Graduate Programs in Public Health Sciences

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GRADUATE PROGRAMS IN PUBLIC HEALTH SCIENCES

Graduate Programs Mission

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

The Department of Public Health Sciences 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 College of Arts and Sciences (MPA/MPH) and (MPH/MAIA).

Graduate Programs Values

The values guiding the Graduate Programs in Public Health Sciences 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.

Graduate Programs Goals and Objectives

**In Instruction**
1. To provide engaging educational opportunities preparing leaders to maximize the health and well-being of individuals, communities and populations.
2. To mobilize a diverse student body to address complex public health issues, including issues affecting vulnerable and underserved populations.

**In Research**
3. To foster an environment in which students and faculty collaborate on rigorous scientific investigations addressing public health issues, with an emphasis on vulnerable and underserved populations.
In Service

4. To engage with communities, professionals, leaders and others as partners in improving the health of populations, including the most vulnerable and underserved.

5. To create public health educational opportunities for public health and health professionals and the broader community.

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 graduate 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 2014-2015 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. In addition to the listed values on Page 3 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 and/or cheating (whether it be in 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.

**UM Writing Center**

The UM Writing Center strives to help all members of the university community (students, faculty, staff, and alumni) learn more about writing and become better writers. Writers at all levels can benefit from sharing their writing with someone who is both knowledgeable and trustworthy, someone who is not grading them or evaluating their work. Their professional and friendly staff of faculty and graduate students will work on one-to-one consultations on all stages of the writing process: from note-taking and pre-writing to revision strategies and proofreading techniques.

The Writing Center is located in the UM Gables Campus at La Gorce House 170. Their address is 1228 Dickinson Drive (behind the Bank United Center, next to the School of Architecture). To make an appointment, call (305) 284-2956 or visit the website [http://www.as.miami.edu/writingcenter/](http://www.as.miami.edu/writingcenter/)

All graduate students in public health services will be required to attend the following to mandatory workshops provided by the Writing Center at the UM Medical Campus:

- **Citation and Safe Assignment** (one hour workshop)
- **Writing for Graduate School** (three hour workshop)

**Photography/Video Release**

During the course of the year, you may be photographed or video taped at various University sponsored events. With your consent, the photograph or video may be released for use on the Department of Public Health Sciences’ webpage, Facebook page, brochures, newsletter, or other media. These materials will be used primarily to highlight our Department’s student activities and successes. Please acknowledge consent of use of photography on Appendix A.
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:

<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>
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<tr>
<td>C+</td>
<td>2.3</td>
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<tr>
<td>C</td>
<td>2.0</td>
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<tr>
<td>C-</td>
<td>1.7</td>
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<tr>
<td>D+</td>
<td>0</td>
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<tr>
<td>D</td>
<td>0</td>
</tr>
<tr>
<td>D-</td>
<td>0</td>
</tr>
</tbody>
</table>

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 (i.e., EPH 680, EPH 681, and EPH 699), 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. A student will be notified that he/she is not making sufficient progress if his/her cumulative GPA falls below 3.0 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 Director of Education, Begoña Rovira, 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.

**Class 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 with a B average (3.0) in all work undertaken as a graduate student.

**PhD Programs**

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 Handbooks 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 (Appendix A). 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 Public Health Sciences specific policies and procedures are outlined in this Student Handbook and the PhD in Epidemiology and Biostatistics Student Handbook.

