includes completion of the LSAT entrance exam) and the School of Public Health.
- MS and PhD programs in HSRP&A (requires the GRE entrance exam)
- MPH in PHAP: Requires either the GRE, GMAT, LSAT, DAT, or MCAT
- MHA Requires either: GRE or GMAT

This joint degree trains experts in the legal, ethical, and policy problems that affect the delivery of health services in the 21st century. Students are educated to become leaders in managed care and health policy, intellectual property issues in biotechnology, and law. The program presents an on-going speaker's series, colloquia, and other meetings to draw scholars to campus. For more information, see www.jointdegree.umn.edu or contact the following major coordinators.

- PHAP (on-campus program) and E-PHAP (online program) and AZ State U PHAP, program director Rebecca Wurtz at rwurtz@umn.edu.
- MHA major coordinator, Katie Keyser at loas0001@umn.edu.
- EMHA students may contact Administrative Director, Tom Gilliam at: gilli032@umn.edu.
- HSRP&A, MS and PhD, major coordinator, Maureen Andrew at: andre031@umn.edu.

Master of Healthcare Administration and Master of Business Administration

The MHA/MBA Dual Degree Program meets both the MHA and MBA requirements. A strong curriculum integrates the skills and breadth of understanding needed for leadership both the delivery of healthcare and the medical industry.

To be considered for the MHA/MBA Dual Degree applicants must apply to both the Full-Time MHA and the Full-Time MBA Programs. Applications are available at:

- The Full-Time MHA Office, 612-624-9588, D262 Mayo

- The Full-Time MBA Office, 612-625-5555, 2-210 Carlson School of Management

For more information, students may also contact Tom Gilliam, Administrative Director, at: gilli032@umn.edu.

Doctoral Program in Occupational Health Services, Research and Policy

This option is a collaboration between the PhD program in HSRP&A and the doctoral program in the division of Environmental and Occupational Health Sciences. The program's curriculum integrates statistics, research design, sampling, survey methodology, economics, occupational and environmental epidemiology, toxicology, exposure assessment, and policy.

Students in this collaborative program major in either the HSRP&A, or Environmental Health and Occupational Science doctoral program, and minor in the other. For example, a student who majors in the doctoral program in HSRP&A would minor in Environmental Health and Occupational Science. This minor is individually tailored to the particular needs and objectives of the student. For more information, PhD students may contact the HSRP&A major coordinator, Maureen Andrew, andre031@umn.edu.

Collaboration with Applied Economics and the HSRP&A Doctoral Program

The Division of Health Policy and Management is a co-sponsor of the Applied Economics Graduate Program, a unique partnership of applied economists in four units within the University of Minnesota. Students in this program major in applied economics and complete a concentration in health economics in the Division of HPM. Interested students should contact the department of Applied Economics for more information at: apecdgs@umn.edu and see their webpage at: <http://www.apecgrad.umn.edu/>

7.3 HPM DOCTORAL STUDENT GROUP

Mission:

The HPM Doctoral Student Research Group is a student-led professional development forum designed to improve the quality of student scholarship and build connections between projects in order to support student learning and future research. The purpose of this group is to foster community and collaboration among HPM students, while providing opportunities for faculty involvement and feedback. The group provides opportunities for participants to practice giving conference presentations and job-talks in an accessible social environment geared toward students. The HPM Student Group will sponsor skill-building workshops and provide opportunities for students to practice presenting their research and receiving peer critiques. The group also provides a forum for peer review and for sharing publication and research funding opportunities. Additionally, the group helps coordinate student welcome activities, acts a sounding board for the student graduate-faculty representative and the Director of Graduate Studies, and plans regular social and service activities.

7.4 DIVISION TRAVEL FUNDS AND POLICY FOR HPM DIVISION STUDENTS

Funding for Travel

HPM has some limited funding available for student travel that varies by program. Contact the major coordinator for your program if you have questions or want to apply for funding.

PHAP: Travel funds are available to attend a conference at which they will give an oral presentation or present a poster, or compete for a national fellowship. The amount of individual funding will depend on the number of students who request funds. Contact Rebecca Wurtz for details at: rwurtz@umn.edu.

E-PHAP: Two \$1,000 travel awards are available for students to present work done as part of their degree at a professional conference. For more information, contact Rebecca Wurtz at : rwurtz@umn.edu.

MS in HSRP&A: No travel funds are available for 2017-18.

MHA: Funding for one trip while in the program. Contact Tom Gilliam for details at gilli032@umn.edu.

PhD in HSRP&A: Students with an NRSA/AHRQ traineeship have \$2,000 to attend one conference during the *academic year* of the traineeship funding, and travel must be completed by June 30. NRSA/AHRQ expects students to use the travel funding to attend the annual NRSA/AHRQ Trainee Conference in June. Attendance at the NRSA/AHRQ trainee conference can be combined with the AcademyHealth Annual Research Meeting without

additional permission. A written justification to attend any other conferences is required. Regardless of the conference, current trainees are not required to present a paper or poster.

For students **without** a current NRSA/AHRQ traineeship, the Division has funds for travel to conferences for PhD students who are not currently eligible for travel funds through an RA, traineeship, or dissertation grant. Funds are available once per academic year, on a first come, first serve basis, but priority will be for first-time requests. Students are required to give either an oral presentation or poster presentation at the conference to be eligible for funding.

Students doing field work or pursuing other relevant training directly related to their dissertation may also be eligible for travel funds. Examples of field work could include the need to visit a particular organization to access a data set or conduct research on-site that cannot be accomplished at a distance. "Relevant training" can include attending an Institute or colloquium.

Students can also request funds for dissertation-related needs such as datasets, supplies, software in cases where funds are not available through other funding.

Students requesting travel or research-related funds must provide documentation to confirm the relevance of the conference, field work, training, or other activity and how it is beneficial to the student's dissertation research. Advisor signatures are required and requests cannot exceed \$2000. The amount for funding available could be reduced depending on the number of total students requesting funds. Contact Maureen Andrew for more information: andre031@umn.edu.

Policy for Travel Funding, Pre-approval and Reimbursement

All students must obtain pre-approval from their academic program prior to making any travel arrangements. Students must obtain an Employee Expense Worksheet and complete it with estimated expenses for the travel. The Employee Expense Worksheet can be obtained from your program coordinator. (For MHA, contact Tom Gilliam, for PHAP contact Rebecca Wurtz, for HSRP&A contact Maureen Andrew). Proposed expenses for travel are required to be reviewed approved by multiple people. It is best to get travel expenses pre-approved BEFORE booking any flights or hotel.

Steps for pre-approval for travel:

- Obtain an Employee Expense Worksheet from your program coordinator and fill it in with estimated expenses.
- Return completed form to your program coordinator for review.
- Once reviewed, bring form to the accounting staff person, (Sarah Trachet), as instructed by your coordinator.

This pre-approval must include the signature of the Program Chair (or designee). Final approval of proposed travel expenditures must be signed by Assistant to the Division Head; or assigned designee. Upon return from travel, students are required to submit all original receipts and appropriate documentation for reimbursement to Sarah Trachet as instructed.

7.5 PLAGIARISM

The Division of Health Policy and Management Prohibition against Plagiarism

There is a general assumption that students engaged in graduate level work understand the concept of plagiarism and the prohibitions against it. In general, it is considered unacceptable behavior to use the intellectual work of others without giving the source proper credit for the ideas. It is even less acceptable to use another person's direct words and appear to claim them as your own.

This sort of unacceptable behavior can take several forms:

1. Taking the work of others directly and claiming it as your own. This would involve directly quoting someone else's work and providing neither references to acknowledge the source nor quotation marks. This and subsequent categories include using material from non-print sources such as the web.
2. Taking the work of others directly and failing to show that it is a direct quote through the use of quotation marks. In this case, you might provide a reference but use someone else's words without using quotation marks.

3. Using someone else's ideas (although not their specific words) and failing to reference the source. This might include paraphrasing someone else's writing.
4. Having someone else write the work for you and claiming it as your own.

The University of Minnesota Student Conduct Code defines scholastic dishonesty as follows:

Scholastic Dishonesty: Scholastic dishonesty means plagiarizing; cheating on assignments or examinations; engaging in unauthorized collaboration on academic work; taking, acquiring, or using test materials without faculty permission; submitting false or incomplete records of academic achievement; acting alone or in cooperation with another to falsify records or to obtain dishonestly grades, honors, awards, or professional endorsement; altering forging, or misusing a University academic record; or fabricating or falsifying data, research procedures, or data analysis.

Part of the problem with plagiarism may stem from a failure to appreciate what level of work is expected of a graduate student. It is not sufficient to simply recite the work of others, even of your professors. You are expected to know that material and then to use it to synthesize new ideas, weaving ideas together to produce a rational and coherent argument. It is permissible and encouraged to use citations, but simply reciting the work of others is not sufficient. It is never acceptable to claim the work of others as your own.

