

# Graduate Programs in Epidemiology and Public Health



## Student Handbook

2012-2013

UNIVERSITY OF MIAMI  
MILLER SCHOOL  
of MEDICINE



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## **PROGRAM OVERVIEW**

### **Graduate Program Mission**

The mission of the Graduate Programs in Epidemiology and Public Health is to develop leaders who can translate knowledge into policy and practice to promote health and prevent disease in human populations.

The Department of Epidemiology and Public Health offers graduate programs leading to the degrees of Master of Public Health (MPH), Master of Science in Public Health (MSPH), Master of Science in Biostatistics, the Doctor of Philosophy (PhD) in Epidemiology and the Doctor of Philosophy (PhD) in Biostatistics. Joint degree programs are also offered in conjunction with the School of Medicine (MD/MPH, MD/PhD), the School of Law (JD/MPH), the School of Business (MPA/MPH), and the Department of Continuing Studies (MPH/MAIA).

### **Graduate Program Values**

The values guiding the Graduate Programs in Epidemiology and Public Health include:

**Physical and Mental Health:** A fundamental right of every human being.

**Health Equity:** A commitment to ensure the health of all populations, including the most vulnerable and underserved.

**The Freedom of Inquiry:** To think, to question and to challenge forms the basis for all our educational, research and service activities.

**Diversity and Mutual Respect:** Promote and celebrate individual and collective distinctions among our students, staff, faculty and community partners.

**Personal and Professional Integrity:** Ethical behavior guides the activities of our students, staff, faculty and community partnerships.

**Community and Organizational Partnerships:** Participatory collaboration with diverse and fully engaged stakeholders to promote health and social change.

## **Program Goals and Objectives**

### **Instruction:**

- a. To provide engaging educational opportunities through continuous quality improvement to prepare students to maximize the health and well-being of individuals, communities and populations.
- b. To train students to address the complex public health issues affecting vulnerable and underserved populations.
- c. To mobilize a diverse faculty, staff and student body to meet the national goals of an educated and diverse public health workforce.

### **Research**

- a. To increase the depth, breadth, and impact of innovative research conducted by our faculty with an emphasis on vulnerable and underserved populations.
- b. To foster an environment in which students and faculty collaborate on rigorous scientific investigations addressing public health issues.
- c. To disseminate research findings through publications and presentations and community forums.

### **Service**

- a. To engage with communities, professionals, leaders and others as partners in the mission of public health.
- b. To create educational opportunities in public health for public health and health professionals and the broader community.
- c. To translate public health knowledge into tangible benefits through shared ownership of inquiry and findings with the communities served.

## *Student Responsibilities*

All graduate students at the University of Miami are subject to the general standards and requirements of the University, its various departments, and the specific requirements of the Graduate School. The graduate student is expected to assume the initiative in completing all requirements of the program within the time specified. It is the responsibility of the student to be informed concerning all regulations and procedures required. In no case will a regulation be waived or an exception granted because a student pleads ignorance of the regulation. **All students are required to sign the acknowledgement and receipt form contained in Appendix A of this handbook which provides a web link to this handbook, the Graduate School Honor Code and the 2012 -2013 Graduate Bulletin.**

<http://publichealth.med.miami.edu/current-students>

## *Program Ethics*

The Graduate Programs are committed to fostering an environment that supports the promotion of public health values and is conducive to professionalism and ethical standards for the responsible conduct of science and education. In addition to the listed values on Page 2 of this handbook, graduate students agree to abide by the Graduate Student Honor Code.

The University of Miami expects all graduate students to adhere to the highest standards of ethics and academic integrity. All forms of academic fraud are strictly prohibited. These include, but are not limited to, plagiarism, cheating, work (whether an examination, dissertation, thesis, research paper, research project, form of creative expression, experimental data, or any other academic undertaking) submitted for evaluation, presentation, or publication meets these standards. Additionally, graduate students are expected to respect and appreciate the diversity of the community and to respect the rights of others, be they property, privacy, opinion, or expression. Students found to be in violation of these standards are subject to disciplinary actions by the students program and/or the Graduate School through the process described in the Graduate Student Honor Code. All graduate students are bound by the rules and regulations of the University of Miami that apply to them.

## *Plagiarism*

Plagiarism is explicitly outlawed at the University of Miami Miller School of Medicine, and each student who enters our programs signs a statement acknowledging this fact. **All students will be asked to sign and return the Plagiarism Acknowledgement Form located in Appendix B of this handbook.** Students who are found to have plagiarized may be asked to withdraw from their degree program. Plagiarism is not always easy to define; students who are unsure whether a particular practice is acceptable are urged to discuss the issue with the faculty instructor or mentor.

## GENERAL PROGRAM INFORMATION

### Full-Time Study

The categories of full-time students include:

- a. Graduate students taking nine or more graduate credits in a regular semester (three credits in a summer session)
- b. Graduate students enrolled in any 700 level course: Master's Study (EPH 725), or PhD related EPH/BST 730, 740, or 750.

**PhD students are required to be enrolled full-time during their first year of study (regardless of employment). Additional restrictions are applied to PhD students accepting the stipend during their first year.**

### Part-Time Study

Part-time study consists of graduate students taking less than nine credits per semester (less than three during a summer session).

### Grades, Quality Points, and Credits

Letter grades with corresponding quality points are as follows:

A+	4.0	B+	3.3	C+	2.3	D+	0
A	4.0	B	3.0	C	2.0	D	0
A-	3.7	B-	2.7	C-	1.7	D-	0

The quality point average is then determined by dividing the total of quality points earned by the total of credits attempted. The symbols "S", "W", and "I" are not counted as credit attempted.