Faculty Advisors for Students

MPH and MSPH students are required to meet with the Assistant Dean of Public Health (Julie Kornfeld, PhD) and Nancy Alvarez (Sr. Program Coordinator) 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 (Dr. Way Way Hliang for Epidemiology and Dr. Hemant Ishwaran for Biostatistics) 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 MPH students advance to the Capstone Program (EPH 680 and EPH 681) and MSPH students advance to the Public Health Thesis Project (EPH 699), they are required to work closely with their assigned Faculty Capstone Advisor and Capstone Manger, Rosa Verdeja, to ensure that they adequately meet the requirements. Before embarking on a capstone project, students will be assigned to an advisor based on their area of interest (Epidemiology, Health Prevention Sciences, Biostatistics, Environmental Health, Health Services Research and 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 that review all elements of the Masters and Doctoral programs. Committees include the Admissions Committees
(MPH/MPSH, PhD in Epidemiology, 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 Public Health Sciences, 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 policies, decisions, and 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 program directors:

**Master’s Programs**
Director of Education (Begoña Rovira), followed by the Assistant Dean of Public Health (Dr. Julie Kornfeld)

**PhD in Epidemiology and Biostatistics**
PhD Directors (Dr. WayWay Hliang for Epidemiology and Dr. Hemant Ishwaran for Biostatics), followed by the Graduate Programs Director (Dr. David Lee).

Appeals in reference to curriculum changes or admissions decisions will also be forwarded to the appropriate committee (e.g., Curriculum, Admissions, Faculty Advisor). The Graduate Executive Policy Committee must review all requests and changes from the committees mentioned above. 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 Department of Public Health Sciences Chair, Dr. José Szapocznik, 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 Department of Public Health Sciences Chair.
Transfer of Credit from Accredited Graduate Institutions

A maximum of nine graduate credits, 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 approval by the Department of Public Health Sciences and the Graduate School. In no case will credit be transferred until the student has completed acceptably an equivalent number of credits at the University of Miami. It is the responsibility of the student to formally request transfer of credit and obtain an official, sealed copy of transcripts. Transcripts should be sent to the student’s home address and once received, transcripts should be presented to Begoña Rovira, Director of Education, in CRB 908 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 EPI and BST PhD students 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 in CaneLink (https://canelink.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 webpage 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

CaneLink

Canelink is the University's new and improved information system that takes the place of student and faculty related information in myUM. CaneLink provides a number of self-service functions focusing on:

- Admission
- Financial Assistance
- Student Records and Registration
- Student Accounts
- Student Employment
- UM Housing
- Dining Services, and much more.

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.
Setting Up Your CaneID and Password

1. Go to https://canelink.miami.edu

2. Click on “First time using CaneID?” under Help Topics.

3. Click “Continue and create a CaneID”

4. Continue to follow the prompts to set up your CaneID.
Blackboard (course management system)

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 www.courses.miami.edu using your Cane ID and password.

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

- Send e-mail to the Help Desk blackboardhelp@miami.edu.
- Call (305) 284-3949 from 9am to 5pm, Monday through Friday.
- 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.

myUM (non-course related services)

myUM is a Web portal for faculty, staff and students for non-course related services. UM affiliates can update their contact information using the myUM portal. UM employees can access their payroll and benefit information. myUM is available to all UM faculty, staff and students. To log in to myUM, log in to https://myUM.miami.edu using your Cane ID and password.

University Email

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
TUITION AND FEES

Tuition

Tuition for graduate credit is $1,790.00 per credit for the 2014-15 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).

Graduate Student Fees

All students are responsible for fees on their account (regardless of their tuition payment arrangement). Mandatory fees include:

- **Activity Fee** = $13.00
- **Health Center and Counseling fee** = $114.00. This fee allows for primary medical care physician/nursing services, 24 hour on-call services, health counseling and community outreach/public health initiatives at the Student Health Service, and individual and group counseling, substance abuse and other addiction programs, crisis intervention, case management, and mental health education and other outreach programs at the Counseling Center.
- **Wellness Center/Gym Fee** = $156.00. 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.
- **Athletic Fee** (option) = $72.00. This fee entitles students to attend assigned home games for football, baseball, basketball and intercollegiate contests. Free transportation is included for events held at the Sun Life Stadium. This fee is optional and won’t 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](https://www6.miami.edu/student-health/Brochures/UHCBrochure.pdf)