Selective use of quotations may help to bolster an argument but excessive quoting suggests a failure to master the material. Your work should reflect an understanding of the topic.

If you have questions about what constitutes plagiarism or academic dishonesty, you should talk with your faculty advisor or you might want to look at the following web site How to Recognize Plagiarism:
<https://www.indiana.edu/~istd/>

For Additional Information:

University of Minnesota Center for Writing is an excellent resource for all types of writing support, including definitions and examples of plagiarism. See: <http://writing.umn.edu/>

Office for Student Conduct and Academic Integrity (OSCAI) provides resources that help students identify and understand inappropriate behaviors, and resolves complaints of student conduct brought forth by faculty, instructors, and departments. This includes plagiarism, cheating, and non-scholastic inappropriate behavior. The OSCAI will investigate complaints and serve as the judicial body that will reach a resolution. The OSCAI also works with the Campus Committee on Student Behavior that conducts a hearing for cases that the OSCAI is unable to resolve. For more information see: <http://oscai.umn.edu/>

A copy of the University Student Conduct Code can be found in the SPH section of this Guidebook.

7.6 DIVISION POLICIES ON GRADUATE ASSISTANTSHIPS

Tuition Benefits: The purpose of this policy is to clarify tuition reimbursement guidelines for Research Assistants, Teaching Assistants and Administrative Fellows appointed in the Division of Health Policy and Management.

In order to hold a graduate assistantship during fall or spring semester, students are required to be registered full time, for credit, (audit registration is not acceptable). A minimum of six credits of registration is required for all students except for Advanced Master's and Ph.D. candidate students who may be eligible for a special full time Status with one credit registration, course number PubH 8333 for MS students, and PubH 8444 for PhD students. To register for either PubH 8333 or PubH 8444, a permission form is required that can be found on the Graduate School website: www.grad.umn.edu. Registration during May Intersession and summer term are not required to hold an assistantship.

Typically graduate/professional students in the Division take classes during the fall and spring semesters, summer courses are not typically required by the degree programs.

Graduate students will be hired into job classifications during the fall and spring terms that include tuition benefits. Tuition reimbursement is not automatic for appointments during summer session. During the summer all graduate assistants will be hired in a non-tuition bearing job class unless they can document a specific extenuating need to take a course(s) in the summer that is required for graduation. The Principal Investigator must approve summer tuition benefits if hired on a sponsored account. If hired on an account using Division funds the program chair overseeing the student's degree program must approve the need to take the course(s) during the summer.

Health Insurance Benefits: Students holding a graduate assistantship appointment as an RA or TA of at least 25% are also eligible for health insurance through the Graduate Assistant Insurance Plan. This insurance is not the same as the University Student Insurance that is automatically charged to students when they register for classes. The Graduate Assistant Insurance Plan requires that the student submit an enrollment form to activate the insurance. See the Boynton Health Service website for more information about both insurance plans at: <http://www.bhs.umn.edu/index.htm>

Compensation: Students hired as a TA grader will be paid an hourly salary, but are not eligible for tuition or health insurance benefits. The hourly commitment for serving as a grader is usually less than 10 hours per week.

The purpose of this policy is to define compensation guidelines for Research Assistants, Teaching Assistants and Administrative Fellows appointed in the Division of Health Policy and Management.

The floor and top of the salary range for graduate assistant compensation in the Division will be established by the University of Minnesota. The mid-level salary will be established by HPM at the beginning of each fiscal year and will be within the University's range. The following salary levels will be used for all graduate students employed as Research Assistants, Teaching Assistants and Administrative Fellows in HPM during the 2017-2018 academic year.

**Salary rates are estimates at time of publication.

Degree Status of Student	Salary Levels for 2017-18
Baccalaureate degree	Floor level of University range (**\$19.53/hr)
Master's degree	Mid-level of HPM range (\$**24.35/hr)
PhD student without a Master's degree who has completed all preliminary written exams	Mid-level of HPM range (\$**24.35/hr)
Doctoral/Professional degree (relevant field)	Up to top of University range - at Principal Investigator's discretion

Should a student earn a Master's degree or pass all of the preliminary written exams during an appointment period as a RA, TA or AF, the individual's salary will increase at the start of the next appointment period after which they become eligible for such increase.

Students with a foreign medical degree who hold an RA or TA and who have the Educational Commission for Foreign Medical Graduates (ECFMG) certificate, will be paid at the Doctoral/Professional degree level, pending PI approval. Those who do not will be paid at the Master's degree level.

All employees in these job classes will receive salary increases based on mandated changes of the University's fixed salary range for these job classifications, regardless of length of employment.

7.7 HPM DIVISION FACULTY AND COORDINATOR STAFF

Faculty

Faculty	Title	Office Location	Phone	E-mail Address
Jean Abraham, PhD	Associate Professor	15-221 PWB	625.4375	abrah042@umn.edu
Tim Beebe, PhD	Division Head	15-205 PWB	625.6949	Bebee026@umn.edu
Jim Begun, PhD	Professor	D262 Mayo	624.9319	begun001@umn.edu
Bjorn Berg	Assistant Professor	TBD	TBD	Berg1612@umn.edu
Lynn Blewett, PhD	Associate Professor	15-217 PWB	626.4739	blewe001@umn.edu
Mary Butler, PhD	Assistant Professor	D381 Mayo	624.6124	butl0092@umn.edu
Kathleen Call, PhD	Professor	15-223 PWB	624.3922	callx001@umn.edu
Jon Christianson, PhD	Professor	15-225 PWB	625.3849	chris001@umn.edu
Bryan Dowd, PhD	Professor	15-213 PWB	624.5468	dowdx001@umn.edu
Eva Enns, PhD	Assistant Professor	15-228 PWB	626.4581	eenns@umn.edu
Ezra Golberstein, PhD	Assistant Professor	15-213 PWB	626.2572	egolber@umn.edu
Sarah Gollust, PhD	Assistant Professor	15-230 PWB	626-2618	sgollust@umn.edu
Leslie Grant, PhD	Assoc. Professor and Director, Center for Aging Services Mgmt.	D384 Mayo	624-8844	grant004@umn.edu
Rachel Hardeman, PhD	Assistant Professor	D359 Mayo	626.2803	Hard0222@umn.edu
Peter Huckfeldt, PhD	Assistant Professor	15-226 PWB	301.1320	huckfeld@umn.edu
Rosalie Kane, DSW	Professor	D527 Mayo	624.5171	kanex002@umn.edu
Pinar Karaca-Mandic, PhD	Assistant Professor	15-226 PWB	624.8953	pkmandic@umn.edu
Karen Kuntz, ScD	Professor, Director of Graduate Studies	D360 Mayo	625.9333	kmkuntz@umn.edu
Katy Backes Kozhimannil, PhD	Assistant Professor	D359 Mayo	626-3817	kbk@umn.edu
Donna McAlpine, PhD	Associate Professor, PHAP Program Director	15-232 PWB	625.9919	mcalp004@umn.edu
Hannah Neprash	Assistant Professor	15-229 PWB	626-5818	hneprash@umn.edu
John Nyman, PhD	Professor	15-219 PWB	626.4425	nyman001@umn.edu
Sripriya Rajamani MBBS, PhD, MPH	Assistant Professor	D-369 Mayo	626.5693	sripriya@um.edu
Todd Rockwood, PhD	Associate Professor	C313 Mayo	625.3993	rockw001@umn.edu
Nathan Shippee, PhD	Assistant Professor	D375 Mayo	624.3579	nshippee@umn.edu
Tetyana Shippee, PhD	Assistant Professor	D371 Mayo	626-3065	tshippee@umn.edu
Beth Virnig, PhD	Associate Professor, SPH Associate Dean	A365 Mayo	624.4426	virni001@umn.edu
Douglas Wholey, PhD, MBA	Professor	D527 Mayo	626.4682	whole001@umn.edu
Rebecca Wurtz, MD, MPH	Associate Professor and Program Director, PHAP, E-PHAP and PHAP ASU	C-305 Mayo	625.1387	rwurtz@umn.edu
White, Katie, EdD	Assistant Professor	D361 Mayo	625.9169	kmwhite@umn.edu

Coordinator and Teaching Program Staff

Staff	Title	Office	Phone	E-mail
Thomas Gilliam	Associate Program Director MHA and E-MHA	D262 Mayo	625.4437	gilli032@umn.edu
Maureen Andrew	HSRP&A (MS and PhD) Major Coordinator and Public Health Informatics	D262 Mayo	624.9432	andre031@umn.edu
Rebecca Wurtz	Program Director for PHAP, E-PHAP and PHAP at AZ State U	C305 Mayo	625-1387	rwurtz@umn.edu
Kay Keyser	MHA Major Coordinator	D262 Mayo	626.7349	loas@umn.edu
Janet Duff	E-MHA and Saudi Program Coordinator	A272 Mayo	625-0857	duffx003@umn.edu
Stephanie Hagel	MHA Curriculum and Student Leadership	D262 Mayo	626.9588	shagel@umn.edu
Teresa Perez	MHA Technology and Project Management Coordinator	D-262 Mayo	626.1947	robinsot@umn.edu

* All phone numbers are in area code **612**

MASTER OF HEALTHCARE ADMINISTRATION PROGRAM

8.1 MISSION, VISION

MISSION

The University of Minnesota MHA Program enhances health and strengthens societies by: developing professionals who lead innovative, high performance healthcare organizations, improve the health of their communities and advance the field of healthcare administration; and researching and disseminating new knowledge for the field of healthcare administration.