**S** is used for an acceptable (**U** is for unacceptable) project, practicum, dissertation and internship credit.

**D** and **E** indicate failure and are not acceptable for graduate credit.

**W** indicates a course dropped by permission of the Director and the Dean of the Graduate School prior to the last day for withdrawing from classes as published in the official calendar of the University. Credit can be earned only by successful repetition of the course.

**"I"** indicates incomplete work in passing status with the instructor's permission to complete the course. An "I" will be assigned only if the instructor is satisfied that there are reasonable non-academic grounds for the student's incomplete work.

Students who receive an **incomplete (I) in structured coursework** (excluding capstone, thesis and dissertation credit) **will not** be allowed to register for additional courses until the incomplete has been completed. Exceptions may apply. Master's students who receive subsidy tuition coverage may jeopardize their funding status while carrying incomplete grades in courses past the deadline set for completion.

**NG** is a symbol assigned by Enrollment Services indicating that the instructor has not yet reported the student's grade. For a student to receive credit for the course, the instructor must report a passing grade prior to the student's graduation.

### Grade Point Average (GPA)

An average of B (3.0) is required for a graduate degree, and no "D" credit may be counted toward the degree. All University of Miami work taken as a graduate student will be counted in computing the GPA, including courses graded "D".

Students must continually maintain a GPA of 3.0 over all courses. Students are required to earn a grade of "B minus" or higher in all core (required) courses. A student will be notified that he/she is not making sufficient progress if his/her cumulative GPA falls below 3.00 in any semester or if a single grade below a "C" is obtained in any course. Notification will be given by written letter from the Program Director immediately following the close of the deficient semester. The cumulative GPA must be raised to at least a 3.00 by the end of the next semester in which registration occurs or the student will be required to withdraw from the Graduate Program. No longer than 2 summer sessions or one Fall or Spring semester may pass without registration once a student has been placed on academic probation. Students on probation are not eligible for tuition subsidy or coverage.

### Admission to Candidacy

#### Master's Programs

Admission to Candidacy is no longer required for the MPH and MSPH degree programs. However, all MPH and MSPH degree-seeking students are expected to maintain satisfactory academic performance and standing in their coursework.

1. receive a *grade* of B minus or higher in all EPH *core* courses (credit only registration is not permitted in EPH courses for degree-seeking students)
2. maintained a B *average* (3.0) in all work undertaken as a graduate student

#### PhD Program

PhD students are admitted to candidacy upon completion of their coursework in addition to completing and passing all required comprehensive examinations. Students must have selected a dissertation committee in order to complete their Admission to Candidacy paperwork. Please see the PhD in Epidemiology Student Handbook for detailed information regarding qualifications for candidacy.

**No students may receive the degree in the same semester or summer session in which they are admitted to candidacy.**

### **Class Attendance and Participation**

Students are expected to attend classes as scheduled. If absences are necessary, instructors should be advised and methods for make-up of missed course work should be determined. Permission to complete missed course work/tests for a grade is at the discretion of the instructor. Class attendance and participation are part of the evaluation process for grade determination.

### **Graduate School Bulletin**

Students (at the time of their new student orientation) are provided a web link to the Graduate Bulletin and are required to sign the acknowledgement and receipt form. The Bulletin is published annually and contains the policies of the Graduate School, descriptions of courses offered, and the services that are available to graduate students. Students are responsible for knowledge on general UM policies and procedures outlined in the Graduate Bulletin. <http://publichealth.med.miami.edu/current-students> Additional Graduate Programs in Epidemiology and Public Health specific policies and procedures are outlined in this Student Handbook and the PhD in Epidemiology Student Handbook.

### **Faculty Advisors for Students**

MPH and MSPH students are required to meet with the Director of Education (J Kornfeld) at least once per academic year while completing structured coursework for general curriculum and registration advising. PhD students are required to meet with their program director (L Kresty, EPI, B Clarke, BST) at least once per semester (Fall and Spring) for general curriculum and registration advising. PhD students are strongly encouraged to meet with their advisor/mentors on a more frequent basis.

Once students advance to the field placement/thesis (capstone) experience, MPH and MSPH students are required to work closely with their assigned Faculty Capstone Advisor to ensure that they adequately meet the requirements of the Capstone Experience. Before embarking on a project, students will be assigned to an advisor based on their area of interest (Epidemiology, Health Prevention Sciences, Biostatistics, Environmental Health, Health Services Research & Policy, or MD/MPH). The Faculty Capstone Advisor will help students develop learning objectives, discuss public health significance of the project, and determine appropriate scope of work.

### **Graduate Programs Governance and Committee Membership**

The Graduate Programs consist of several faculty and administrative committees which review all elements of the Master's and Doctoral programs. Committees include the Admissions Committees (MPH/MPSH, PhD in Epidemiology and MS/PhD in Biostatistics), the Graduate Executive Policy Committee, and the Graduate Programs Curriculum Committee.

The Admissions Committees are composed of select voting faculty members and are responsible for reviewing and voting on all graduate program applications for the MPH/MSPH, MS and PhD programs in epidemiology, public health and biostatistics.

The Curriculum Committee is composed of DEPH faculty, program administration staff, and 2 student representatives (master's and doctorate level). The primary mission of the Curriculum Committee is to work cooperatively with faculty and students in its continuous efforts to improve and facilitate the teaching of public health, epidemiology, biostatistics and related fields within the Department of Epidemiology and Public Health, the University of Miami Miller School of Medicine, and the south Florida community.

The Graduate Executive Policy Committee (GEPC) consists of select faculty members, one PhD student representative and program administration staff. The GEPC oversees policy changes, decisions, and general procedures of the Admissions Committee, Curriculum Committee, and the Graduate Programs operations.

