# Table of Contents

## GRADUATE PROGRAMS IN PUBLIC HEALTH SCIENCES
- Graduate Programs Mission ................................................................. 4
- Graduate Programs Values ................................................................. 4
- Graduate Programs Goals and Objectives ........................................ 4
- Student Responsibilities ..................................................................... 5
- Program Ethics ................................................................................... 5
- Plagiarism ............................................................................................ 5
- UM Writing Center ............................................................................. 6
- Photography/Video Release ............................................................... 6

## GENERAL MD/MPH PROGRAM INFORMATION
- Grades, Quality Points, and Credits .................................................. 7
- Grade Point Average (GPA) ............................................................... 7
- Class Attendance and Participation ................................................... 8
- Graduate School Bulletin .................................................................... 8
- Faculty Advisors for Students ............................................................ 8
- Graduate Programs Governance and Committee Membership .......... 8
- Procedures for Appeals ....................................................................... 9
- Graduation ......................................................................................... 9

## INFORMATION TECHNOLOGY RESOURCES AT UM
- CanLink ............................................................................................... 10
- Setting Up Your CaneID and Password ............................................ 10
- Blackboard (Course Management System) ....................................... 11
- MyUM (Non-course Related Services) .............................................. 12
- University Email ................................................................................ 12

## UNIVERSITY-WIDE RESOURCES
- Office of Disability Services .............................................................. 13
- Student Counseling Center ............................................................... 14

## MEDICAL CAMPUS RESOURCES
- Access Card and Photo ID .................................................................. 14
- Libraries .............................................................................................. 15
- Parking ................................................................................................ 16
- Metrorail Passes ................................................................................ 16
- Security ............................................................................................... 16
- Computer Labs ................................................................................... 16
- Graduate Public Health Student Association .................................. 17

## MD/MPH DEGREE PROGRAM
- MD/MPH Curriculum .......................................................................... 18
- MPH Capstone Experience (EPH 680 & EPH 681) .............................. 20

## CONTACT INFORMATION

## APPENDIX A: ACKNOWLEDGEMENT OF RECEIPT AND REVIEW
1. Graduate Programs MPH Student Handbook .................................. 22
2. UM Graduate Bulletin ........................................................................ 22
3. UM Graduate Honor Code ............................................................... 22
4. PHOTOGRAPHY/VIDEO RELEASE CONSENT

APPENDIX B: PLAGIARISM ACKNOWLEDGEMENT FORM

WHAT IS PLAGIARISM? WHY IS IT IMPORTANT?

HOW CAN STUDENTS AVOID PLAGIARISM?
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 2013-2014 Graduate Bulletin. http://publichealth.med.miami.edu/current-students

Program Ethics

The Graduate Programs are committed to fostering an environment that supports the promotion of public health values and is conducive to professionalism and ethical standards for the responsible conduct of science and education. In addition to the listed values on Page 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 MD/MPH PROGRAM INFORMATION

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>

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

- **S** is used for an acceptable (U is for unacceptable) project, practicum, dissertation and internship credit.
- **D** and **E** indicate failure and are not acceptable for graduate credit.
- **W** indicates a course dropped by permission of the Director and the Dean of the Graduate School prior to the last day for withdrawing from classes as published in the official calendar of the University. Credit can be earned only by successful repetition of the course.
- “I” indicates incomplete work in passing status with the instructor's permission to complete the course. An "I" will be assigned only if the instructor is satisfied that there are reasonable non-academic grounds for the student's incomplete work.

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

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

Grade Point Average (GPA)

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

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

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

Faculty Advisors for Students

MD/MPH students are required to meet with the Assistant Dean of Public Health (Julie Kornfeld, PhD) and the Director of Education (Begoña Rovira) at least once per academic year while completing structured MPH coursework for general curriculum advising. This meeting may take place in a town hall setting.

Once students advance to the field placement capstone experience, MD/MPH students are required to work closely with their assigned Faculty Capstone Advisor to ensure that they adequately meet the requirements of the Capstone Experience. Before embarking on a 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 & 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 Master’s and Doctoral programs. Committees include the Admissions Committees
(MPH/MPSH, PhD in Epidemiology and MS/PhD in Biostatistics), the Graduate Executive Policy Committee, and the Graduate Programs Curriculum Committee.

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

The Curriculum Committee is composed of DEPH faculty, program administration staff, and 2 student representatives (master’s and doctorate level). The primary mission of the Curriculum Committee is to work cooperatively with faculty and students in its continuous efforts to improve and facilitate the teaching of public health, epidemiology, biostatistics and related fields within the Department of 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 policy changes, decisions, and general procedures of the Admissions Committee, Curriculum Committee, and the Graduate Programs operations.

Procedures for Appeals

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

Graduation

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

Graduation ceremonies for MD/MPH students will be held in May. Students are responsible for ordering their own ceremony regalia. In March prior to the May graduation ceremony, UM posts commencement information on their web-page to assist students with graduation requirements. Please see http://www.miami.edu/sa/index.php/commencement for additional commencement information.
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](http://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](mailto: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](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

UNIVERSITY-WIDE RESOURCES

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 disabilitieservices@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 MD/MPH student will be provided with 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. These cards are computer coded and should never be given to other individuals for their use. 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](http://calder.med.miami.edu/lib_info_and_services.html)

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

Reference and Education Services: [http://calder.med.miami.edu/librarianask.html](http://calder.med.miami.edu/librarianask.html)

Biomedical Communications: [http://calder.med.miami.edu/biomed/index.html](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 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 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

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

The Master of Public Health program is accredited by the Council on Education for Public Health (CEPH). Upon satisfactory completion of the MPH degree, all MD/MPH students 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 Public Health Sciences, 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 for the MD/MPH program.