VISION

The University of Minnesota MHA Program will be recognized nationally and internationally as the global leader in developing 21st century healthcare leaders by providing a student-centered, theory-based, and practice-enabled educational experience and by generating actionable research knowledge.

8.2 PROGRAM REQUIREMENTS, MHA

FIRST YEAR

First year course work concentrates on developing analytical and problem-solving skills. Each course applies the material to complex healthcare organizations. Instructors emphasize hands-on learning, using community settings to sharpen skills and apply the principles to a healthcare environment.

SUMMER RESIDENCY

Students receive significant program support in arranging a summer residency. Students are matched with healthcare leaders across the nation to put their preparation into practice. Students work on a variety of projects, attend management meetings, and write a comprehensive report on their experience under the mentorship of their preceptors.

SECOND YEAR

Second year coursework hones students' knowledge and skills. Students select electives to build sub-specialties and round out their education. Coursework again emphasizes the specific challenges of material to the healthcare industry, and applying learning through hands-on practice.

Students select electives to round out their education in particular areas, or to build a specialty in areas such as managed care, financial management, long term care, operations, and information systems. Information on sub-specialties can be found in section 8.4.

Students must complete a minimum of 60 credits by the end of the second year to graduate from the MHA Program.

CAPSTONE EXPERIENCE

MHA students must complete one of the following Capstone options to graduate:

- **Advanced Problem Solving** – PubH 6570 (4 cr) Three to four MHA students serve as a consulting team in a local healthcare organization. Work on the management project begins in November.
- **Carlson Consulting Enterprise** (MHA/MBA dual degree students)

COMPETENCIES

Competencies form the basis for individual coursework and the overall structure and delivery of the MHA curriculum.

National Center for Healthcare Leadership (NCHL) Health Leadership Competency Model (26 competencies)

Execution	Transformation	People
<ul style="list-style-type: none"> • Accountability • Change Leadership • Collaboration • Communication Skills • Impact and Influence • Information Technology Management • Initiative • Organizational Awareness • Performance Measurement • Process Management / Organizational Design • Project Management 	<ul style="list-style-type: none"> • Achievement Orientation • Analytical Thinking • Community Orientation • Financial Skills • Information Seeking • Innovative Thinking • Strategic Orientation 	<ul style="list-style-type: none"> • Human Resource Management • Interpersonal Understanding • Professionalism • Relationship Building • Self Confidence • Self-Development • Talent Development • Team Leadership

FINAL COMPREHENSIVE EXAMINATION FOR THE MPH AND THE MHA DEGREES

Before clearing for graduation MPH and MHA students will be evaluated by one or both of the following options. Students should consult with their academic advisor or major coordinator on their particular degree program.

Option 1: An oral comprehensive examination may be conducted for an individual student or a group of students. The course-accountable faculty person renders the final grade.

MPH or MHA Oral Committee Composition

A committee composed of at least three examiners of which two are faculty members from within the major will conduct the oral comprehensive examination. Individuals holding the title of instructor, assistant professor, associate professor, full professor or member of the graduate faculty are considered faculty members. The major program will determine the qualifications of the third examiner.

Option 2: A written comprehensive final examination may be conducted for a group of students or an individual student by the major faculty.

FELLOWSHIP/EMPLOYMENT

In fall of the second year, students are individually guided in the search for a fellowship or employment. Minnesota's large national and international alumni network is instrumental in generating opportunities in the sector, organization, and location best suited to a student's strengths.

8.3 MHA PROGRAM STUDY PLAN - 60 CREDIT MINIMUM

Study plan is subject to change due to scheduling limitations

YEAR 1

An introduction to healthcare administration.

FALL SEMESTER

(16 CREDITS)

PUBH 6542 Management of Healthcare Organizations (3 cr.)

PUBH 6556 Health and Health Systems (3 cr.)

PUBH 6541 Statistics for Health Management Decision Making (3 cr.)

PUBH 6562 Information Technology in Healthcare (2 cr.)

PUBH 6535 Managerial Accounting for Health Services (3 cr.)

PUBH 6568 Interprofessional Teamwork in Health Care (2 cr.)

SPRING SEMESTER

(15 CREDITS)

PUBH 6547 Health Care Human Resource Management (2 cr.)

PUBH 6557 Health Finance I (3 cr.)

PUBH 6560 Operations Research and Quality in Health Care (3 cr.)

PUBH 6544 Principles of Problem Solving in Health Services Organizations (3 cr.)

Electives (4 cr.)

SUMMER SEMESTER

(2 CREDITS)

PUBH 7596 Summer Residency and Clerkship in Healthcare Administration (2 cr.)

YEAR 2

Advanced courses and specialization in healthcare administration.

FALL SEMESTER

(14 CREDITS)

PubH 6555 Topics in Health Economics

PUBH 6564 Private Purchasers of Health Care (2 cr.)

PUBH 6558 Health Finance II (3 cr.)

PUBH 6565 Innovation of Healthcare Services (2 cr.)

Electives (5 cr.)

SPRING SEMESTER

(13 CREDITS)

PUBH 6553 Healthcare Management Ethics (1 cr.)

PUBH 6554 Healthcare Strategy and Marketing (3 cr.)

PUBH 6527 Healthcare Leadership and Effecting Change (2 cr.)

PUBH 6596 Legal Considerations in Health Services Organizations (2 cr.)

PUBH 6577 Advanced Problem Solving (2 cr.)

Electives (3 cr.)

ELECTIVES

PUBH 6571 Performance Improvement in Healthcare (2 cr.)

PUBH 6573 The Nature of Clinical Care (2 cr.)

PUBH 6578 Negotiation Strategies (2 cr.)

PUBH 6589 Medical Technology Evaluation and Market Research (2 cr.)

PUBH 6741 Ethics in Public Health (1 cr.)

PUBH 6751 Management in Health Services (2 cr.)

PUBH 6765 Continuous Quality Improvement (3 cr.)

PUBH 6832 Health Economics (3 cr.)

PUBH 6835 Health Services Policy (2 cr.)

8.4 SUB-SPECIALTIES

Below are suggestions for sub-specialties within the MHA Program. These are only suggestions. Your faculty advisor or the MHA major coordinator can help you consider other options. A specialization consists of at least four courses in an area.

Financial Management

Course	Title	Credits
ACCT 6100	Financial Statement Analysis	4
FINA 6121	Debt Markets, Interest Rates, and Hedging	2
FINA 6241	Corporate Finance Analysis Decisions	4
FINA 6321	Portfolio Analysis and Management	2
FINA 6322	Financial Modeling	2
MGMT 6031	Industry Analysis & Competitive Strategy	4
PubH 6557	Health Finance I	3
PubH 6558	Health Finance II	3
PubH 6862	Cost-Effectiveness Analysis in Health Care	3

Long Term Care Administration

Course	Title	Credits
PubH 7581	Supports and Services for Long Term Care	1.5
PubH 7582	Practicum in Long Term Care Administration	4
PubH 7584	Health Care and Medical Needs	1
PubH 7590	Gerontology for Healthcare Managers	1

Health Policy

Course	Title	Credits
PA 5012	The Politics of Public Affairs	3
PA 5021	Economics for Policy Analysis and Planning	3
PubH 6049	Legislative Advocacy Skills for Public Health	3
PubH 6078	Public Health Policy as a Prevention Strategy	2
PubH 6555	Topics in Health Economics	2
PubH 6741	Ethics in Public Health: Professional Practice & Policy	1
PubH 6553	Healthcare Management Ethics	1
PubH 6835	Principles of Health Policy	2
PubH 6845	Using Demographic Data for Policy Analysis	3

Information and Decision Science

Course	Title	Credits
IDSC 6423	Enterprise Systems	2
IDSC 6471	Knowledge Management	2
IDSC 6481	Managerial Decision Making	2
PubH 6562	Information Technology in Healthcare	2
PubH 6802	Managing Electronic Health Information	2
PubH 6845	Using Demographic Data for Policy Analysis	3
PubH 6717	Decision Analysis for Healthcare	2
PubH 6809	Advanced Methods in Health Decision Sciences	3