#### Procedures for Appeals

Specific administrative decisions regarding the Graduate Programs and individual students are first reviewed by the appropriate Director (MPH/MSPH Director, PhD Director, Graduate Programs Director). Appeals in reference to curriculum changes or admissions decisions will also be forwarded to the appropriate committee (eg, Curriculum, Admissions, faculty advisor). The Graduate Executive Policy Committee must review all requests and changes from the above mentioned committees. Student and faculty appeals for admissions decisions, curriculum changes, credit waivers, and unique student circumstances are examples of such items that the GEPC would review for decision. If further appeals are necessary, requests are then submitted to the DEPH Chair for a final decision. For students to file an appeal, the faculty advisor and appropriate Director must first be contacted, followed by the appropriate committee, before the appeal will be reviewed by the GEPC and DEPH Chair.

#### *Transfer of Credit from Accredited Graduate Institutions*

Upon recommendation of the major department and the approval of the Graduate School, a maximum of nine (9) semester hours of graduate credit, with grades of B or above, may be transferred from another accredited graduate institution towards earning a Master's degree. Work taken more than six years prior to transfer will not be accepted. Credits transferred from a university on a quarterly system must be converted to semester hours (quarter hrs. x 2 / 3). All work transferred is subject to examination by the University of Miami. In no case will credit be transferred until the student has completed acceptably an equivalent number of credits at the University of Miami. An official transcript of work to be transferred must be on file in the Graduate Office. It is the responsibility of the student to formally request transfer of credit and a copy of your transcripts. Transcripts should be sent to the student's home address and once received, transcripts should be presented to Heather Rose in Room 912 for processing.

Since the University of Miami MPH program is affiliated with the FIU program, a student in the MPH degree program may, with approval, transfer a maximum of 15 graduate credits from FIU providing that no other graduate credits have been transferred from any other graduate institution. A student who has transferred graduate credit from an institution other than FIU may transfer additional credits from FIU to

the extent that the total number of graduate credits transferred (i.e. credits from FIU plus credits from any other institution) does not exceed 15 credits. In 2008, a new arrangement was reached with Florida International University for cross-registration for PhD students. The credit limit is 6 credits, additional costs may be encountered by the UM EPH PhD student registering at FIU.

### **Graduation**

It is the responsibility of the student to apply for graduation either during registration or before the date indicated on the Office of the Registrar academic calendar. The form is accessed by the MYUM system on the UM web-page ([www.miami.edu](http://www.miami.edu)). If a student does not graduate in the semester that he/she applied, the student **must re-apply** for graduation.

Graduation ceremonies are held in December and May only. Those completing degree requirements during the summer sessions may participate in the graduation ceremonies of the previous or following May or December ceremony. Students are responsible for ordering their own ceremony regalia. Every March and October, UM posts commencement information on their web-page to assist students with graduation requirements. Please see <http://www.miami.edu/sa/index.php/commencement> for additional commencement information.

### **Validation of Over-aged Credits**

MPH and MSPH students must complete their degree **within six years** after beginning their coursework and PhD students must complete their degree **within eight years** after beginning their coursework. The Graduate Programs Office reserves the right to set shorter time periods for degree completion. Graduate credits may not be applied toward a degree at the University of Miami if their age at the time of award of the degree exceeds the specified limits.

## **INFORMATION TECHNOLOGY RESOURCES AT UM**

### **My UM**

MyUM provides students, applicants, faculty, staff and delegates access to their important personal information 24 hours a day online. You will be able to navigate services including: registration, student records, student accounts, financial assistance, personal biographical information, student employment, employee benefits and paychecks. **Students are REQUIRED to access this service!** All information, which is confidential and is protected by a self-assigned Personal Identification Number (PIN) is accessible from the web. To log in go to <https://myUM.miami.edu/> and follow the instructions. Students are required to access MYUM.

### **Blackboard**

Blackboard is the UM electronic system that distributes course information, grades and reading material in a secure way to students individually. To login go to <http://www.courses.miami.edu> where you will use your email address for the username and your date of birth as your password. Once you've entered the system, you can change your password (recommended) and access all courses included in your semester registration.

#### **Blackboard Login Instructions**

##### **A. Gather your login information**

1. Your Blackboard UserName is your "UM Email Alias." To find your "UM Email Alias," open a web browser and go to [www.miami.edu/myum](http://www.miami.edu/myum)
2. Login with your CaneID and Password or click on the "First Time Using CaneID?" link and follow the directions, as appropriate.
3. On the MyUM Home tab, in the Email Information section, note your UM E-mail Alias. This will be your Blackboard username.
4. (If it isn't already set, enter your real e-mail address in the "Update preferred e-mail address" box and click on the "Update Email" button.)
5. Your initial Blackboard password is your birth date in the form month/day/year with no leading zeros in the month or day, all four digits in the year, and a "/" between each entry. For example, May 1, 1982 would be 5/1/1982.

##### **B. Go to the Blackboard system and login**

1. Go to [www.miami.edu/blackboard](http://www.miami.edu/blackboard)
2. Enter your UM E-mail Alias as your user name.
3. Enter your Birth Date as your password.

4. Click on the Login button. (If you cannot login, see the “Need Help” box.)
5. To change your Blackboard password (recommended), click on the “Personal Information” link and follow the instructions.

***Need help?***

The Instructional Advancement Center (IAC) has a help desk that supports the Blackboard system.

\*Call (305) 284-3949 during normal working hours.

\*Send e-mail to the Help Desk [blackboardhelp@miami.edu](mailto:blackboardhelp@miami.edu).

\*Fill out a Customer Service form by clicking the “Help” icon at the top of any Blackboard page and then the “[Create a Blackboard Help Desk Ticket](#)” link.

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## University of Miami Blackboard



Please select from the following login options

- I have a valid CaneID and password
- I have a special Blackboard ID and password
- I want to access Blackboard as a guest and view only public information

[Continue](#)

[Help with CaneID and Password](#)

[Contact the Blackboard Help Desk](#)

## E-mail

Graduate students are REQUIRED to use their med.miami.edu email address. Since all program communications occur by e-mail and will only be sent to the med.miami.edu address, we urge you to **check your university e-mail account at least once per day**. E-mail accounts for students at UMMSM are hosted through the server med.miami.edu. A web mail interface is available on this server. All communications will include course assignments, program events, administrative requests and announcements. All degree-seeking graduate students are provided with free access to E-mail. The web link and login screen example are provided below.

