GRADUATE PROGRAMS IN EPIDEMIOLOGY AND PUBLIC HEALTH

STUDENT HANDBOOK
2011 - 2012
**PROGRAM OVERVIEW**

**Graduate Program Mission**
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).

The mission of the Graduate Programs in Epidemiology and Public Health is to (a) provide up-to-date educational programs to practicing health professionals and to students newly entering the field; (b) to conduct, stimulate and guide research activities relevant to local, state-wide, and national health needs; and (c) to provide assistance to health agencies for the continued improvement of disease prevention and health promotion, environmental safety and monitoring, and the planning, analysis, and management of health services.

**Program Goals and Objectives**

**Instruction:**
1. to provide suitable educational opportunities to augment the students' knowledge of epidemiology and public health principles and to assist them in developing the necessary skills for public health practice;
2. to educate students from diverse ethnic backgrounds to be effective in meeting the health needs of South Florida’s communities, particularly those which include minority and disadvantaged populations

**Research:**
1. to stimulate scholarly activity with the aim of enhancing the well-being of the public community;
2. to conduct research efforts to develop new areas of knowledge, use more effective technology, and evaluate health service needs and apply research findings to community health problems;
3. to involve students in faculty research projects whenever possible

**Service:**
1. to provide a broad range of consultative and direct services to community, state, federal, and international organizations in support of the Graduate Programs own educational and research programs;
2. to collaborate in education and research endeavors with other UM departments and research centers; Florida International University; the Miami-Dade County Department of Health and other health-related agencies in Dade, Broward and Palm Beach counties; and governmental and non-governmental organizations in Florida, the United States, and other countries to respond to the health needs of the public;
3. to disseminate research findings through publications, presentations and participation in conferences, meetings with community leaders and organizations and consultation with health-related organizations.
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 the new student orientation folders which provides a web link to this handbook, the Graduate School Honor Code and the 2011-2012 Graduate Bulletin. [http://publichealth.med.miami.edu/current-students](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. The Graduate Programs maintains the following public health values:

- Promotion of health and wellness without regard to economic status, cultural origin, ethnicity, race, age, disability, sex or sexual orientation.

- Promotion of equality of shared risks and benefits in the community.

- Promotion of high-quality research and surveillance

- Research integrity and the responsible conduct of science, including the protection of human subjects

In addition to these program ethics, the Graduate Student Code of Ethics is strictly upheld by the department. This code of ethics states that “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 limit to, plagiarism, cheating, collusion, falsification, violation of professional ethics or misrepresentation of research data.” Students certify that all work 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 student’s department and/or the Graduate School. All students are required to sign the acknowledgement and receipt form contained in the new student orientation folders which provides a web link to this handbook, the Graduate School Honor Code and the 2011-2012 Graduate Bulletin. [http://publichealth.med.miami.edu/current-students](http://publichealth.med.miami.edu/current-students). Students will be asked to sign the Plagiarism Acknowledgement Form at their new student orientation session.
GENERAL PROGRAM INFORMATION

Full-Time Study

The categories of full-time students include:

a. Graduate students taking nine or more graduate credits (three or four in a summer session)

b. Graduate students enrolled in Master's Study (EPH 725), or PhD related EPH 730, 740, or EPH 750.
   The maximum number of credits allowed for full-time study is fifteen for each semester and six for each summer session. Exception to this policy can only be made by the Dean of the Graduate School and requires a signed recommendation from the Program Director.

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:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>4.0</td>
</tr>
<tr>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td>3.3</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
</tr>
<tr>
<td>B-</td>
<td>2.7</td>
</tr>
<tr>
<td>C+</td>
<td>2.3</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
</tr>
<tr>
<td>C-</td>
<td>1.7</td>
</tr>
<tr>
<td>D+</td>
<td>0</td>
</tr>
<tr>
<td>D</td>
<td>0</td>
</tr>
<tr>
<td>D-</td>
<td>0</td>
</tr>
</tbody>
</table>

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. The form "Report on Incomplete Work", which specifies the parameters for making up the incomplete, must be filled out by the instructor. A copy of this will go into
the student's file. It is the student's responsibility to find out what work has to be completed to receive credit for the course.

Students who receive an incomplete (I) in structured coursework (excluding EPH 699 or EPH 680) will not be allowed to register for additional courses until both incompletes have 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 the Registrar 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".

The GPA is 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 credits attempted.