Marketing Management

Course	Title	Credits
MBA 6210	Marketing Management	3
MKTG 6051	Marketing Research	4
MKTG 6055	Buyer Behavior	4
MKTG 6082	Brand Management	4
MKTG 6088	Strategic Marketing	2
PubH 6554	Healthcare Marketing and Strategy	2
PubH 6845	Using Demographic Data for Policy Analysis	3
PubH 6802	Managing Electronic Healthcare Information	3

Operations Management

Course	Title	Credits
MGMT 6050	Management of Innovation and Change	2
MBA 6220	Operations Management	3
SCO 6041	Project Management	2
SCO 6051	Service Management	2
SCO 6059	Quality Management & Six Sigma	4
SCO 6081	Operations Strategy	2
ENTR 6041	New Product Design & Business Development	6
PubH 6560	Operations Research & Quality in Healthcare	2
PubH 6765	Continuous Quality Improvement	3
PubH 6802	Managing Electronic Healthcare Information	3
PubH 6565	Healthcare Delivery Design and Innovation	2

Strategic Management

Course	Title	Credits
MGMT 6004	Negotiations Management	2
MGMT 6031	Industry and Competitive Strategy	4
MGMT 6033	Managing the Strategy Process	4
MGMT 6050	Management Innovation & Change	2
MGMT 6084	Management of Groups	2
PubH 6527	Healthcare Leadership and Effecting Change	2
PubH 6578	Negotiations	2

Health Products

Course	Title	Credits
Mgmt 6050	Management of Innovation and Change	2
PubH 6589	Medical Technology Evaluation & Market Research	2
PubH 6565	Healthcare Delivery Design and Innovation	2
PubH 6780	Topics: Public Health Administration and Policy	2
PubH 6802	Managing Electronic Healthcare Information	3
MILI 6726	Medical Device Industry: Business and Public Policy	3
MILI 6995	Medical Industry Enterprise	2

8.5 MHA/MBA DUAL DEGREE

OVERVIEW

The MHA/MBA Dual Degree program was developed for students already accepted into the University of Minnesota's full-time Master of Healthcare Administration Program. This program serves students who wish to earn an MBA degree as well as their MHA degree. Candidates may apply for both programs at the same time or current MHA students may apply to the

Full-Time MBA Program during fall of their first year of study in the MHA Program. Under this study plan students begin the Full-Time MBA in Fall Semester of year two.

Both degrees can be completed in three years. To complete in this timeframe students will carry a very demanding course load. After acceptance into the dual degree program, students meet with both their MHA and MBA advisors to be sure that their study plan satisfy both degree requirements. While the dual degree MHA/MBA enables students to complete in a shorter time frame, it does not diminish the cost or number of credits required for each program.

APPLICATION

To be considered for the MHA/MBA Dual Degree applicants must apply to both the Full-Time MHA and the Full-Time MBA Programs. Applications are available at:

The MHA Website

sph.umn.edu/academics/degrees-programs/mha/master-healthcare-administration
612-624-8818

The Full-Time MBA Program

carlsonschool.umn.edu/mba/full-time-mba
612-625-5555

The application deadline for the MHA Program is March 15 with MHA studies to begin in the following fall.

Deadline for application to the MBA Program is February 1 for those who wish to secure an admission decision to both programs prior to beginning their studies at the University.

Deadline for application to the MBA Program for currently enrolled MHA students is February 1 of year one in the MHA Program

Planning and Implementing your MHA/MBA Dual Degree Program

In planning your program of study, please note that:

- You must complete a minimum of 47 credits PubH designator.
- You must complete a minimum of 53 credits MBA or CSOM designator.
- You may use 12 credits of transfer work toward each program.
 - Transfer MBA → MHA: MBA 6210, 6220, 6230, 6300 (12 cr)
 - Transfer MHA → MBA: PubH 6556, 6557, 6564, 6568, 6527 (12 cr)
 -

MHA Degree/

48 credits of MHA courses
12 credits of MBA courses
60 credits total toward MHA degree

MBA Degree

52 credits of MBA courses
12 credits of MHA courses
64 credits total toward MBA degree

You must submit two separate *Application for Degree* forms, one for each degree to be awarded

MHA-MBA DUAL DEGREE STUDY PLAN

<p>FALL YEAR ONE - REGISTER AS MHA</p> <p>PubH 6535 Managerial Accounting (3) PubH 6541 Stats for HC Decision Making (3) PubH 6542 Mgmt of HC Orgs (3) PubH 6556 Health and Health Systems (3)* PubH 6562 IT in Healthcare (2) PubH 6568 Interprofessional Teamwork (2)</p> <p>16 credits</p>	<p>SPRING YEAR ONE - REGISTER AS MHA</p> <p>PubH 6544 Principles of Prob Solving (3) PubH 6547 Human Resources Mmgt (2) PubH 6557 Health Finance I (3)* PubH 6560 Operations Research (3)</p> <p>MHA electives (4)</p> <p>15 credits</p>	<p>SUMMER YEAR ONE - REGISTER AS MHA</p> <p>PubH 7596 – Summer Residency (2)</p> <p>At this point, you should have completed a minimum of 32 credits</p>
<p>FALL YEAR TWO – REGISTER AS MBA</p> <p>MBA 6108 Leading Self (.5 cr) MBA 6030 Financial Accounting (3 cr) MBA 6120 Data Analysis and Statistics (3 cr) MBA 6210 Marketing (3 cr)* MBA 6220 Operations Management (3 cr)* MBA 6230 Finance (3 cr)* MBA 6300 Strategic Management (3 cr)* MBA 6140 Managerial Economics (.5 cr)</p> <p>19 credits</p>	<p>SPRING YEAR TWO - REGISTER AS MBA</p> <p>MBA 6110 Leading Others (2 cr.) A-term MBA 6112 Leading Organizations (.5 cr) B-term MBA 6240 Competing in Data-Driven World (2 cr) A-term MBA 6140 Managerial Economics (1.5 cr) previous summer Enterprise (2 cr) B-term</p> <p>Electives/Other requirements (timing at student's choosing): MBA 6315 Business Ethics (2 cr)** Global requirement (int'l travel May/June or global course (4 cr) MBA electives (6-12 cr, depending on global program and Ethics)</p> <p><i>** Data-Driven World may be waived, by petition, if PubH 6562 taken. Additional MBA credits must be added to replace the two-credit course.</i></p> <p>18 credits</p>	<p>SUMMER YEAR TWO</p> <p>MBA Internship</p> <p>At this point, you should have completed a minimum of 67 credits</p>
<p>FALL YEAR THREE - REGISTER AS MHA</p> <p>PubH 6555 Health Econ (2) PubH 6558 Health Finance II (3)* PubH 6564 Private Purchasers (2)* PubH 6565 Innovation of HC Services (2)</p> <p>MBA Enterprise (3.5) MBA 6112 Leading Organizations (.5)</p> <p>15-19 credits (per credit, not tuition band)</p>	<p>SPRING YEAR THREE (REGISTER AS MBA)</p> <p>MBA Enterprise (3.5 cr) MBA 6112 Leading Organization (.5) Electives/other requirements (timing at students choice): MBA 6315 Business Ethics (2) Global Requirement/Int'l travel (4) MBA electives depending on global program and Ethics</p> <p>PubH 6596 Legal Considerations (2) eve PubH 6527 Healthcare Leadership and Affecting Change (2)*</p> <p>16 credits (12-18 band)</p>	<p>CREDIT DISTRIBUTION</p> <p>Must have completed a minimum of 47 credits PubH designator.</p> <p>Must have completed a minimum of 53 credits MBA or CSOM designator.</p>

8.6 JD/MHA JOINT DEGREE

Overview

A student interested in pursuing the JD/MHA joint degree must be admitted separately to the Law School and to the full-time MHA Program within the School of Public Health (SPH). A student may apply to both units simultaneously or in staggered fashion.

Students are strongly encouraged to begin with enrollment in the Law School, completing the Law School's required first-year curriculum so that they may then concentrate on their MHA studies while taking upper-level Law courses as they fit into the student's program.

The Law School and SPH will defer the deadlines for registration for JD/MHA joint degree students for one year and any guarantee of financial aid for the same period. Deferral at either the Law School or SPH is conditional on the student enrolling in the other unit without deferral. Students accepted into the JD/MHA degree combination will be considered for no more than a one year deferral of matriculation and registration. A student may decide while in the first year in either SPH or the Law School or their second year of Law School to apply to the other degree program with the assurance that the cross-crediting/double-counting of courses described further below will be available.