Email addresses and login information will be provided to all new students before the start of their first semester at orientation, or shortly before the orientation date.

<http://mail.med.miami.edu>

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UNIVERSITY OF MIAMI HEALTH SYSTEM | MILLER SCHOOL  
of MEDICINE

**OUTLOOK WEB ACCESS**

Security ( [show explanation](#) )

This is a public or shared computer -This option prevents saving attachments to protect your information

This is a private computer

Use Outlook Web Access Light

User name:

Password:

[Click here](#) to change your Medical ID password  
Visit the Medical Information Technology [Webpage](#)

## **TUITION AND FEES**

### **Tuition**

Tuition for graduate credit is \$1,660.00 per credit for the 2012-13 academic year. Florida Resident Tuition Subsidy funding is limited (available to qualifying MPH and MSPH students) and will vary each academic year.

Epidemiology and Biostatistics doctoral students receive 100% tuition coverage/scholarship for their graduate tuition during their full-time study/matriculation (must remain in good standing to maintain scholarship).

### **Fees**

All students are responsible for fees on their account (regardless of their tuition payment arrangement). Mandatory fees include the Activity Fee (\$13.00), the Student Health Center fee (\$83.00), the Medical School Health and Counseling fee (\$25.00), and the Wellness Center/Gym Fee (\$145.00). The Wellness Center fee is automatically charged to all students registered full time (9 or more credits in a fall or spring semester) but can be declined within the first week of classes each semester and removed from your account. The Athletic Fee (\$66.00) is optional and will not be automatically charged to your account (you must request this fee).

### **Student Health Insurance Fees**

Health insurance is required for all students. Students may obtain their own health insurance (through a parent, spouse, employer) or elect to purchase a student health insurance policy. The University has selected United Healthcare as the provider for students. The United Health Care/UM Student Insurance Brochure is provided to new students at the time orientation and always available for review at <https://www6.miami.edu/student-health/Brochures/UHCBrochure.pdf>

The annual cost of the premium varies from year to year. For 2012 – 2013, the annual rate is \$2,192.00.

In addition to the above charges, there is a \$50.00 per semester [surcharge](#) for smokers who are enrolled in the University sponsored health insurance plan. Enrolled students are required to complete a smoker designation form through [myUM](#) (under the Life at UM tab) indicating whether they smoke or not. Those who confirm that they smoke, and those who fail to provide the smoker designation information will be charged the \$50.00 surcharge per semester.

Students who obtain their own insurance or are covered by their parent's and/or spouse's policy may fill out the appropriate waiver form <http://www6.miami.edu/student-health/Forms/domhealthwaiver.pdf>

This form may be mailed, faxed or e-mailed to:

University of Miami Student Health Service  
5513 Merrick Drive, Coral Gables, FL 33146-5310  
Telephone: (305) 284-1652 Fax: (305) 284-4905  
[studenthealth@miami.edu](mailto:studenthealth@miami.edu)

Receipt of the form and processing of the waiver can be verified at [myUM.miami.edu](http://myUM.miami.edu), under the “Life at UM” tab. Please do not assume that the insurance charge has been waived until waiver has been verified via myUM.

**Doctoral Students ONLY:** If you select the University Student Health Insurance benefit, you must pay 20% of the premium: log into your MyUM account, select the *Employee* tab and follow the directions to enroll in payroll deduction. The payroll deduction will be in 3 monthly installments and the deductions will be withdrawn from your October, November and December stipend checks.

University of Miami Student Health Service  
5513 Merrick Drive, Coral Gables, FL 33146-5310  
Telephone: (305) 284-1652 Fax: (305) 284-4905  
[studenthealth@miami.edu](mailto:studenthealth@miami.edu)

**Contact Numbers:**

Main Number (305) 284-1652  
Pharmacy (305) 284-5922

**Student Health Center Hours of Operation**

**Fall and Spring Semesters:**

Mondays, Tuesdays, Wednesdays, and Fridays - **8:30AM to 5:00PM**  
Thursdays - **9:00AM to 5:00PM**  
Sundays – **11:00 AM to 4:00PM**  
University / Coral Gables Campus Holidays - **Closed**  
After hours assistance available at 305-284-9100

**Winter break, Spring break, and Summer Sessions :**

Monday through Friday - **9:00AM to 4:30PM**  
Weekends and University/ Coral Gables Campus Holidays - **Closed**  
(After hours assistance available at 305-284-9100)

**Sunday Hours:**

The Student Health Service is open on Sundays from Noon to 4:00 pm during the Fall and Spring semesters. [On-line appointments](#) are available for students with acute medical problems requiring urgent attention, and will become available starting Saturday mornings for visits on Sunday. For other issues, please make an appointment or drop-in during regular hours.

**Pharmacy Hours of Operation**

**Fall and Spring Semesters:**

Monday through Friday 9:00 a.m. to 5:30 p.m.

**Winter break, Spring break, and Summer sessions:**

Monday through Friday, 9:00 a.m. to 5:00

**Closed on Saturdays, Sundays, and University holidays.**

## *Financial Aid*

The Office of Financial Assistance has information on student loans and other forms of financial aid. They can be reached at 305-284-5212 or 305-284-FAST for their 24-hour voice response financial aid information service. The Office of Financial Services website has a great deal of information and links to forms/applications. Their direct contact information is also listed below.

[http://www.miami.edu/index.php/office\\_of\\_financial\\_assistance/g/](http://www.miami.edu/index.php/office_of_financial_assistance/g/)

OFAS main offices

Rhodes House

Monday-Friday, 8:30 a.m.- 5:00 p.m.