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 Graduate Programs Office 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 coursework should be determined. Permission to complete missed coursework/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](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
Students will be assigned a faculty advisor to assist with the planning of their studies. Prior to registration each semester, students are required to obtain their advisor's signature on the registration form. Students are required to meet with their advisors at least once a semester to discuss their academic program plan. PhD students are strongly encouraged to meet with their advisors on a more frequent basis.

Policy and Procedure for Graduate Programs

Committee Structure
The Graduate Programs consist of several faculty and administrative committees which review all elements of the Master’s and Doctoral programs. Committees include the MPH/MSPH Admissions Committee, PhD in Epidemiology Admissions Committee, the Graduate Executive Policy Committee, and the Graduate Programs Curriculum Committee.

The Admissions Committees (MPH/MSPH and PhD) are composed of select voting faculty members and the Program Administrator and is responsible for reviewing and voting on all graduate program applications for the MPH, MSPH, and PhD in Epidemiology. The Curriculum Committee is composed of DEPH faculty, the Program Administrator, 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 and related fields within the Dept 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, the DEPH Chair, one PhD student representative and the Program Administrator. The GEPC oversees policy changes, decisions, and general procedures of the Admissions Committee, Curriculum Committee, and the Graduate Programs operations.

**Procedures for Appeals and Committee Requests**
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 Graduate Programs Committee requests and changes. 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. 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 Graduate School calendar. The form is accessed by the MYUM system on the UM webpage (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 www.miami.edu 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**

The MYUM System on the University of Miami website provides students access to their academic records, course registration information, on-campus recruiting opportunities, and financial aid information. **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/](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.

**Gather your login information**

1. Log in to Blackboard with your CaneID. It is the same username and password used by the MyUM system. If this is your first time using your CaneID go to [myum.miami.edu](https://myum.miami.edu), and click the “First Time Using CaneID?” link.

2. If you have a special Blackboard account such as a student account or a guest account, choose the second option and log in with your Blackboard username and password provided by the BB Help Desk.

**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.

---

**Go to Blackboard and login**
1. Go to www.miami.edu/blackboard.

2. “I have a valid CaneID and password” is selected. Click the “Continue” button.

3. Enter your CaneID and password.

4. Click the “Login” button.
   * If you are unable to login, and you do not have (or do not remember) your CaneID, click “First time using CaneID?”

   * If you are unable to login, and you have a CaneID, click “Manage your CaneID.” You will be able to reset your password using your security question.

   * If you see a message saying that you do not have a Blackboard account, click the OK button and contact the Blackboard Help Desk as indicated in “Need help?” box on this page.

**E-mail**
Since all program communications occur by e-mail 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.

Contact Heather Rose at 305-243-2209 or stop by the Graduate Programs Office in CRB, room 912 to request your E-mail address.

[https://mail.med.miami.edu/owa/auth/logon.aspx?replaceCurrent=1&url=https%3a%2f%2fmail.med.miami.edu%2fowa%2f](https://mail.med.miami.edu/owa/auth/logon.aspx?replaceCurrent=1&url=https%3a%2f%2fmail.med.miami.edu%2fowa%2f)
TUITION AND FEES

Tuition

Tuition for graduate credit is $1,600.00 per credit for the 2011-12 academic year. Tuition for Florida resident MPH and MSPH students with the subsidy is $800.00 per subsidized credit for the 2011-12 academic year (50% coverage for a limited number of credits per student, pending available funds).

Epidemiology 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 ($4.00), the University Fee ($100.00) and the Wellness Center/Gym Fee ($139.00). The Wellness Center fee is automatically charged to all student accounts but can be declined within the first week of classes each semester and removed from your account. The Athletic Fee ($63.00) 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 2011 – 2012, the annual rate is:

Graduate: $2,189.00

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

Receipt of the form and processing of the waiver can be verified at 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

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 - Noon 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/

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

Frequently Asked Questions/Financial Aid

**Tuition Remission:** The University will grant tuition remission to all regular full-time or regular part-time employees who have completed 90 calendar days of continuous employment at the University prior to the first scheduled day of class as published in the University Bulletin. If the completion of the 90 days falls after the first scheduled day of class, eligibility shall commence at the next successive regular registration. 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:

<table>
<thead>
<tr>
<th>ISSS Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-Arrival Information</td>
</tr>
<tr>
<td>Immigration Advising for Students and Scholars in F-1 and J-1 Status</td>
</tr>
<tr>
<td>Employment Information and Authorization</td>
</tr>
<tr>
<td>CINTAX Complete International Tax Preparation Software</td>
</tr>
<tr>
<td>Federal Income Tax Session</td>
</tr>
<tr>
<td>Liaison with Sponsoring Embassies, Government and Agencies</td>
</tr>
<tr>
<td>Short-Term, Small Emergency Loans</td>
</tr>
<tr>
<td>Assistance with Personal and Adjustment Problems</td>
</tr>
<tr>
<td>Assistance in Coping with Crises</td>
</tr>
<tr>
<td>Advocacy</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ISSS Programs</th>
</tr>
</thead>
<tbody>
<tr>
<td>International Student Orientation</td>
</tr>
</tbody>
</table>
• International Scholar Orientation
• Host-Family/Friends Program (HFFP)
• International Spouses Club (ISC)
• Advisory Committee of International Students (ACIS)
• Thanksgiving Day Matchup Program
• Support for the Council of International Students and Organizations (COISO)

Web: http://www.miami.edu/internationalservices/
Email: isss@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 for quick responses to questions.
http://www.umarc.miami.edu/arc/ODS.html

Student 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

Library Request Forms: 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.

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. For more information on the Public Transit Program: 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 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 4 laserjet printers. 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 brochure PDF link provided below for additional information on membership and activities with PHSA. 

http://biomed.miami.edu/?p=603&s=78

**PUBLIC HEALTH DEGREE PROGRAMS**

Detailed information on the PhD in Epidemiology Program 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) and through the PhD Program Director’s Office (gprado@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 27 credit hours of core courses, 6 credit hours for the capstone experience, and 12 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.

Epidemiology
- Explain the importance of epidemiology for informing scientific, ethical, economic and political discussion of health issues;
- Identify vital statistics and other key data sources for describing socioeconomic conditions and health states of communities;
- Apply epidemiologic methods to the measurement of disease rates, prevention of infectious disease, and the development and evaluation of health programs and policies;
- Assess strengths and limitations of various research designs in interpreting results of public health studies;

Biostatistics
- Apply basic methods and terminology to calculate and report measures of rate and risk;
- Apply statistical methods of estimation and hypothesis testing and explain the basics of correlation and regression for the purposes of analyzing the health of populations;
- Use data management and statistical software to analyze the basic relationships between risk factors and outcome data;
- Interpret results of statistical analyses found in public health studies;

Environmental Health Sciences
- Describe the direct and indirect human, ecological and safety effects of major environmental and occupational agents;
- Describe federal and state regulatory programs, guidelines and authorities that control environmental health issues;
- Specify current environmental risk assessment methods;
- Analyze how environmental contaminants interact with biological systems and their effect on human populations for the purpose of evaluating risk reduction strategies;

Health Services Administration and Policy
- Identify the main components and issues of the organization, financing and delivery of health services and public health systems in the United States;
- Discuss the policy process for improving the health status of populations;
- Describe the principles of economic evaluation in the context of health care systems and markets and apply economic criteria for evaluating the allocation of resources and resolving organizational problems;
- Apply basic management techniques to address organizational challenges to providing health care;

Social and Behavioral Sciences
- Identify the causes of social and behavioral factors that affect health of individuals and populations;
- Identify basic theories, concepts and models from a range of social and behavioral disciplines that are used in public health research and practice;
• Identify strategies for applying health education and disease prevention models to the development, implementation and evaluation of behavior change interventions.
• Apply theoretical perspectives in analyzing the behavioral, cultural, and social dimensions of a community health problem

**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  
EPH 571  Maternal and Child Health  3 cr  
EPH 650  Health Economics for Eval/Policy  3 cr  
EPH 561  Public Health Nutrition  3 cr  

27 cr

**ELECTIVES**  12 cr

EPH 680  Supervised Field Placement  6 cr  
(MPH “CAPSTONE” EXPERIENCE)

45 cr total

**MPH and MSPH Credit Waiver for Physicians**

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

**MPH Supervised Field Experience (EPH 680)**

In addition to the core courses and 12 credits of electives, the MPH degree requires a 6 credit capstone/culminating experience, *EPH 680 Practical Field Experience*. The capstone experience is comprised of 300 contact hours of applied work in a public health setting and a related culminating master’s project. Under the supervision of a qualified site preceptor, the student negotiates the gap
between the academic/classroom and work setting. A carefully structured, thoroughly guided field experience benefits the students by providing opportunities to synthesize and apply theory, principles and skills. The purpose of the Practical Field Experience is to provide MPH students with an opportunity to apply public health academic theory and acquired skills to community health problems.