The Law School must be informed of student responses to offers of admission and any desire to defer admission by April 15; SPH must be informed by April 15. Those dates are subject to change. Joint Degree Program students will ideally accept both offers of admission by April 15.

Application Deadlines

The Law School application deadline is April 1. Rolling application review begins October 1. Early application is advantageous.

The MHA Program application deadline is March 15.

Applications can be found at each program's website.

Full-Time MHA Program

D262 Mayo, School of Public Health
Phone: 612-624-9588
Fax: 612-626-8328
www.sph.umn.edu/programs/mha

Law School Joint Degree Program

N140 Mondale Hall
Phone: 612-625-3356
Fax: 612-624-9143
www.jointdegree.umn.edu/

Sample JD/MHA Study Plan

Note: * Indicates credits that are expected to be cross-counted by the units, e.g., Law School credits expected to cross-count for Public Health credit.

<p>FALL YEAR ONE - REGISTER AS LAW STUDENT</p> <p>LAW 6001 Contracts (4) LAW 6003 Legal Writing (1) LAW 6005 Torts (4) LAW 6006 Civil Procedure I (3) LAW 6007 Constitutional Law I (3) LAW 6875 Joint Degree Prgm Proseminar (1)*</p> <p>16 credits</p>	<p>SPRING YEAR ONE - REGISTER AS LAW STUDENT</p> <p>LAW 6003 Legal Writing (2) LAW 6004 Property (4) LAW 6006 Civil Procedure II (3) LAW 6009 Criminal Law (3)</p> <p>Elective Course (3)</p> <p>12-15 credits</p>	<p>SUMMER YEAR ONE - REGISTER AS LAW STUDENT (MAY BE COMPLETED IN YEARS THREE AND FOUR.)</p> <p>Recommended: LAW SCHOOL COURSES (9 CREDITS MAX) USUALLY OFFERED INCLUDE:</p> <p>LAW 6600 Professional Responsibility (3) LAW 6219 Evidence (4) LAW 6051 Business Associations/Corporations (4)*</p>
<p>FALL YEAR TWO - REGISTER AS MHA</p> <p>MHA core courses (30 credits) may be completed in years three and four.</p> <p>PubH 6541 Statistics for Health Management Decision-Making (3)* PubH 6542 Mgmt of Healthcare Organizations (3)* PubH 6535 Managerial Accounting (3) PubH 6556 Health and Health Systems (3)* PubH 6562 Info. Tech. in Healthcare (2) PubH 6568 Inteprofessional Teamwork (2) LAW 6875 Joint Degree Prgm Proseminar 1)</p> <p>16 credits</p>	<p>SPRING YEAR TWO - REGISTER AS MHA</p> <p>PubH 6547 Healthcare Human Resources Management (2) PubH 6557 Health Finance I (3)* PubH 6544 Principles of Problem Solving in Health Services Organizations (3)* PubH 6560 Operations Research (2) (Register for PubH 7596 in spring)</p> <p>10 credits</p>	<p>SUMMER YEAR TWO</p> <p>PubH 7596 Clerkship in Health Care Administration (2) (included in Spring Year Two tuition payment)</p> <p>2 credits</p>
<p>FALL YEAR THREE - REGISTER AS MHA</p> <p>PubH 6558 Health Finance II (3) PubH 6555 Topics in Health Economics (2) OR PubH 6832 Economics of the Health Care System (3) PubH 6564 Private Purchasers (2) PubH 6565 Innovation of Healthcare Services (2) LAW 6007 Constitutional Law II (3) LAW 6875 Joint Degree Prgm Proseminar (1)</p> <p>Second-year Law School elective courses (3-6 credits – some eligible for cross-counting)</p> <p>Second-year Law writing requirement (moot court – 2 Law credits OR law review – 3-6 Law credits)</p> <p>18-19 credits</p>	<p>SPRING YEAR THREE - REGISTER AS LAW Student</p> <p>PubH 6553 Health Care Management Ethics (1)* PubH 6554 Health Care Marketing and Strategy (2) PubH 6527 Healthcare Leadership and Effecting Change (2) PubH 6596 Legal Considerations in Health Services Organizations (3)* LAW 6600 Professional Responsibility (3 credits – if not taken previously)</p> <p>Second-year Law School elective courses (3-5 credits – some eligible for cross-counting)</p> <p>Second-year Law writing requirement (moot court – 2 Law credits OR law review – 3-6 Law credits)</p> <p>14-16 credits</p>	
<p>FALL YEAR FOUR - REGISTER AS LAW STUDENT</p> <p>Third-year Law School elective courses (10-14 credits – some eligible for cross-counting)</p> <p>MHA capstone project (topic dependent) may be completed in Spring semester, satisfying the third-year writing requirement in the Law School*</p> <p>ENTR 6041 New Product Development (3) (this one will also be continued into spring semester for a total of 6 credits)</p>	<p>SPRING YEAR FOUR - REGISTER AS LAW STUDENT</p> <p>Complete Law School courses (need 57 Law credits after year 1 minus those cross-counting in years 2 & 3 – some eligible for cross-counting)</p> <p>MHA capstone project (topic dependent) may be completed in Spring semester, satisfying the third-year writing requirement in the Law School* (PubH 6570 – Advanced Problem Solving)</p> <p>Third-year Law writing requirement</p>	

8.7 ACADEMIC POLICIES AND PROCEDURES

MHA Program policies are guided by general University and School of Public Health policies. These policies, however, defer to separate unit faculties for more restrictive or more specific policies and rules.

GRADING REQUIREMENTS

Faculty grading of individual courses is a "conditional right" of each course instructor with the following constraints:

- The basis for grading, A/F and S/N, must be clearly explained and available to students.
- The Educational Policy Committee must approve the grading of any course that is offered only A/F or S/N.
- The grading for individual courses can be constrained by vote of faculty in any academic unit if it does not violate School or University policies.

GRADE OPTIONS

Students must take all required courses A/F unless the only grading basis for a course is S/N.

Incompletes

- Any course incompletes must be removed by the fifth week of the next semester of enrollment, including summer registration.
- Alternatives to removing an incomplete, such as retaking the course, taking a different course (where possible), etc. must be requested and justified in writing by the student, and presented to the advisor who in turn will bring it to the faculty for discussion and decision. The request must be signed by both the advisor and the course instructor.
- A grade of F will be submitted if the incomplete has not been removed in the five-week period and/or the terms of the request are not met.
- If courses are taken in other departments or colleges where incomplete rules are more restrictive than above, their rules will prevail.
- No incompletes in any courses used to fulfill MHA degree requirements or any other graduation requirement may be carried into the Fellowship.

GPA REQUIREMENTS

- To complete the MHA degree, a student must maintain a minimum cumulative GPA of 3.0 for all courses used to fulfill degree requirements.
- To be placed in the summer administrative residency, students must hold a cumulative GPA of 3.0 in required courses.

PROBATION AND DISMISSAL

A student will be placed on probation if in **any** semester the GPA (including cumulative) falls below 3.0 in courses to be used to fulfill MHA degree requirements.

If the student fails to raise the GPA to 3.0 after one semester on probation, they will be reviewed for dismissal.

Procedures

- When a student's GPA falls below the standards set for probation, the Program will notify the student.
- Upon receipt to the Program's notification, the student must immediately meet with his/her advisor to discuss plans for remediation and consequences of continued problem.
- Following the student-advisor meeting, the advisor will bring these jointly determined recommendations and plans to the faculty for discussion.
- The faculty will dismiss the student based on the criteria set for dismissal after weighing any special considerations related to acceptable performance for good standing.

COURSE REQUIREMENTS

The Program Director will determine the required courses, course sequence, and the number of electives required for graduation. All students must complete the required courses in the established sequence unless the student is granted permission to waive, substitute, or withdraw from a course by the faculty.

COURSE WAIVER, SUBSTITUTION, OR WITHDRAWAL

Definitions

- Granting a **course waiver** is approval for the student to be exempt from taking the required course. Although approval to waive a course may be granted, the student must still complete the required number of credits for graduation. The student does not earn credit when granted a waiver.

- **Course substitution** is permission for the student to complete a similar or more advanced course in the same discipline rather than the required course. The faculty, when considering course substitution, will approve the suggested course substitute as a replacement for the required course.
- **Course withdrawal** is approval for the student to withdraw from a required course. The faculty will consider both the request to withdraw and the plan submitted by the student for completion of the course at the same time and grant approval for both.

Procedure

- For course waiver, substitution, or withdrawal, the student must first discuss the request with his/her faculty advisor. The student must then submit a petition form that must be approved by: 1) The course instructor, 2) academic advisor, and 3) full-time Program faculty. The written request should contain: prior relevant coursework including course title, content, text, year taken and university; justification for the request; and any other relevant information. A sample petition form is included in the appendices.
- If approved by the academic advisor, the request must then be submitted to the course instructor for review.
- If approved by the academic advisor and course instructor, the advisor will submit the request to the faculty who will review the request and notify the student of approval or denial within one (1) week.
- A copy of the request and faculty decision will be maintained in the student's file

ROLE OF ACADEMIC ADVISOR

Every full-time MHA student shall be assigned an academic advisor prior to entering the Program. The academic advisor's responsibilities are to monitor the student's academic progress, advise on his/her personal and professional development, and assist in locating resources within the University community.