Phone: 305-284-5212

Fax: 305-284-4082

E-mail: [ofas@miami.edu](mailto:ofas@miami.edu)

### Frequently Asked Questions/Financial Aid

[http://www.miami.edu/index.php/office\\_of\\_financial\\_assistance/faqs/](http://www.miami.edu/index.php/office_of_financial_assistance/faqs/)

**Tuition Remission:** Tuition remission is a University provided benefit designed to encourage employee and family participation in higher education. As an element of the total compensation package, this benefit is designed to be competitive in supporting a foundational level of higher education. Participation in the tuition remission program supports the overall university interest in personal and professional development.

Full-time regular employees can receive a 100 percent tuition remission benefit for two courses per semester with a maximum of 15 credits per calendar year. Part-time employees receive the same amount of credits as full-time regular employees; however the benefit is prorated based on their work effort in the system. There is no limit to the total number of credits for which an employee can use the tuition remission benefit while employed at the University, only a per semester limit. However, **employees will be responsible for the cost of the course paid by tuition remission if the course is failed or the course is withdrawn after the posted withdraw date.**

The University manages its tuition remission plan in accordance with Internal Revenue Service (IRS) regulations. Tuition remission benefits at an undergraduate level are not taxable. Graduate tuition remission is subject to Federal Income and Social Security withholding taxes. Employees enrolled in graduate level courses will be exempt from taxation for the first \$5,250 of graduate tuition remission per calendar year. The value of graduate tuition remission received by employees over \$5,250 per calendar year is taxable income to the employee.

For more information on tuition remission benefits, please contact Sherri Virok in Benefits at 305-243-2728.

**State Subsidy:** The University of Miami provides a state subsidy to MPH and MSPH degree-seeking students. Proof of Florida residency is required. The student must be residing in Florida for at least 12 months prior to beginning the program for purposes other than solely attending an academic institution. Verification of FL residency is required, forms are provided by the Graduate Programs Office (H Rose). Contact the Graduate Programs office for more information.

**Master's Study credits (EPH 725) and courses taken in other departments within the University are not subsidized.** The amount of subsidy is subject to change every semester depending on the number of students and the credits taken. The Graduate Programs reserves the right to restrict and/or reduce credit coverage when funding becomes limited. **Students who utilize tuition remission are NOT eligible to receive the state subsidy. Internal sources of tuition coverage (University fellowships, University training grants, University training programs) must be utilized before any additional tuition support can be considered by the Graduate Programs.**

## **UNIVERSITY-WIDE RESOURCES**

### **International Student and Scholar Services (ISSS)**

The Department of International Student and Scholar Services (ISSS) represents the needs and interests of the University of Miami international community and provides support services and programs for international students, scholars, observers and academic departments at UM. Every year, approximately 2,725 international students (undergraduate and graduate), scholars (professors and researchers), and observers from more than 110 countries representing every region of the world study, teach, conduct research, and observe at the University.

International students and scholars face some unique challenges as well as opportunities while pursuing their academic goals at UM. The professional and dedicated ISSS staff provides expert advice, services, programs, and information aimed at supporting your educational endeavors and enriching your U.S. experience over the entire course of your stay. ISSS support services and programs encompass:

[http://www.miami.edu/sa/index.php/student\\_life/student\\_services/iss/](http://www.miami.edu/sa/index.php/student_life/student_services/iss/)

**Email:** [iss@miami.edu](mailto:iss@miami.edu)

**Phone:** (305) 284-2928

**Fax:** (305) 284-3409

**In Person:** 5600 Merrick Drive  
Building 21-F  
Coral Gables, FL 33124-5550

ISSS is committed to the internationalization of the student and scholar experience - the extent to which students and scholars develop a cross-cultural awareness and a willingness to reach beyond their own cultural knowledge. Please contact ISSS to explore ways that we can support our international students and scholars as we continue to build an international university.

### *Office of Disability Services*

The Office of Disability Services (ODS) is the primary university office responsible for the coordination of auxiliary aids and services for students with disabilities. The Office of Disability Services (ODS) provides academic accommodations and support to ensure that students with documented disabilities are able to access and participate in the opportunities available at the University of Miami. Individuals with disabilities must self identify and request academic accommodations through the Office of Disabilities. Accommodations are determined on a case-by-case basis and are based on the documentation provided by the individual. Documentation is reviewed and accommodations are assigned in accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (ADA), including the Americans with Disabilities Amendments Act of 2008.

Information is available to prospective and enrolled students, their parents and/or sponsors. The Office of Disability Services (ODS) is located in the Camner Academic Resource Center in Whitten University Center N201. ODS staff can be reached at 305-284-2374 (Voice), 305-284-3401 (TDD) or 305-284-1999 (Fax). Office hours are 8:30 am to 5:00 pm, Monday through Friday. Individuals may email the office staff at [disabilityservices@miami.edu](mailto:disabilityservices@miami.edu) for quick responses to questions.

<http://www.umarc.miami.edu/arc/ODS.html>

### *Student Counseling Center*

[http://www.miami.edu/sa/index.php/student\\_life/student\\_services/student\\_health/counseling\\_center](http://www.miami.edu/sa/index.php/student_life/student_services/student_health/counseling_center)

The Student Counseling Center has personal counselors who can help students effectively cope with the challenges of college life and facilitate learning, growing and socializing. The Counseling Center offers a wide range of services, including short-term individual counseling, career and educational counseling, outreach programs, and various groups aimed at enhancing personal growth and development. The Center is staffed by an experienced team of professionals from the fields of psychology, psychiatry, mental health counseling and social work.