The field experience is conducted towards the end of the student’s program, when all or most of the course work is completed. The 300 contact hours may be realized in one academic semester or it may be extended over several semesters. The exact dates of the placement are agreed upon by the student, the selected site preceptor, and with the assistance of the Graduate Programs Administrator. Students are responsible for choosing their own practicum site, with the assistance and advice of Graduate Programs Administration (D Lee, J Kornfeld, H Rose) and advising faculty (the students assigned faculty advisor), and may begin their experience only after the Graduate Programs Office has approved the site, the scope of work and learning objectives, the selected site preceptor, and the timeline.

Students are directed to select field placement sites based on their area of specialization, previous experience and career interest. After deciding upon a field placement site, students develop tentative learning objectives for the field experience which are used to formulate a signed agreement between the student and selected site preceptor. This agreement or contract assists the student and site preceptor in clarifying expectations and responsibilities, thereby providing direction for the field experience. At the conclusion of the 300 contact hours, a final report is required as a part of the field placement. Its purpose is to document the student’s ability to apply knowledge and principles of public health in a practical setting. It is also to demonstrate communication skills at a level appropriate to the degree and discipline and to provide a permanent summary of the professional training. The final report submitted by the student will include (1) a detailed description of the tasks and projects completed; (2) both an academic component and personal reflections concerning the field placement; (3) proper documentation of hours; (4) the preceptor evaluation; (5) and any necessary appendices with items related to the placement experience.

While completing the 300 contact hours at a selected public health location, students are also required to identify an area of related focus to serve as their culminating master’s project. The Culminating Master’s Project is designed to provide students with an opportunity to integrate the major components of the UM MPH learning experience and to apply the principles of public health to investigation of a specific topic area. Culminating Master’s Projects may differ in approach, however, all will be relevant to the student’s curriculum during the MPH and framed within the student’s chosen field placement location. The topic and approach to the culminating project should be of benefit to both the student and the agency/field placement site. Students are encouraged to identify a project topic and approach early in their field placement experience. The topic and approach must be approved by the MPH Capstone Manager, Graduate Programs Administration, Faculty Advisor and Site Preceptor before completing 150 contact hours. Work towards the culminating project topic will begin during the field placement experience and the final written materials for the Culminating Master’s Project will be submitted after conclusion of the field placement contact hours and submission of the field placement report. While the supervised field placement deliverables focus on documentation of the placement activities and application in a practical setting, the culminating project deliverable is designed for students to take a scholarly approach to a topic of their choosing. Students are expected to demonstrate verbal and technical proficiency in expository writing.
The Culminating Master’s Project requires a student to synthesize and integrate knowledge acquired in coursework and other learning experiences and to apply theory and principles in a situation that approximates some aspect of professional practice (CEPH, 2005). The topic and approach for the Culminating Master’s Project must maintain a broad public health context.

Detailed paperwork and a field placement handbook are provided to each student at the time of their new student orientation. Copies are always available from the Graduate Programs Office.
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.

In addition to the objectives of the MPH degree, MSPH graduates will be able to:

- Develop careers as research collaborators and team leaders in areas of public health research
- Critically review the relevant epidemiologic literature and identify key issues that need to be addressed;
- Conceptualize a research problem of relevance in public health
- Design and conduct a research protocol that addresses how to approach a public health problem
- Summarize in writing the research findings in a form suitable for publication in a peer-reviewed journal

Epidemiology

- Explain the importance of epidemiology for informing scientific, ethical, economic and political discussion of health issues;
- Identify vital statistics and other key data sources for describing socioeconomic conditions and health states of communities;
- Apply epidemiologic methods to the measurement of disease rates, prevention of infectious disease, and the development and evaluation of health programs and policies;
- Assess strengths and limitations of various research designs in interpreting results of public health studies;

Biostatistics

- Apply basic methods and terminology to calculate and report measures of rate and risk;
- Apply statistical methods of estimation and hypothesis testing and explain the basics of correlation and regression for the purposes of analyzing the health of populations;
- Use data management and statistical software to analyze the basic relationships between risk factors and outcome data;
- Interpret results of statistical analyses found in public health studies;