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

• Advance and promote the implementation of evidence-based public health practice.
• Identify, understand and promote ethical choices, strong values and professionalism in 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.

MD/MPH Curriculum

The four-year MD/MPH program provides a curriculum that integrates the interdisciplinary faculty and diverse research programs from the Department of Public Health Sciences with the outstanding medical education experience of the UM Miller School of Medicine. In addition to providing an outstanding foundation in the sciences basic to the practice of medicine, the first two years at the Miami campus emphasize building a foundation and a community perspective in the principles of public health. Students move to the regional campus in Palm Beach County for years three and four of the MD/MPH program where the emphasis is on applying those principles to the clinical practice of public health, while working in community teaching hospitals and public health department clinics and programs.
Students complete all coursework required for both the MD and the MPH degrees in four years. The MD requires 175 credits of course work and the MPH degree requires 36 credits of course work, organized as follows:

- 18 credits of core MPH courses, as mandated by the Council for Education in Public Health (CEPH);
- 12 credits of elective courses; and
- 6 credits for the MPH Capstone Experience (Capstone Field Experience and Capstone Project)

### MPH Curriculum for the MD/MPH Degree Program

#### Medical School Year 1 = 15 MPH Credits

<table>
<thead>
<tr>
<th>Semester</th>
<th>MPH Course</th>
<th>Course ID</th>
<th>Course Type</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer MS1</td>
<td>Introduction to Public Health</td>
<td>EPH 500</td>
<td>Core</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Medical Biostatistics</td>
<td>EPH 501</td>
<td>Core</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Fundamentals of Epidemiology</td>
<td>EPH 521</td>
<td>Core</td>
<td>3</td>
</tr>
<tr>
<td>Spring MS1</td>
<td>Disease Preventions and Health Promotion</td>
<td>EPH 614</td>
<td>Core</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Capstone Field Experience</td>
<td>EPH 680</td>
<td>Capstone</td>
<td>3</td>
</tr>
</tbody>
</table>

#### Medical School Year 2 = 15 MPH Credits

<table>
<thead>
<tr>
<th>Semester</th>
<th>MPH Course</th>
<th>Course ID</th>
<th>Course Type</th>
<th>Credits</th>
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<tr>
<td>Fall MS2</td>
<td>Environmental Health</td>
<td>EPH 541</td>
<td>Core</td>
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<td>Spring MS2</td>
<td>Economics of Healthcare (planned)</td>
<td>EPH XXX</td>
<td>Core</td>
<td>3</td>
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<td>Summer MS2</td>
<td>Public Health Policy</td>
<td>EPH 652</td>
<td>Elective</td>
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<td>Chronic Disease Epidemiology</td>
<td>EPH 621</td>
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<td>Leading Change in Public Health</td>
<td>EPH 653</td>
<td>Elective</td>
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#### Medical School Year 3 = 3 MPH Credits

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<th>Semester</th>
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<td>Fall through Spring MS3</td>
<td>Monthly Seminar Series in Contemporary Public Health Issues and Topics</td>
<td>EPH 660</td>
<td>Elective</td>
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#### Medical School Year 4 = 3 MPH Credits

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<tr>
<td>Fall MS4</td>
<td>Capstone Project</td>
<td>EPH 681</td>
<td>Capstone</td>
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MPH Capstone Experience (EPH 680 & EPH 681)

In addition to the 18 credits of core courses and 12 credits of electives, the MPH degree requires a 6 credit capstone experience. The Field Experience (EPH 680) and the Capstone Project (EPH 681) are both vital components of the MPH program, and together form the Capstone Experience.

The Supervised Field Experience is designed to provide students with real-world work experience in the field of public health. This experience places students in health-related settings (local, national, and international) to work on projects of mutual interest to both the field organization and the student. The Capstone Project is intended to build upon this fieldwork and is geared toward providing the student with an opportunity to apply public health academic theory and acquired skills to community health problems. Students are encouraged to build their Capstone Experience in such a way that supports their academic and professional interests as they advance in their careers as public health professionals.

Copies of the Capstone Experience Handbook are available online at http://publichealth.med.miami.edu/Documents/Capstone_Experience_Student_Handbook.pdf or from Felicia Casanova, Capstone Programs Manager (f.casanova@med.miami.edu), CRB928.
## CONTACT INFORMATION

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1120 NW 14th Street, Clinical Research Building, 9th Floor, Miami, FL, 33136

<table>
<thead>
<tr>
<th>Photo</th>
<th>Name</th>
<th>Position</th>
<th>Contact Information</th>
</tr>
</thead>
</table>
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 emachado@med.miami.edu |
Appendix A: Acknowledgement of Receipt and Review

I ________________________________
(Print Name)

acknowledge receiving web link directions to access the 2013–2014 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

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; or
- a paraphrase of another person's spoken or written words.

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

- owl.english.purdue.edu/owl/resource/589/01/
- http://www.indiana.edu/~wts/wts/plagiarism.html

I, __________________________________________, Print Name

acknowledge receipt of and understand the Plagiarism Acknowledgement Form.

Date: _______________________________________

Signature