Advisor Responsibilities

- Prior to the start of the academic year, the academic advisor shall review his/her advisee's admission file to become familiar with the student's background.
- Following compilation of the cumulative GPA's by the Program office staff, the advisor shall counsel the student placed on probation and ensure proper documentation is sent to the student and filed.
- The advisor is responsible for assisting the student in selecting electives; for advising the student in the development of a concentration/ discipline/ area of emphasis; for providing feedback to the student on their general academic progress. The academic advisor is responsible for reviewing and approving course waiver requests.

See section 1.10 for policies on graduate student advising.

CONFIDENTIALITY POLICY

Grades

- Student grades are not posted, unless the posting method enables anonymity of students. Grades will not be given out over the phone or in person by staff.
- All faculty have access to student grades in the Program. This enables faculty to evaluate students' performance and intervene when necessary. However, most discussion and review of students' is done by cumulative GPA. Grades for students on academic probation are reviewed by individual course.
- It is useful to know the distribution of grades and the cut-off points for each grade. Students may request this information from instructors, when appropriate.

8.8 SUMMER RESIDENCY

The summer residency provides full-time MHA students with a consolidated period of time to relate and apply what they have learned in the classroom to a healthcare-related setting. The 12-week residency includes a formal academic assignment called PubH 7596, Residency and Clerkship, 2 credits. Generally, the residency begins mid-May and ends mid-August.

The MHA Program initiates the search for sites and preceptor selection of students in the residency. An MHA faculty member oversees the coordination, assessment, and evaluation of the Clerkship Project, PubH 7596. Each student is also assigned a clerkship advisor who is typically an MHA alumnus.

The MHA Program does not guarantee that all summer residency position will provide a stipend. Each participating organization will determine their availability to provide funding.

8.9 SUMMER RESIDENCY GUIDELINES

I. OBJECTIVES OF THE SUMMER RESIDENCY

The residency is a vital part of the academic program and provides the students with a consolidated period of time to relate and apply what they have learned in the classroom to a healthcare organization. The purpose of the residency is to provide an introduction to the daily activities of an organization from the perspective of top management.

Whenever possible, the residency is tailored to the interests and professional needs of the students, taking into account previous experience and areas of interest. Obviously, the level of competency achieved will be less for the resident than for the longer administrative fellowships. The student is expected to develop written objectives for the residency, discuss these with his/her faculty advisor and then with the preceptor. When students have special personal or professional needs that should be considered during the residency, the student should share these needs directly with their residency preceptor.

The objectives of the residency are:

1. To observe and study the role, function and style of top management individuals, including the CEO;
2. To understand the goals and planning process of the organization and how they are determined, and to understand the priorities of the organization and how and why they were selected;
3. To analyze the decision-making process at different levels of the organization;
4. To understand the dynamics of relationships between various stakeholders;
5. To obtain an understanding of the operational effectiveness of the organization;
6. To enhance the student's understanding of the health care industry, the organization's strategy and distinctive competencies;
7. To provide an environment to enhance their understanding of, and the controlled application and testing of skills, theories, and concepts presented during the academic year;
8. To strengthen the student's judgment, decisiveness and related administrative skills in a healthcare environment;
9. To provide a basis for developing a code of ethics, philosophy, and a dedication to high ideals and standards of healthcare management; and
10. To provide an opportunity to evaluate the student in relation to his/her needs for professional development and potential for a career in healthcare management.

Requirements for International Students

All international students engaged in summer residency/ internships must complete required documentation through the International Student & Scholar Services (ISSS). Students must attend the authorized curricula practical training in order to ensure that they are completing the application form correctly to receive an I-20, which is an immigration document that the employer must receive in order to hire the student. More information about CPT training can be found here: <http://www.iss.umn.edu/fstudent/cpt.html>

In addition, students must provide ISSS with the following items listed below:

1. Name of employer
2. Address of employer
3. Statement of work relating to the field of study
4. Authorization from the advisor also is required

If you have specific questions, please contact ISSS for assistance. Students do not have to schedule an appointment to complete the training, office hours are from 1:30 – 4:00 PM. The address for ISSS is 190 Hubert H. Humphrey Center, 301 19th Avenue, South, Minneapolis, MN 55455. Students can direct all of their questions regarding eligibility to work directly to ISSS. The telephone number is (612) 626-7100 or their website address is <http://www.iss.umn.edu/>.

All international students will be responsible for completing their visa requirements and other necessary documents to enable them to be employed for the summer at a residency site well in advance of the start date of the residency.

II. REPRESENTATIVE STRUCTURE OF THE RESIDENCY

A. Orientation

A comprehensive orientation to the mission, philosophy, operational framework and external relationships of the host organization is an essential starting place for the orientation of summer resident. Typically, a student will spend about two weeks in orientation before moving on to projects and other residency experiences. During this time, the student is expected to compile information on the residency site, which is maintained in the Program's residency files for reference use.

B. **Projects**

A major component of the residency should be assigned projects. During the summer, a student should engage in detailed staff assignments designed to give practical experience at various administrative levels. To ensure that the student gains a well-rounded health administration experience, it is important that projects be viewed in the aggregate when planning the residency. Several of the projects should carry the student broadly across the organization or should include several different operational areas of the institution. These activities may include assisting in the preparation of the annual budget of the capital budget, the collection of data to analyze problems of high organizational priority, or participation in strategic planning efforts.

A formal requirement of the Program during the residency is the completion of a written **Management Report** to meet the requirements of PubH 7596 (2 credits). The responsible faculty for the report are members of the MHA faculty. Written guidelines for PubH 7596 will be distributed to you in April. It is not expected that the student will use free time in the completion of this formal course requirement.

C. **Access to meetings**

The resident can benefit by attendance at a variety of internal and external meetings. Arrangements should be made to facilitate attendance at meetings of the management staff, medical staff, governing board, or clients. The students have been instructed that the subjects of these meetings may be very sensitive and are confidential. The student and the preceptor should discuss how sensitive information concerning the organization is to be handled internally and externally. Since there are many meetings within firms, it is suggested that the resident prepare a plan for meeting attendance early in this summer. So that the objectives of the organization are protected, it is imperative that student's minutes receive preceptor critique and evaluation.

III. RELATIONSHIP BETWEEN THE PRECEPTOR AND THE RESIDENT

The relationship between the preceptor and the resident is key to the summer experience. For this reason, we suggest that the student have a preceptor as a point of contact in the general management of the organization. Fulfillment of the student's learning potential will depend upon the acceptance of opportunities by the student and motivation by the preceptor to provide an environment conducive to a creative and constructive learning experience. It is hoped, for example, that the projects will require the student to undertake a search for information, formulate a plan for action and make recommendations, including alternatives. In this process, it is critical that the student have the opportunity to discuss and receive feedback on the total project.

It is necessary that the preceptor discuss with the resident his/her progress and challenges facing the organization on a regularly planned schedule (about once each week). Also, observations about problem solving processing employed by the organization, as well as the skills and knowledge necessary to these processes should be included.

It is expected that members of the management staff will participate, in varying degrees, in the training of the resident. To accelerate the development of these relationships, it is recommended that the resident have an opportunity to attend as many meetings of the management staff as time permits.

IV. RELATIONSHIP BETWEEN THE PRECEPTOR AND THE UNIVERSITY

At the conclusion of the residency, the preceptor will be requested to submit a written evaluation of the resident's experience and performance on forms provided by the Program office. The preceptor should discuss his/her evaluation of the student in order to maximize personal and professional growth and development.

The Program will also request that the student evaluate the residency site in order to have information about various sites available to future students and faculty. The resident is expected to discuss his/her evaluation of the residency with the preceptor.

The Program will make information about the student available during residency placement. It is the responsibility of the student to schedule an interview and to provide a current resume to the residency organization.

V. FINANCIAL ARRANGEMENTS FOR THE RESIDENT

The residency is expected to continue for approximately 12 weeks. Arrangements for the entire summer schedule should be developed between the preceptor and the resident.

The resident will be paid a stipend. The MHA leaves it to the discretion of the individual institution to provide a stipend commensurate with the amount provided to other students working in a similar capacity. For those organizations which do not have any other administrative residents or would like guidelines, the MHA Program recommends a stipend of \$3,200 per month.

It would be helpful to provide as much information as possible about the organization to the student resident prior to the beginning of the residency. This may be done during the initial interview or immediately prior to the start of the residency. Housing information is also helpful to students who will be relocating for the summer.