The annual cost of the premium varies from year to year. For 2014 – 2015, the annual rate is $2,306.00. 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](http://www6.miami.edu/student-health/Forms/domhealthwaiver.pdf)
This form may be mailed, faxed or e-mailed to:
UM Student Health Service
5513 Merrick Drive, Coral Gables, FL 33146-5310
Telephone: (305) 284-1652, Fax: (305) 284-4905, Pharmacy (305) 284-5922
studenthealth@miami.edu

You will receive an email confirmation once you submit the insurance waiver form. The student is responsible for informing the Student Health Service Center if any information changes during the school year and new documentation will need to be provided. Health insurance waiver must be renewed every fall term via CaneLink.

**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.

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

Winter break, spring break, and summer semesters:
- 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 am to 5:30 pm

Winter break, Spring break, and Summer sessions:
- Monday through Friday, 9:00 am to 5:00 pm
- 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 am- 5:00 pm
Phone: 305-284-5212
Fax: 305-284-4082
E-mail: ofas@miami.edu

Frequently Asked Questions/Financial Aid

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 University’s 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 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. Please contact the Director of Admissions, Matthew Brandon, 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:


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. 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. UM employees are not issued student IDs.

You will have access to the following Clinical Research Building (CRB) rooms/areas:
• Classroom 989
• Classroom 995
• Computer Lab 994
• Lunchroom 992A
• Corridor C903
• Corridor C1089 and C1003
• Student Lounge Room 1082

Libraries

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 ID card serves as 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 am the following day
Fine: $1.00 per HOUR after 9:00 am
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 am - 12:00 am
- Friday ......................... 7:30 am - 8:00 pm
- Saturday ....................... 8:00 am - 8:00 pm
- Sunday ......................... 12:00 pm - 12:00 am

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 am - 5:00 pm, Monday - Friday only at the Circulation Desk. Access to the Audiovisual collection is available 8:30 am - 5:00 pm, on the lower level; after 5:00 pm 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

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 hours 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 MD/MPH students are located in the 9th floor computer lab (CRB 994). The computer lab includes 15 computers/monitors and 1 network Laserjet printer and copy machine. Your student ID/University of Miami ID will unlock the computer lab door.

**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
For the 2014-2015 year, the PHSA officers are:

- Charles Chen, Co-President (charleschen@med.miami.edu)
- Daphney Doricus, Co-President (ddorcius@med.miami.edu)
- Joshua Sznol, Chair, Social (jszol@med.miami.edu)

Open PHSA positions:

- Vice President (open)
- Treasurer (open)
- Chair, Communications (open)
- Chair, National Public Health Week (open)
- Liaison, Department of Community Service
- Liaison, Department of Public Health Sciences
- Liaison, MD/MPH

Please also join PHSA on Facebook!
https://www.facebook.com/home.php?sk=group_54261823816

PUBLIC HEALTH DEGREE PROGRAMS

Detailed information on the PhD programs in Epidemiology and Biostatistics 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 (Dr. Way Way Hliang for PhD in Epidemiology and Dr. Hemant Ishwaran for PhD in Biostatistics).

The information provided below is specific to the MPH and MSPH degree programs only.

Master of Public Health (MPH) Program

The Master of Public Health 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 degree, 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. Additional cross-cutting competencies are provided to guide the selection of elective coursework. Each MPH student is required to complete a series of required competency-based core and elective courses, a practice experience and a capstone project.