Regular appointments are available Monday through Friday from 9 a.m. to 5 p.m. Students can call the Counseling Center directly at (305) 284-5511 or come in person to request appointments. Generally, students can be seen the same day or the next day following their request for an appointment. The University Counseling Center is located in Building 21-R of the Center for Student Services on the Coral Gables campus. If a crisis occurs when the Center is closed, counselors can be reached by calling the University of Miami Police department at (305) 284-6666.

## *MEDICAL CAMPUS RESOURCES*

### *Access Card and Photo ID*

Each incoming student is required to obtain a student photo ID that must be visibly seen at all times while on the Medical Campus. This ID will identify the student and allow him/her to enter various UM facilities at the Medical Campus as well as the Coral Gables campus and Marine Campus. The necessary

form needed to obtain an EPH ID is provided by the Program Administrator (Heather Rose, room 912 CRB). An access/ID card to enter the Clinical Research Building must be purchased by all incoming students. These cards are computer coded and should **never** be given to other individuals for their use. Lost or stolen access cards should be reported **immediately** to Security and can be replaced by the student for a \$10 fee. Access cards must be returned to Security (Dominion Tower) office prior to graduation or withdrawal from the program to avoid a hold on the student's records. U.M. employees with existing photo IDs are not issued student IDs.

### *Louis Calder Memorial Library*

**Basic Library Services:** [http://calder.med.miami.edu/lib\\_info\\_and\\_services.html](http://calder.med.miami.edu/lib_info_and_services.html)

**Library Request Forms:** [http://calder.med.miami.edu/request\\_forms.html](http://calder.med.miami.edu/request_forms.html)

**Reference and Education Services:** <http://calder.med.miami.edu/librarianask.html>

**Biomedical Communications:** <http://calder.med.miami.edu/biomed/index.html>

#### **Library Cards**

Your University of Miami/Jackson Memorial Hospital ID, your Associates card or your ID from a member institution is your library card. You must present your ID to borrow materials, receive in-house rates for services that are fee-based, and to enjoy interlibrary loan and billing privileges. Reduced student rates are available for all services.

#### **Circulation Policies and Fees**

**Books and audiovisuals** Loan: Two weeks  
Fine: \$1.00 per DAY after the 14th day

**Reserve material** Loan: Overnight only:  
due 9:00 a.m. the following day  
Fine: \$1.00 per HOUR after 9:00 a.m.

Reference books and journals do not circulate. You may place a HOLD on any item that has been checked out. The item will be held and you will be contacted when it is returned.

#### **LIBRARY HOURS**

- Monday - Thursday ..... 7:30 a.m. - 12:00 a.m.
- Friday ..... 7:30 a.m. - 8:00 p.m.
- Saturday ..... 8:00 a.m. - 8:00 p.m.
- Sunday ..... 12:00 p.m. - 12:00 a.m.

## **DAYS CLOSED**

- New Year's Day
- M.L. King Birthday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day AND day after
- Christmas Holiday Schedule Days Closed: December 24,25; January 01

Access to the Historical collections is available 8:00 a.m. - 5:00 p.m., Monday - Friday only at the Circulation Desk. Access to the Audiovisual collection is available 8:30 a.m. - 5:00 p.m., on the lower level; after 5:00 p.m. and on weekends at the Circulation Desk.

For requesting items not owned by the library, the Interlibrary Loan Office is located on the lower level.  
**[http://calder.med.miami.edu/forms/journal photocopy request patron.html](http://calder.med.miami.edu/forms/journal_photocopy_request_patron.html)**

## **Parking**

The Department of Security office is responsible for issuing parking lot access for faculty, staff and students who wish to park at the medical campus. Unfortunately, the demand for parking spaces is greater than the number of spaces. Therefore, the parking office maintains a waiting list for all the parking/garage lots. The waiting time may vary based on the demand for particular locations. To place your name on a list, please call Daysi Fleitas at (305) 243-6280, extension 2, or email your request to [UMParking@med.miami.edu](mailto:UMParking@med.miami.edu).

If you are placed on a waiting list and need parking in the meantime, parking spaces are readily available in the privately-owned Dominion Towers Parking Garage. Call (305) 324-0900 for more information. The office is located on the first floor of Dominion Towers (1400 NW 10th Avenue, Suite 101).

## **Metrorail Passes**

The **Metrorail**, an elevated rapid transit system that runs through Miami, provides convenient access to the medical school at the Civic Center Station exit. Discounted monthly Metrorail passes are available to UM students and must be ordered a month in advance of the month in which you would like to make use of the pass. To inquire about passes, contact the Department of Security at (305) 243-6280 or [UMParking@med.miami.edu](mailto:UMParking@med.miami.edu). For more information on the Public Transit Program: [http://ummcsd.med.miami.edu/SECURITY/Transit\\_Pass.htm](http://ummcsd.med.miami.edu/SECURITY/Transit_Pass.htm)

## *Security*

The Department of Security at the medical campus employs over 60 uniformed officers who monitor building entrances and patrol the campus on foot and by vehicle 24 hours a day. You can reach medical campus security by calling **(305) 243-6000** (6-6000 or \*711 on in-house phones).

Security officers provide escorts to any point on the medical campus (including Metrorail) 24 hrs per day, upon request. The vehicle patrol will provide jump-starts and assist you if you are locked out of your vehicle. Faculty, staff, and students at the medical campus are encouraged to participate in the security effort through orientation programs offered throughout the year.

There are three other security and police entities at the medical center, in addition to our own. Jackson Memorial Hospital employs over 80 uniformed security officers; Bascom Palmer Eye Institute employs 15 uniformed officers; and the Metro-Dade Police Department provides a small contingent of officers on a full-time basis.

## *Computer Labs*

Students have access to various computer facilities on the Coral Gables Campus and the Medical School Campus. For access into all computer labs on the Coral Gables campus, you must have your student ID with you. The computer facilities readily available to EPH/BST students are located in the CRB, room 994 (directly next to the EPH classroom, room 995). The computer lab currently includes 8 computers/monitors and 1 network laserjet printer and copy machine. Your EPH student ID/University of Miami ID will unlock the computer lab door for access.