Health insurance may either be provided by the organization or obtained by the student from Boynton Health Services at the University of Minnesota. It is the responsibility of the student to make arrangements for health insurance.

Each student is expected to confirm with his/her preceptor the starting date, salary, and insurance arrangements. Other prerequisites are at the discretion of the preceptor.

VII. SUMMER RESIDENCY/CLERKSHIP CONTRACT

All students pursuing a required summer residency must complete a contract prior to beginning the experience. The online contract form provided streamlined process that is comprehensive for you, your preceptors, and your faculty advisor.

8.10 ADMINISTRATIVE FELLOWSHIP GUIDELINES

I. GENERAL DESCRIPTION

The Minnesota Program in Healthcare Administration believes a fellowship should provide an educationally-oriented, entry-level position in which the graduate accelerates his/her professional and personal development as a health services executive. The fellowship should be guided by a preceptor who is recognized as an outstanding leader in the field of health services management

II. RATIONALE FOR THE ADMINISTRATIVE FELLOWSHIP

The fellowship complements the Minnesota Program's rigorous, two-year academic program, which provides fundamental knowledge and skills in the areas of finance, strategic management, operations management, and teamwork. Although the students learn in fieldwork projects and residencies while completing the curriculum, many can benefit from the fellowship opportunity to apply what has been learned while they perform beginning level responsibilities as a health services manager in leading health services organizations.

The fellowship provides a golden opportunity for graduates to work with a preceptor who wants to contribute as a role model and mentor to developing the next generation of health administration leadership. Organizations benefit in turn from the regular infusion of talent at the entry level from which they can selectively hire at the end of the one- or two-year fellowship commitment.

Although the Program has extensive resources to help students find a fellowship opportunity, the fellowship route is not for everyone. A job can be an equally rewarding experience and provide a graduate with an experience more tailored to his or her interests and skills. The Program would like you, the student, to decide which option is best for your career.

III. GOALS AND OBJECTIVES

Fellowship experiences will vary widely depending on the needs of the fellow, the organization, and the environment in which the organization operates. The Minnesota Program believes it is fundamental that an excellent fellowship be guided by a mutually beneficial set of goals and objectives. They should be developed jointly by the fellow to reflect specific needs and by the organization to reflect its forecasted needs for assistance during the fellowship period. They will identify what the fellow's needs for professional development are and build a resume attractive for career advancement while contributing to the organization's objectives. Their regular use for evaluation maintains the focus of both fellow and organization on desired results. It provides the basis for mutual agreement on their modification as indicated by performance evaluation and changing organizational needs.

IV. STRUCTURE OF THE ADMINISTRATIVE FELLOWSHIP

A. Role of Fellow

The administrative fellow joins the role of a post-graduate student with that of a junior executive. Extensive staff authority is often part of the role. Typically, it has a high informal status because of the fellow's access to the preceptor and other senior executives

and as a result of the fellow's personality and management style. In some situations, it may be appropriate for the organization, over time, to grant line authority to the fellow, in order to meet the fellow's career objectives.

B. Relationship with Preceptor

The Program believes the essence of an excellent fellowship is a strong mentoring relationship between the fellow and a preceptor who is a member of the senior administrative staff. The preceptor often will be the CEO or the COO. Open and regular communication between the fellow and the preceptor is essential to a good mentor relationship. The quantity of time together will vary but should regularly occur at least bi-weekly.

The quality of the time is more important than the quantity, needing prior thought by both fellow and preceptor on how to make the best use of the limited time available. The commitment of the preceptor to the fellow sets the tone and quality of the fellowship.

The preceptor should accept accountability for planning and evaluating the fellowship. The Program administers a year-end preceptor survey to assist in its quality improvement efforts to program development.

C. Relationship with Staff

In a good fellowship, senior staff, middle management, department heads, clinical professionals and others in the organization all serve as resources for enhancement of the fellowship experience. One or more senior executives may serve as operational preceptors. Their willingness and ability to make the Fellowship a meaningful learning experience can make or break the quality of the fellowship.

D. Fellowship Arrangements

Fellowship arrangements are between the fellow and the preceptor. (The Program's Staff facilitates the interview process, if desired, by the preceptor and the student.)

The fellowship typically begins on or about July 1 of each year following the student's graduation with an MHA degree. Specific starting and ending dates of the fellowship should be mutually agreed upon by the fellow and the preceptor during the selection process; as should the fellowship first-year salary. Based upon the experience of the most recent group of MHA Program fellows, they will receive annual salaries in 2017 which average \$65,774. As of July 1, 2017, salaries reported range from \$50,000 to \$90,000. The amount typically depends upon the area's cost of living and other factors such as medical residents' salary ranges and salaries for previous employment. Typically, the fellows are included in the organization's group health insurance program, and receive benefits of vacation, holiday and paid attendance at professional meetings, as provided to the organization's newly employed junior executives.

E. Hiring Process

The application and hiring process typically begins in September for fellowships beginning the following summer. Students are asked to prepare updated resumes and career objectives with the advice of their residency mentors. Interviews usually begin in October and continue through May. Students begin accepting fellowships, traineeships, or job offers as early as November, with most occurring in January and February.

Students learn about potential fellowships through files maintained by the Program, information provided by fellowship organizations, and by reports from previous fellows. The staff and faculty advisors help students evaluate their options in relation to the students' goals and fellowship opportunities.

Some fellowship recruiters ask to receive resumes, cover letters, and other specified information directly from all applicants. Others wish to receive them from the Program's staff. Preceptors determine the number they wish to interview in their organization or on campus. Most often, recruiters will pay the travel expenses of students invited to interview within their organization. If a recruiter wishes to interview candidates on campus, this process will be facilitated by the staff and students will be notified of their appointment time.

Students receiving fellowship offers typically ask for a few days to consider it. If they are in the process of interviewing elsewhere, they may ask for more time. Again, the time allowed reflects a mutual agreement between the student and the recruiter.

In the end, we are pleased with how the hiring process results in satisfied customers, both recruiters and students.

8.11 ACTIVITIES

DEBRIEFINGS

Full-time course debriefings of first- and second-year classes occur each semester. Debriefings are open meetings attended by faculty and students. The purpose of the meetings is to gather constructive feedback on the curriculum and courses taught the previous semester. Debriefings provide an open opportunity to suggest changes in course content, scheduling, etc. and encourage discussion amongst students and faculty.

The first debriefing for the 2017-18 academic year is scheduled for September 5, 2017, at 2:30 pm. At this meeting, second-year students will provide feedback on their summer residency and clerkship projects. Students in both classes are expected to attend.

GRADUATION

The full-time MHA Graduation Banquet is a formal event typically held at a venue close to campus. Students, their guests, the faculty, staff and spouses are invited. This event includes a program with speakers, awards, and recognition of individuals. A sample program can be found in the appendices.

Costs for this event are shared by the students and the Program. The Program covers the meal cost for faculty/staff and spouses and 3-4 first-year students. The first-year students are members of their social committee. By attending this event, they get a sense for what is expected of them. They usually help by greeting guests and helping with logistics.

Graduating students cover their meal costs and the cost of their guest(s) meal. Class dues are often used to cover some of these expenses. If the event occurs on campus, the Program covers room reservation costs.

In past events, a cash bar has been available. All expenses for alcoholic beverages must be covered by the student or their guests.

As part of the program, the Program Director makes comments and presents the following awards:

- The James A. Hamilton Award for the graduating student who has demonstrated the greatest promise of achievement, as voted on by those in the graduating class.
- The Steward C. Thomson M.D. Memorial Award in recognition of Enthusiasm, Fraternalism and Selflessness, as voted on by those in the graduating class.

Students are encouraged to individualize the event as much as they like. Previous classes have had guest speakers, slide shows, music, etc. All classes have presented the award for outstanding faculty at the graduation dinner.

MENTORING

Mentoring students in the full-time MHA Program occurs at many different levels. First, all newly admitted students are welcomed to the Program by an alum in their region. Second, there is a formal mentoring program coordinated by the Alumni Association the School of Public Health. This program matches first-year students with an alum who has volunteered to serve as a mentor. Third, and more importantly, students are encouraged to call on alums from all over the country to help them in their coursework and to secure summer residencies and employment.

MHA CONNECT

MHA connect is a peer leadership program designed to be a dynamic support system for students by students. MHA Connect pairs up an incoming student to a seasoned second-year student providing valuable perspective and information to new students on adjusting to the demands and opportunities with the MHA Program.

Second year students serve as role models by providing advice and strategies on how to avoid any academic, social and personal pitfalls that new students are often challenged with. Second year students also serve as bridge builders and help eliminate barriers by connecting new students with available resources and services offered by the University.