Upon completion of the Master of Public Health (MPH) degree, all graduates will be able to:

**Core Curriculum Competencies**

- Advance and promote the implementation of evidence-based public health practice
- Apply statistical reasoning and quantitative methods for the purpose of analyzing public health data and participating in population-based research
- Explain the role of multi-level occupational and environmental conditions which directly or indirectly impact the health of individuals, communities and populations
- Apply epidemiologic methods to the measurement and study of population health and the prevention of infectious and chronic disease
- Examine the main components and issues of the organization, financing and delivery of health services and public health systems
- Identify social and behavioral concepts, models and theories that form the foundation of health promotion and disease prevention
- Recognize sociocultural factors that promote and inhibit health in vulnerable and underserved populations
- Apply skills and knowledge, and exhibit leadership in public health settings through planned and supervised experiences related to professional career objectives
- Integrate the broad base of public health knowledge and skills acquired from coursework, practicum and other learning activities into a culminating experience

**Elective Curriculum Competencies**

- Analyze the effects of political, social and economic policies on public health systems at the local, state, national and international level (*Systems Thinking*)
- Use collaborative methods for achieving organizational and community health goals (*Leadership*)
- Use the basic concepts and skills involved in culturally appropriate community engagement and empowerment with diverse communities (*Diversity and Culture*)
- Identify how societal, organizational and individual factors influence and are influenced by public health communications (*Communications*)
- Identify, understand and promote ethical choices, strong values and professionalism in public health practice (*Professionalism*)
Students must complete elective coursework which satisfies each of the cross-cutting competencies. A core and cross-cutting competency checklist will be provided to each public health student at advising sessions to provide guidance in the selection of electives to ensure that all competencies are reinforced throughout their public health curriculum. As part of the requirement for graduation, students must, in consultation with their advisor, select a set of elective courses that fulfill each of the cross-cutting competencies.

**MPH Program Plan**

The following 45 credits are required for the MPH degree:

**CORE COURSES (18 credits)**

1. EPH 500 Introduction to Public Health 3 credits
2. EPH 521 Fundamentals of Epidemiology 3 credits
3. EPH 501 Medical Biostatistics I 3 credits
4. EPH 520 Health Education and Behavior 3 credits
* or * EPH 614 Introduction to Disease Prevention and Health Promotion 3 credits
5. EPH 541 Environmental Health 3 credits
6. EPH 631 Public Health Administration 3 credits
* or * EPH 632 US Health Systems 3 credits

**CAPSTONE COURSES (6 credits)**

EPH 680 Field Experience 3 credits
EPH 681 Capstone Project 3 credits

**ELECTIVES (21 credits)**

**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 MPH 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 Program (EPH 680 and EPH 681)**

In addition to the 18 credits of core courses and 21 credits of electives, the MPH degree requires a 6-credit capstone experience. The Capstone Field Experience (EPH 680) and the Capstone Project (EPH 681) are both vital components of the MPH program, and together form the Capstone Program.
The Capstone Field Experience (EPH 680) 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 (EPH 681) 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 Program Handbook are available online at [http://publichealth.med.miami.edu/graduate/current-students/handbooks](http://publichealth.med.miami.edu/graduate/current-students/handbooks) or from Rosa Verdeja, Capstone Programs Manager (RVerdeja@med.miami.edu), CRB 929.

**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 21 credit hours of core courses, 6 credit hours of methods courses, 6 credit hours for the public health thesis project, 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 MSPH degree, 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. Additional cross-cutting competencies are provided to guide the selection of elective coursework. Each MSPH student is required to complete a series of required competency-based core public health and research methodology courses, competency-based elective coursework and a public health thesis project.

Competencies associated with the Master of Science in Public Health (MSPH) Degree Program are provided below. Upon completion of MSPH degree, all graduates will be able to:

**Core Curriculum Competencies**

- Advance and promote the implementation of evidence-based public health practice
- Apply statistical reasoning and quantitative methods for the purpose of analyzing public health data and participating in population-based research
- Identify and apply the most appropriate statistical test for the purpose of performing hypothesis-driven research to solve public health problems
- Explain the role of multi-level occupational and environmental conditions which directly
or indirectly impact the health of individuals, communities and populations