## *Graduate Public Health Student Association*

The Public Health Student Association (PHSA) serves as a formal channel of communication between graduate students, the faculty, and the University administration. The goals of PHSA are to create activities commensurate with the interest of all its membership, to act as a vehicle of academic reform, and to represent the views of the graduate student community to all external groups, as well as on University-wide committees. Please see the link provided below for additional information on membership and activities with PHSA.

<http://publichealth.med.miami.edu/current-students/public-health-student-association>

## **PUBLIC HEALTH DEGREE PROGRAMS**

Detailed information on the PhD in Epidemiology is provided in a separate handbook specific to this program. Copies are provided to incoming students at orientation and available through the Graduate Programs Office ([hrose@med.miami.edu](mailto:hrose@med.miami.edu)) and through the PhD Program Director's Office ([lkresty@med.miami.edu](mailto:lkresty@med.miami.edu)). The information provided below is specific to the MPH and MSPH degree programs only.

### **Master of Public Health (MPH) Program**

The MPH program is accredited by the Council on Education for Public Health (CEPH). The MPH degree is a professional degree for students who require a broad general academic experience in public health. Students will acquire competency in the fundamental public health disciplines: the basic public health sciences including research design and conduct; data analysis and policy analysis; communications; program planning and administration; public health systems and the organization of health services in the United States and Latin America; recognition and analysis of ethical issues in public health and professional practice; the needs of special populations; and the integration of these core disciplines in public health decision-making. The MPH is a 45-credit hour program requiring 18 credit hours of core courses, 6 credit hours for the capstone experience, and 21 credit hours of electives in an area(s) that is of interest to the student. Full-time students can be expected to complete the program in two years.

Upon satisfactory completion of the MPH and MSPH degrees, all graduates will be able to demonstrate a broad knowledge and skills base in the core areas of public health including epidemiology, biostatistics, environmental health sciences, health services administration and policy, and social and behavioral sciences.

The Graduate Programs in Epidemiology and Public Health, in collaboration with the Graduate Executive Policy Committee and the Master's Program Curriculum Committee, have identified the following program learning objectives/competencies for the MPH degree which are expected of all graduates to enable them to function as public health practitioners.

- Demonstrate a fundamental knowledge of statistical thinking, relevant environmental health subjects, epidemiological terminology and methods, health services and policy, and social and behavioral science interventions and theories
- Apply public health concepts and principles to real world public health problems
- Advance and promote public health through the practice of sound scientific principles and knowledge
- Review, critique and critically evaluate public health issues and evidence
- Promote partnerships within diverse communities and elicit trust with every interaction
- Identify, understand and promote ethical choices, strong values and professionalism in public health practice

- Apply knowledge and skills and exhibit leadership required for effective practice in his or her selected field of study

### **PROGRAM PLAN**

The following core courses are required for the MPH degree:

EPH 521	Fundamentals of Epidemiology	3 cr
EPH 501	Medical Biostatistics I	3 cr
EPH 502	Medical Biostatistics II	3 cr
EPH 520	Health Education and Behavior	3 cr
EPH 541	Environmental Health	3 cr
EPH 631	Public Health Administration	3 cr

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27 cr

ELECTIVES 21 cr

EPH 680/681 MPH Capstone Experience 6 cr

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45 cr total

### **MPH Credit Waiver for Advanced Degree Students**

Students who hold an MD degree (or equivalent doctoral/advanced degree) are eligible for an elective credit waiver for up to 9 credits of coursework. This credit waiver does not apply to the Epidemiology or Biostatistics programs. Students must obtain approval from the Graduate Programs Director to receive the waiver.

### **MPH Capstone Experience (EPH 680 & EPH 681)**

In addition to the core courses and 21 credits of electives, the MPH degree requires a 6 credit capstone/culminating experience. The Supervised Field Placement (EPH 680) and the Capstone Project (EPH 681) are both vital components of the MPH program, and together form the Capstone Experience. The Supervised Field Placement is designed to provide students with real world work experience in the field of public health. This experience places students in health-related settings (local, national, and international) to work on projects of *mutual interest* to both the field organization and the student. The Capstone Project is intended to build upon this fieldwork and is geared toward providing the student with an opportunity to apply public health academic theory and acquired skills to community health problems. Students are encouraged to build their Capstone Experience in such a way that supports their academic and professional interests as they advance in their careers as public health professionals.

Copies of the Capstone Experience Handbook are available from the Graduate Programs Office. Please contact Nancy Alvarez at [nalvarez2@med.miami.edu](mailto:nalvarez2@med.miami.edu).

## *Master of Science in Public Health (MSPH) Program*

The Master of Science in Public Health is an academic research degree designed for students who wish to prepare for further study at the doctoral level, or to prepare for research or technical positions in government, industry, academia, or private institutions. Studies will include many of the core disciplines included in the MPH degree with an additional emphasis on advanced research methods and quantitative analysis skills. The MSPH program is a 45-credit hour program requiring 24 credit hours of core courses, 6 credit hours for the capstone experience, and 15 credit hours of electives in an area(s) that is of interest to the student. Full-time students can be expected to complete the program in two years.