Environmental Health Sciences

- Describe the direct and indirect human, ecological and safety effects of major environmental and occupational agents;
- Describe federal and state regulatory programs, guidelines and authorities that control environmental health issues;
- Specify current environmental risk assessment methods;
• Analyze how environmental contaminants interact with biological systems and their effect on human populations for the purpose of evaluating risk reduction strategies;

Health Services Administration and Policy
• Identify the main components and issues of the organization, financing and delivery of health services and public health systems in the United States;
• Discuss the policy process for improving the health status of populations;
• Describe the principles of economic evaluation in the context of health care systems and markets and apply economic criteria for evaluating the allocation of resources and resolving organizational problems;
• Apply basic management techniques to address organizational challenges to providing health care;

Social and Behavioral Sciences
• Identify the causes of social and behavioral factors that affect health of individuals and populations;
• Identify basic theories, concepts and models from a range of social and behavioral disciplines that are used in public health research and practice;
• Identify strategies for applying health education and disease prevention models to the development, implementation and evaluation of behavior change interventions.
• Apply theoretical perspectives in analyzing the behavioral, cultural, and social dimensions of a community health problem.

PROGRAM PLAN

The following core courses are required for the MSPH degree:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EPH 521</td>
<td>Fundamentals of Epidemiology</td>
<td>3 cr</td>
</tr>
<tr>
<td>EPH 501</td>
<td>Medical Biostatistics I</td>
<td>3 cr</td>
</tr>
<tr>
<td>EPH 502</td>
<td>Medical Biostatistics II</td>
<td>3 cr</td>
</tr>
<tr>
<td>EPH 520</td>
<td>Health Education and Behavior</td>
<td>3 cr</td>
</tr>
<tr>
<td>EPH 541</td>
<td>Environmental Health</td>
<td>3 cr</td>
</tr>
<tr>
<td>EPH 631</td>
<td>Public Health Administration</td>
<td>3 cr</td>
</tr>
<tr>
<td>EPH 604</td>
<td>Clinical Trials</td>
<td></td>
</tr>
</tbody>
</table>

Or

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EPH 674</td>
<td>Advanced Epidemiologic Methods I</td>
<td>3 cr</td>
</tr>
<tr>
<td>EPH 641</td>
<td>Research Methods</td>
<td>3 cr</td>
</tr>
</tbody>
</table>

24 cr

ELECTIVES
15 cr

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EPH 699</td>
<td>Public Health Project</td>
<td>6 cr</td>
</tr>
</tbody>
</table>

(MSPH Capstone Project)

45 cr total
**MPH and MSPH Credit Waiver for Physicians**

Students who hold an MD degree (or equivalent doctoral degree) are eligible for an elective credit waiver for up to 9 credits of coursework. This credit waiver does not apply to the PhD in Epidemiology program. 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.

Detailed paperwork and a public health project handbook are provided to each student at the time of their new student orientation. Copies are always available from the Graduate Programs Office.
Graduate Programs in Epidemiology and Public Health  
Locator Code (R669)  
University of Miami Miller School of Medicine  
1120 NW 14 Street  
Miami, FL  33136  
Clinical Research Building (CRB), 9th Floor  
Phone: 305-243-2209  
E-mail: GraduateProgramsEPH@med.miami.edu  
Web: http://publichealth.med.miami.edu/

David J. Lee, PhD  
Professor and Graduate Programs Director  
305-243-4072  
dlee@med.miami.edu  
Clinical Research Building, Room 911

Guillermo Prado, PhD  
Associate Professor and PhD Program Director  
305-243-2748  
gprado@med.miami.edu  
Center for Family Studies, Room 301

Julie Kornfeld, PhD, MPH  
MPH/MSPH Program Director  
305-243-5851  
kfornfel@med.miami.edu  
Clinical Research Building, Room 1030

Heather Rose, MPH  
Graduate Programs Administrator  
305-243-2209  
hrose@med.miami.edu  
Clinical Research Building, Room 912

Begona Rovira, MA, MBA  
Senior Program Coordinator, MD/MPH Program  
305-243-4072  
Clinical Research Building, Room 906

Rebecca Greenfield  
Admin Assistant, Graduate Programs  
305-243-1212  
rgreenfield@med.miami.edu  
Clinical Research Building, Room 909