- Apply epidemiologic methods to the measurement and study of population health and the prevention of infectious and chronic disease
- Examine the main components and issues of the organization, financing and delivery of health services and public health systems
- Identify social and behavioral concepts, models and theories that form the foundation of health promotion and disease prevention
- Recognize sociocultural factors that promote and inhibit health in vulnerable and underserved populations
- Develop skills to identify public health research questions and hypotheses, analyze data and communicate findings effectively to diverse stakeholders

Elective Curriculum Competencies

- Analyze the effects of political, social and economic policies on public health systems at the local, state, national and international level (Systems Thinking)
- Use collaborative methods for achieving organizational and community health goals (Leadership)
- Differentiate between qualitative and quantitative evaluation methods in relation to their strengths, limitations and appropriate uses and emphases on reliability and validity (Program Planning)
- Apply knowledge regarding planning, data collection, and project/policy implementation for community based health programs in diverse populations (Program Planning)
- Identify, understand and promote ethical choices, strong values and professionalism in public health practice (Professionalism)

Students must complete elective coursework which satisfies each of the cross-cutting competencies. A core and cross-cutting competency checklist will be provided to each public health student at advising sessions to provide guidance in the selection of electives to ensure that all competencies are reinforced throughout their public health curriculum. As part of the requirement for graduation, students must, in consultation with their advisor, select a set of elective courses that fulfill each of the cross-cutting competencies.

MSPH Program Plan

The following 45 credits are required for the MSPH degree:

**CORE COURSES (21 credits)**

1. EPH 500 Introduction to Public Health 3 credits
2. EPH 521 Fundamentals of Epidemiology 3 credits
3. EPH 501 Medical Biostatistics I 3 credits
4. EPH 502 Medical Biostatistics II 3 credits
5. EPH 520 Health Education and Behavior 3 credits

* or * EPH 614 Introduction to Disease Prevention and Health Promotion 3 credits
6. EPH 541  Environmental Health  3 credits
7. EPH 631  Public Health Administration  3 credits
* or * EPH 632  US Health Systems  3 credits

METHODS COURSES (6 credits – students must select 2 courses)
ECH 604  Clinical Trials  3 credits
ECH 641  Research Methods  3 credits
ECH 642  Survey Methods  3 credits
ECH 647  Community-Based Participatory Research  3 credits

ELECTIVES (12 credits)

PUBLIC HEALTH PROJECT (6 credits)
ECH 699  Public Health Thesis Project  3 credits

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 (ECH 699)

In addition to the core courses and 12 credits of electives, the MSPH degree requires a 6-credit public health project (ECH 699). The purpose of the MSPH public health thesis project 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 online at
http://publichealth.med.miami.edu/graduate/current-students/handbooks
or from Rosa Verdeja, Capstone Programs Manager (RVerdeja@med.miami.edu), CRB 929.
CONTACT INFORMATION

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Appendix A: Acknowledgement of Receipt and Review

I ____________________________
(Print Name)

acknowledge receiving web link directions to access the 2014-2015 Department of Public Health Sciences Graduate 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 graduate program of study.

1. Graduate Programs MPH Student Handbook
http://publichealth.med.miami.edu/graduate/current-students/handbooks

2. UM Graduate Bulletin
http://www.miami.edu/index.php/academicbulletin/

3. UM Graduate Honor Code
http://www.miami.edu/sa/index.php/policies_and_procedures/honor_code/

4. Photography/Video Release Consent

Yes ____ My photograph/video may be reproduced and released for use by the University of Miami’s Department of Public Health Sciences.

No ____ My photograph may not be reproduced and released for use by the University of Miami’s Department of Public Health Sciences.

____________________________________________

____________________________________________

Date________________________
Signature
Appendix B: Plagiarism Acknowledgement Form

What is Plagiarism? 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;
- 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://www.indiana.edu/~wts/wts/plagiarism.html

I ____________________________
(Print Name)

acknowledge receipt of and understand the Plagiarism Acknowledgement Form.

__________________________________________ Date________________________
Signature