Competencies associated with the Master of Science in Public Health (MSPH) Degree Program are provided below. After completing the MSPH degree, the graduate will be able to:

- Demonstrate a fundamental knowledge of statistical thinking, relevant environmental health subjects, epidemiological terminology and methods, health services and policy, and social and behavioral science interventions and theories
- Identify public health issues that can be addressed through research protocols to suggest potential resolutions to actual problems experienced in the world by applying public health and scientific concepts and principles, as well as statistical and epidemiologic methodologies obtained through formal coursework
- Design a research protocol, including development of survey instruments or novel outcome measures, to address public health problems which (1) includes appropriate study design, data acquisition, statistical methods; (2) recognizes and reduces potential bias, threats to validity including internal and external validity, and confounding; and (3) promotes accuracy and precision in the design and analysis of the research
- Summarize in writing the research findings in a form suitable for publication in a peer-reviewed journal
- Develop skills to communicate research questions, hypotheses and findings to public health policy makers and stakeholders
- Apply the epidemiologic method skills to critically evaluate epidemiologic studies, public health reports, and research articles including assessment of the sound methodology and validity of the results clearly and concisely
- Identify ethical and social concerns within public health policies and decisions, and promote ethical choices, strong values and professionalism in public health practice and research
- Develop careers as research collaborators and team leaders in areas of public health research

## **PROGRAM PLAN**

The following core courses are required for the MSPH degree:

EPH 521	Fundamentals of Epidemiology	3 cr
EPH 501	Medical Biostatistics I	3 cr
EPH 502	Medical Biostatistics II	3 cr
EPH 520	Health Education and Behavior	3 cr
EPH 541	Environmental Health	3 cr
EPH 631	Public Health Administration	3 cr
<i>EPH 604</i>	<i>Clinical Trials*</i>	
<i>EPH 674</i>	<i>Advanced Epidemiologic Methods I*</i>	
<i>EPH 642</i>	<i>Survey Methods*</i>	
<i>EPH 647</i>	<i>Community-Based Participatory Research*</i>	6 cr

*\*students must complete 2 of the 4 methods classes listed*

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24 cr

ELECTIVES 15 cr

EPH 699 Public Health Project 6 cr

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45 cr total

### **MSPH Credit Waiver for Advanced Degree Students**

Students who hold an MD degree (or equivalent doctoral/advanced degree) are eligible for an elective credit waiver for up to 9 credits of coursework. This credit waiver does not apply to the Epidemiology or Biostatistics programs. Students must complete the appropriate form in the Graduate Programs office and obtain approval from the Graduate Programs Director to receive the waiver.

### **MSPH Public Health Project (EPH 699)**

In addition to the core courses and 15 credits of electives, the MSPH degree requires a 6 credit capstone experience (*EPH 699 Public Health Project*). The purpose of the MSPH capstone experience is for the student to demonstrate competency in the identification and study of a public health problem, program, or research question. Prior to beginning the study, the student completes a contract for the proposal, which must be approved by the Graduate Programs Director. The student must also obtain the appropriate Institutional Review Board (IRB) Human Subjects approval before work can begin. As required by the University of Miami, the student must successfully complete a course on the regulations and ethics surrounding the conduct of research on human subjects. The student's project committee consists of the student's faculty supervisor on the project, a second reader, and the Graduate Programs Director.

The project proposal (and subsequent research paper) must include the project title; an introduction which states the purpose of the project and hypotheses formulated; a background/literature review of the topic; and a methodology section detailing measures used, a description on how data will be collected, and data analysis procedures. All projects must have a data component. The definition of data is broadly stated in order to acknowledge the diverse types of problems historically addressed by students. This definition includes quantitative data as well as qualitative data. Students must summarize their findings, and provide a concise conclusion assessing their research outcomes and project impact. Upon completion, the student is required to give an oral presentation/defense of the public health project in an open forum to his/her MSPH project committee.

Copies of the [EPH 699 Public Health Project Handbook](#) are available from the Graduate Programs Office. Please contact Nancy Alvarez at [nalvarez2@med.miami.edu](mailto:nalvarez2@med.miami.edu).

## **CONTACT INFORMATION**

Graduate Programs in Epidemiology and Public Health  
Locator Code (R669)  
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Miami, FL 33136  
Clinical Research Building (CRB), 9<sup>th</sup> Floor  
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**Cyprianna Green**

Administrative Assistant  
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Clinical Research Building, Room 909

# Appendix A

## **2012-2013 General Student Handbook Confirmation Receipt Form**

I \_\_\_\_\_  
(Print Name)

acknowledge receiving web link directions to access the 2012 – 2013 Epidemiology and Public Health General Student Handbook, the UM Graduate Bulletin and University Graduate Honor Code. I understand that it is my responsibility to familiarize myself with the requirements of the University, the School of Medicine, and my program of study.

<http://publichealth.med.miami.edu/current-students>

\_\_\_\_\_  
Signature

Date\_\_\_\_\_



## Appendix B

### **Plagiarism Acknowledgement Form**

What is Plagiarism and Why is it Important?

In university courses and in the practice of biomedical research, we are continually engaged with other people's ideas: we read them in texts, hear them in lecture, discuss them in class, and incorporate them into our own writing. As a result, it is very important that we give credit where it is due. Plagiarism is using others' ideas and words without clearly acknowledging the source of that information. Plagiarism is a violation of the scientific community's ethical standards and a violation of the University of Miami's Graduate Student Honor Code. Students who plagiarize can be dismissed from the University.

How Can Students Avoid Plagiarism?

To avoid plagiarism, you must give credit whenever you use:

- another person's idea, opinion, or theory;
- any facts, statistics, graphs, drawings--any pieces of information--that are not common knowledge;
- quotations of another person's actual spoken or written words; or
- a paraphrase of another person's spoken or written words.

To help you recognize what plagiarism looks like and what strategies you can use to avoid it, you should visit the following web sites:

- [owl.english.purdue.edu/owl/resource/589/01/](http://owl.english.purdue.edu/owl/resource/589/01/)
- <http://www.indiana.edu/~wts/wts/plagiarism.html>

I, \_\_\_\_\_,

Print Name

acknowledge receipt of and understand the Plagiarism Acknowledgement Form.

\_\_\_\_\_  
Signature

Date: \_\_\_\_\_