The Program will offer opportunities for students to connect with one another early in the first semester and throughout the year. Connecting new students with second year students has proven to be a great model for student success and fosters deeper connections in the MHA Program.

THE MINNESOTA LEADERSHIP EDGE

Among the many distinguishing marks of the full-time Minnesota MHA Program is the Leadership Edge. The Minnesota MHA devotes considerable effort and resources to the professional development of our students, an emphasis that is especially helpful to students with limited work experience. The MHA Program, in collaboration with LeaderSource, has developed the Leadership Edge, a program to accelerate the professional development and sharpen the leadership skills of MHA students.

Started in 2000, the Leadership Edge is a comprehensive program taking the participant from assessment to individual coaching. This investment in helping students transition from the classroom to the boardroom enhances the success of Minnesota graduates in competing for positions with the greatest leadership potential.

Leadership Edge Components

- **Student Assessment**—each student completes a series of assessment tools administered to gauge the student's leadership qualities.
- **Assessment Feedback**—executive coaches interpret the results of the survey tools in a two-hour debriefing process. The student is given suggestions for furthering their leadership development and directing their career interests.
- **Personal Coaching**—each student is assigned a personal coach who provides five hours of one-on-one coaching on the assessment results, career counseling, and networking opportunities.
- This comprehensive professional development program, composed of assessment, feedback and coaching, provides Minnesota MHA graduates with a customized leadership edge that is unmatched in healthcare administration programs.

CLASS GOVERNANCE

Students in the first- and second- year classes elect class officers each year. Typically, the following positions are available:

- President
- Vice President
- Treasurer – to manage class savings account for social events and graduation
- Secretary – keep minutes, send thank you notes, advertise events. Announce the results of the class election. Convene class reunions, communicate class news.
- ACHE student chapter representative – serve a liaison to ACHE and assist with annual Congress in March in Chicago
- MGMA student network representative – serve as liaison to the Medical Group Management Association and assist/represent the Program at their organizational events
- Social coordinator – 1 or 2 individuals who plan and oversee class social events and intramural sports participation and attend the graduation dinner
- Community service representative – 1 or 2 individuals who organize the class's participation in 1-2 service activities each semester
- Graduation Committee – a 2nd year committee responsible planning the graduation roast and dinner.
- Student representative to the MN Alumni Association – a second-year student elected in May of Year One.
- Student representative to CHIP, the Center to Health Interdisciplinary Programs within the Academic Health Center.
- Student representative to the School of Public Health Student Senate.

HOSTING A PROSPECTIVE STUDENT

Each full-time student is encouraged to host a prospective student at least once each year.

Hosting activities include any of the following:

- picking up or dropping off a prospective student at the airport
- giving a tour of the School of Public Health facilities or the Twin Cities
- taking a prospective student and a few classmates out to lunch or dinner
- introducing visitors to faculty and staff
- hosting a prospective student in your home or apartment (optional)

Be assured that the Program will cover any expenses that you incur while hosting. Please submit receipts to the MHA financial representative.

CONFERENCE ATTENDANCE/TRAVEL POLICY AND PROCEDURES

The MHA Program may provide up to \$1,000 in professional conference reimbursement to full-time students over the course of their two-year program, based on funding availability. Contact program staff for details.

8.12 SCHOLARSHIPS

FULL-TIME MHA SCHOLARSHIPS POLICIES AND PROCEDURES

The purpose of this policy is to set forth the guidelines for awarding and disbursing scholarships to MHA students. Scholarships are intended to defray the cost and encourage students to complete the MHA Program at the University of Minnesota. Some of the scholarships awarded have specified criteria for eligibility, and are based on academic performance, financial need, and demonstrated leadership potential. The scholarship package may include employment (research assistantship), students selected to work as RAs assist with faculty research, program projects, or recruitment. It is important to understand that some scholarship awards can change the amount of a financial aid award package; however, scholarships awarded do not require reimbursement. The award amount of a

scholarship may vary at the discretion of the MHA Program. Some scholarship awards are disbursed in one-half amounts and applied towards tuition and fees during each registration period. Each scholarship is subject to eligibility requirements and fund availability.

Requirements:

A student must maintain a full time course load (minimum of 12 credit hours) each semester. Scholarship award is subject to program criteria evaluation at the end of each semester for which it has been awarded (Note: eligibility will be determined at the end of each semester).

Scholarship recipients must maintain the required cumulative grade point average. Grades are subject to review on a term-by-term basis. Any scholarship recipient who earns a semester grade point average of less than 3.0 will automatically forfeit the scholarship. Students receiving scholarship awards who withdrawal from the MHA Program and/ or the University must notify the Program.

Scholarship funds can be applied to not only tuition, fees, textbooks costs, but also toward on-campus and off-campus housing, and meal costs or as otherwise stated in each scholarship description.

The maximum length of the scholarship is four (4) consecutive semesters beginning with the recipient's initial acceptance of that award, unless the student is pursuing a dual degree.

Criteria for Eligibility:

Overall grade point average of 3.0 or higher

A Legal U.S resident or an eligible non-citizen (International students)

Be admitted to the MHA Program and a degree seeking student

Student must maintain satisfactory academic progress.

Maintain a cumulative grade point average of 3.0 for each semester awarded

How Scholarships are Awarded:

Scholarships for newly admitted students are awarded based on GPA, test scores, interview ratings, and the recommendation of the Admission Committee.

Awards for second year students follow a different process. Second year scholarships are based on a combination of academic performance and demonstrated leadership potential. Leadership potential is demonstrated through school, Program, class, and professional involvement and initiative. To measure leadership potential,

1. faculty and students are asked to vote for individuals who have demonstrated leadership potential;
2. each student may submit a short statement of their leadership accomplishments;
3. transcripts are checked for performance and progress toward degree.

Scholarships awarded are based on based on GPA, test scores (GRE and/ GMAT) Interview ratings, and the recommendation of the Admission Committee. Upon accepting the admissions offer, the MHA Program will notify the student of any scholarship(s) and Research Assistantship position that have been awarded.

8.13 APPENDICES

Student Petition Form

MHA/MBA Dual Degree Application Supplement

Graduation Banquet Agenda

STUDENT PETITION FORM

Student Name: _____ Date: _____

Course to be waived: _____

Semester: _____

Prior relevant coursework, institution(s) and grade(s) received*:

Justification for request:

Signature

Date

Course Instructor

Date

Academic Advisor

Date

MHA Program Faculty

Date

*Attach a course syllabus, which should include a list of the required readings for the course

SAMPLE BANQUET AGENDA



University of Minnesota Master of Healthcare Administration Class of 2016

Graduation Banquet and Awards Ceremony
May 16, 2016
11:30 – 1:30 p.m.
Jax Cafe

Welcome	Jason Battaglia, Class of 2016 President
Address from Program Director	Jean Abraham, MHA Program Director
Presentation of Awards	Jean Abraham, MHA Program Director
Class of 1954 Award	
Bright M. Dornblaser Award	
Stewart C. Thomson, M.D. Memorial Award	
James A. Hamilton Award	
Class of 1981 Faculty Award	Sean McLoughlin
Presentation of the Class of 2016 Gift	Jason Battaglia
Comments from the Class of 2016	Brett Andresini
Presentation of the Class of 2012	Jean Abraham, MHA Program Director
Closing Remarks	Jason Battaglia
Group Photo	

Members of the Class of 2016

Name	Name	Name
Name	Name	Name
Name	Name*	Name
Name	Name	Name
Name	Name	Name

*Denotes MHA/MBA graduate



Class of 1954 Award

The Class of 1954 Award began in 1956 to recognize the best summer clerkship report by a member of the graduating class. The summer clerkship report is prepared by every full time MHA student at the completion of the summer residency between the first and second year of the program.

Bright M. Dornblaser Award

Named for Emeritus Professor and long-time management project advisor Bright M. Dornblaser, this award recognizes the student team that completes the best management project as judged by the program faculty. The management project is a capstone experience that students complete in teams during the spring semester of the second year.

Stewart C. Thomson, M.D. Memorial Award

This award is in memory of Stewart C. Thomson, M.D., a School of Public Health professor who taught many years in the Program in Healthcare Administration and who is remembered for his genuine interest in, dedication to, and compassion towards students. This award recognizes the graduating student, as voted by the graduating class, who has exhibited a spirit of enthusiasm, selflessness, and collegiality toward the program and his or her classmates.

James A. Hamilton Award

This recognition is awarded to the member of the graduating class who has completed with high standing the requirements for the degree of Healthcare Administration and who, by personal qualifications and accomplishments, as voted by the graduating class, shows the greatest promise of achievement in the profession of healthcare administration.

Class of 1981 Faculty Award

The Class of 1981 Faculty Award is presented annually to the faculty member who the graduating class believes has demonstrated excellence in teaching during their two years in the program.